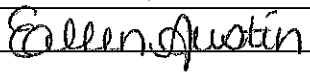
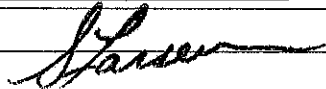


# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  2026 CPM Teacher Conference  PURPOSE OF CONFERENCE  School Improvement						DESTINATION  San Francisco, CA  REPORT TO: (CIRCLE ONE)  BOARD    STAFF    TEAM						CHECK ONE  IN RADIUS    OUT OF RADIUS <b>X</b>  STUDENT TRAVEL OVERNIGHT Y/N  # STUDENTS    # CHAPERONES					
REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.												FUNDING SOURCE (MARK ONE)					
												DISTRICT PD		SPECIAL ED		ACTIVITIES	
												FEDERAL		SAFETY		SCHOOL IMPROV	<b>X</b>
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB	
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .70 PER MILE									
Tricia Breeding	19-Feb-26	\$ 10	\$ 15	\$ 30	\$ 55	Salt Lake	364	\$254.80		\$ 200	\$ 100		\$ 694	\$ 450	\$ 800	\$ 414.80	
	20-Feb-26	\$ -	\$ -	\$ 30	\$ 30												
	21-Feb-26	\$ -	\$ -	\$ 30	\$ 30												
	22-Feb-26	\$ -	\$ 15	\$ 30	\$ 45												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -		0	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -			\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												
		\$ -	\$ -	\$ -	\$ -												

OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			PERDIEM REIMBURSED
AHEAD FOR OUT OF RADIUS TRAVEL. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE:	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST	\$ 2,658.80
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:			
		BOARD APPROVAL DATE	

[illegible]

<p>OFFICE USE ONLY</p> <p>ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.          PER DIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON-PER DIEM EXPENSES INCURRED.</p>	
BUDGET CODE: <u>SKILLS USA FD/FUNDRAISERS/CTE FDS</u>	PROGRAM DIRECTOR INITIALS: <u>dgc</u>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <u>Kimberly M. Kotal</u>	TOTAL COST OF REQUEST \$ <u>20,500</u>
SIGNATURE OF SUPERINTENDENT: <u>Kauer</u>	BOARD APPROVAL DATE

**Field Trip Proposal - Minidoka County School District Board Date: November 25, 2025**

**To:** Mr. Spencer Larsen, Board Chair Members of the Minidoka County School District Board of Trustees

**From:** Mr. Brent Van Every, Mr. Travis Kent, Mr. Braegon Erickson, Mrs. Donna Cameron  
SkillsUSA Advisors, Minico High School – SkillsUSA Chapter

**Subject:** Request for Approval of Educational Trip to New York City SkillsUSA Club  
Attendance at the New York Build Expo March 15–19, 2026

**Dear Mr. Larsen and Board Members,**

Our Minico High School SkillsUSA chapter respectfully requests formal approval for an educational out-of-state trip to New York City from March 15–19, 2026. The primary purpose is for selected SkillsUSA students to attend New York build Expo. This event directly aligns with our Career and Technical Education (CTE) programs in construction, carpentry, cabinetmaking, and related building trades. The show has the most current building materials, building practices, as well as an experience for Skills members to see what industry has to offer. Our SkillsUSA Chapter have been field trips in the past, and have had safe and educational experiences.

**Trip Overview**

- Dates of travel: Sunday, March 15 – Thursday, March 19, 2026 (students will miss four school days: March 16–19)
- Destination: New York City, NY (Javits Convention Center)
- Number of students: 18–20 qualified SkillsUSA members (juniors and seniors who have demonstrated leadership and commitment)
- Chaperones: Alongside SkillsUSA Advisors, we plan on having an additional 2-3 chaperones.
- Transportation: Round-trip commercial airline (Salt Lake City or Twin Falls → JFK or LaGuardia) and public transit/chartered bus in NYC
- Lodging: Pre-approved hotel within walking distance or short subway ride from Javits Center

**Educational Value** In addition to two full days at the New York Build Expo(exhibits, new tools/technology, career seminars, and networking with industry professionals), students will participate in the following standards-aligned educational experiences:

- American Museum of Natural History (STEM and earth science connections)
- Statue of Liberty and Ellis Island (U.S. history, immigration, symbolism of liberty)
- 9/11 Memorial & Museum (civics, resilience, and modern history)
- Guided architectural walking tour of Lower Manhattan (optional, based on schedule)

These experiences meet multiple Idaho Content Standards in history, science, and career readiness while exposing students to real-world applications of the skills they are mastering in our CTE programs.

**Funding – No Cost to the District** Our SkillsUSA chapter has aggressively fundraised throughout the 2025–2026 school year:

- Potato sales: ≈ \$3,500 net profit
- Vending machine commission: ≈ \$4,000
- Total raised to date: ≈ \$7,500

Estimated cost per student: \$900–\$1,100 (airfare, lodging, show registration, most meals, museum entries, and ground transportation). The remaining balance for each student will be paid by the student and their family. No district general funds or taxpayer dollars are requested. Any shortfall will be covered by additional chapter fundraising if needed.

#### **Safety & Logistics**

- All travel arrangements will comply with district out-of-state travel policy
- Detailed itinerary, emergency protocols, and code-of-conduct agreements will be submitted for administrative review
- Students must maintain passing grades and good standing to participate
- 24/7 chaperone supervision will be in place

**Request** We respectfully ask the Board to approve this educational trip at your earliest convenience (preferably at the December or January meeting) so we may secure early-bird airfare and hotel rates before prices increase.

We would be happy to attend a board meeting to answer any questions or provide additional documentation.

Thank you for your continued support of Career and Technical Education and the Minidoka SkillsUSA program.

Respectfully submitted,

*Brent Van Every*