

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 and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States 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: Danette ScheDate: 10/4/17

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: Danette Sche

Date: _____

Assistant Superintendent:

- Recommended
 Not Recommended

Name: B. HargreavesDate: 10/9/17

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: East HS Skills USA
2. Contact Person (Responsible for Checklist Completion): Kevin Chederquist
3. Field Trip Date(s): 10/26-28 Destination: Alexandria
4. Field Trip Overview (Include events, establishments and locations): Holiday Inn Alexandria

5. Field Trip Departure from School (Date and Time): 5:30 Am 10/26
Field Trip Return to School (Date and Time): 3:00 pm 10/28
6. Objectives of Field Trip: Leadership Skill Development

7. Relationship to Curriculum or Student Learning: Co-curricular technical skill development

8. Planned Follow-up Field Trip Activities: State Officer Elections 11/21

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$
Total Meals	<u>for 10 people @ \$150</u>	\$ 1500
Total Lodging	<u>4 rooms</u>	\$ 800
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>van</u>	100
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
Total Additional Stipends:		\$ —
Other:		\$ —
Total		\$ 2400

Revenues		
District Budget	Code: <u>Perkins</u>	\$ 550
Booster Group		\$ —
Donations		\$ —
Student Fees		\$ 1850
Total Additional Stipends:		\$
Total		\$ 2400

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

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: _____



SkillsUSA Fall State Leadership Training Professional Conference

Holiday Inn Alexandria

5637 Highway 29 South
Alexandria, MN 56308

TENEATIVE AGENDA for October 26-28, 2017

WEDNESDAY, October 25th

6:00 pm State Staff Loads into Hotel / Headquarters / State officer arrive after 7 pm
11:00 pm Lights Out

THURSDAY, October 26th

8:00 - 9:30 am Conference Registration – Pool Atrium area
10:00 - 11:50 noon **Opening General Session - ALL STUDENTS & Advisors (Conference Officially begins)**
10:30 - 11:30 am Advisors Session - ALL ADVISORS
12:00 - 1:00 pm **Lunch- General Session, Topic: Expectations / Professionalism**
1:00 - 5:00 pm Color Chapter Breakout Activities: *Report to Chapter Rooms*
3:30 - 4:30 pm Training Workshop: Briefings for Presidents, Parliamentarian, Secretary's & Treasurers
5:00 - 6:00 pm Ridiculous Relays Team Skills (entire team participates)
6:00 - 6:30 pm **Dinner**
6:30 - 7:30 pm **First General Session, Topic: To be determined**

7:30 - 8:00 pm FREE TIME - Pool Time &/or Social Activity- Local Chapter Meeting - MUST STAY ON HOTEL PROPE
8:00 - 11:00 pm Color Chapter Breakout Activities: *Report to Chapter Rooms – Service Project Activity*
9:00 pm Executive Council Meeting Training
10:30 pm Advisors Meeting- ALL Advisors must attend!
11:00 pm In Your Rooms (must have ordered pizza, get pop, etc. by this time)
11:30 pm Lights

FRIDAY, October 27th

8:00 - 8:30 am **Breakfast**
8:30 - 9:30 am **General Session, TOPIC: To be determined**
9:30 - 12:00 noon Color Chapter Breakout Activities: *Report to Chapter Rooms*
11:00 am Sailboat Regatta
12:00 - 12:30 pm **Lunch**
12:30 - 1:30 pm **General Session, TOPIC: To be determined**
1:30 - 5:00 pm Color Chapter Breakout Activities: *Report to Chapter Rooms*

5:00 - 6:00 pm **Dinner - General Session, TOPIC: To be determined**

6:15- 6:45 pm Judges Meeting
6:45 - 9:30 pm Leadership Contests for Students
6:45 - 10:00 pm Complete Leadership Award & Notebooks
10:00 pm Turn in Colored Chapter Notebooks
10:00 pm - 12:00 am Survival Celebration – Sponsored event
12:30 am Lights Out (must have ordered pizza, get pop, etc. by this time)

SATURDAY, October 28th

7:30 - 8:00 am Display Set Up & Judging
8:00 - 9:00 am Display Judging
9:00 - 9:30 am **Awards Assembly Breakfast**
9:30- 10:30 am Awards Session
10:30 -11:30 am Check- out of Hotel