

**DISTRICT 206**  
**2023-24 FIELD TRIP REQUESTS**

In accordance with School District Policy 538, the district 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 and to:

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

.....prior to the field trip being finalized with the involved students.

**DEFINITIONS:**

Field Trip – Any planned educational event or experience occurring beyond the school grounds with the exception of extra-curricular events scheduled by the extra-curricular coordinator or principal.

Instructional Trip – Any trip that takes place during the school day and is **required** as part of a basic education program/course. All instructional trips shall be financed by school district funds and not require financial contributions of students.

Supplementary Trip – Any trip in which students voluntarily participate and which **enhances** a base education program/course. Supplementary trips may request financial contributions of students.

**Extended Trip** – Trips that involve one or more overnight stops and may be instructional or supplementary and are voluntary in nature. **Extended field trips require school board approval prior to the trip.**

Alternative Instructional Arrangement – A school planned reasonable instructional alternative in lieu of the planned trip as provided in School District Policy.

Financial Scholarship – A deferred fee opportunity for qualifying students when financial contributions are required. Each building has a qualifying process for field trip scholarship.

**INSTRUCTIONAL/SUPPLEMENTAL TRIP ACTION**

Administration:     Approve                      Name: \_\_\_\_\_  
                                  Not Approve                      Date: \_\_\_\_\_

**EXTENDED TRIP ACTION**

Administration:     Recommend                      Name: \_\_\_\_\_  
                                  Not Recommend                      Date: \_\_\_\_\_  
School Board:         Approve                              Date: \_\_\_\_\_  
                                  Not Approve                              Date: \_\_\_\_\_

# 2023-24 FIELD TRIP REQUEST FORM

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL.**

**PRINCIPAL: SIGN AND SEND TO MAGGIE TIMM BEFORE 10<sup>TH</sup> OF THE MONTH PRIOR TO THE FIELD TRIP TO ENSURE IT IS ADDED TO BOARD AGENDA (FOR EXTENDED FIELD TRIPS ONLY).**

Date of Submission: \_\_\_\_\_

Type of Trip:  Instructional     Supplementary     Extended (requires school board approval)

1. Organization/Grade/Course Planning Trip: \_\_\_\_\_
2. Contact Person (Responsible for Checklist Completion): \_\_\_\_\_
3. Field Trip Date(s): \_\_\_\_\_ Destination: \_\_\_\_\_
4. Field Trip Overview (Include events, establishments and locations): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Field Trip Departure from School (Date and Time): \_\_\_\_\_  
Field Trip Return to School (Date and Time): \_\_\_\_\_
6. Objectives of Field Trip: \_\_\_\_\_  
\_\_\_\_\_
7. Relationship to Curriculum or Student Learning: \_\_\_\_\_  
\_\_\_\_\_
8. Planned Follow-up Field Trip Activities: \_\_\_\_\_  
\_\_\_\_\_
9. Field Trip Budget Request

**Estimated Expenses**

Total Admission/Fee Expenses .....	\$ _____
Total Meal Expense .....	\$ _____
Total Lodging .....	\$ _____
Total Transportation Expenses (see below) . .	\$ _____
Total Additional Chaperone Stipends. ....	\$ _____
_____ .....	\$ _____
_____ .....	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

FURTHER EXPLANATION: \_\_\_\_\_  
\_\_\_\_\_

**Revenues**

District Budget .....	\$ _____	
code: _____		
Booster Group .....	\$ _____	Organiz: _____
Donations .....	\$ _____	
Student Fees .....	\$ _____	per student: \$ _____
_____ .....	\$ _____	
<b>TOTAL</b>	<b>\$ _____</b>	

10. Transportation Expenses
  - School District Vehicles
  - Commercial Transportation Carrier - NAME: \_\_\_\_\_
  - Private Vehicle (requires certificate of insurance)  
NAME(S): \_\_\_\_\_

11. Reviewed/Completed Request Checklist:     Yes     No

## FIELD TRIP REQUEST CHECKLIST – All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Inform students that they are expected to follow District 206 Policies, and, where applicable, Minnesota State High School League rules and regulations.
- Establish and Inform Families of Reduced Fee Structure
- 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 Health Associate or Coordinator
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
GUIDE: 1 adult for every 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: \_\_\_\_\_