

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: *Janice Hoff*  
Date: *9/28/11*

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended  
 Not Recommended

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Assistant Superintendent:  Recommended  
 Not Recommended

Name: *W. B. Sorenson*  
Date: *10/6/11*

School Board:  Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business-Marketing Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehlert
3. Field Trip Date(s): October 30, October 31, 2011      Destination: Hilton Hotel Minneapolis
4. Field Trip Overview (Include events, establishments and locations): Business Professionals of America and DECA Fall Leadership Training – Hilton Hotel Minneapolis
5. Field Trip Departure from School (Date and Time): October 30, 2011 8 am  
Field Trip Return to School (Date and Time): October 31, 2011 6 pm
6. Objectives of Field Trip: BPA give members a winning edge in the leadership of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: After leadership training student will compete in Region Competition and then will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees	\$ 30.00 per student
Total Meals	\$ 20.00 per student
Total Lodging	\$ 35.15 (3 room) per student
Total Transportation	\$750.00 bus
<input type="checkbox"/> School District Vehicle(s)	(20 Students)
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 37.50 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
<b>Total</b>	<b>\$ 137.65</b>

<b>Revenues</b>	
District Budget	\$ <input checked="" type="checkbox"/>
Code: <u>Grant</u>	\$ <input checked="" type="checkbox"/>
Booster Group	\$ <input checked="" type="checkbox"/>
Donations	\$
Student Fees	\$ <input checked="" type="checkbox"/>
Total Additional Stipends:	\$
<b>Total</b>	<b>\$</b>

11. Reviewed/Completed Request Checklist:       Yes       No  
RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

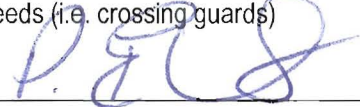
DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

**LOCATION**

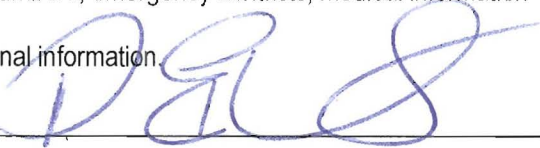

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

## FIELD TRIP REQUEST CHECKLIST - Extended Trip Only *To Follow*

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: 

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

Shonda Peltier  
FOCLA-HERO

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**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Jin Arent  
 Not Recommended Date: 9/30/11

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 10/6/11

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

Date of Submission:

Type of Trip:  Instructional  Supplementary  Extended

1. Organization/Grade/Course Planning Trip: FCCLA-HERO Fall Delegate Assembly

2. Contact Person (Responsible for Checklist Completion): Shonda Peltor

3. Field Trip Date(s): 10-30-11-10-31-11 Destination: Mpls. MN

4. Field Trip Overview (Include events, establishments and locations):

National Cluster Leadership meetings/training  
Election of MN state officers by each region

5. Field Trip Departure from School (Date and Time): 10-30-11

Field Trip Return to School (Date and Time): 10-31-11

6. Objectives of Field Trip:

Student speaking / leadership training to  
represent our region as state officers

7. Relationship to Curriculum or Student Learning:

Extension of student organization FCCLA-HERO

8. Planned Follow-up Field Trip Activities:

Additional - bimonthly meetings / guide local chapter projects

9. Field Trip Budget Request

Estimated Expenses		per person
Total Admission/Fees	3x	\$ 81.00
Total Meals	↑ included above	\$
Total Lodging	79+ tax x 2	\$ 180.00
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)		171.00
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:	for officers - \$75.00 registration fee, uniform expense	\$ 150.00
<b>Total</b>		\$ 582.00

} ?  
386

Revenues		Van
District Budget	Code: <u>transp / lodging</u>	\$ 180.00
Booster Group	<u>FCCLA-HERO acct</u>	\$ 50.00
Donations		\$
Student Fees		\$ 56.00
Total Additional Stipends:		\$
<b>Total</b>		\$ 386

582.00

11. Reviewed/Completed Request Checklist:  Yes  No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

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**Example:** Supervision duties, no smoking, no alcohol
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TIME

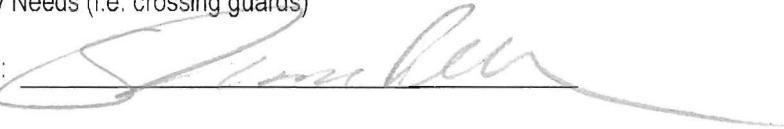
8:00 AM 10/31/11

LOCATION

Crowne Plaza Mpls North, Brooklyn Park, MN

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: \_\_\_\_\_



## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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**Note:** Provide any additional information.

} see sample forms attached

Signature of Contact Person: \_\_\_\_\_

