



District Service Center
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ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Ph.D., Superintendent

FROM: Jennifer Thomas, Office Coordinator for Assistant Superintendents for
Academic Excellence and Accountability Mike Johnson and Julie
Nielsen

DATE: July 12, 2017

TOPIC/PURPOSE OF REPORT: Extended Field Trips

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 610, Field Trips

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: July 20, 2017

REPORT

The following extended field trips have been submitted for approval per Policy #610:

- **August 25-26, 2017: East Ridge High School's** Girls' Tennis Program for team building and tournament doubles experience. Mankato MN. (Jon Rydberg)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Jon Rydberg 651 226 2693

School and Program: East Ridge Girls Tennis

Date of Requested Trip: Aug 25th + 26th 2017

1. What group is taking this trip? ER GIRLS TENNIS

Estimated # of Students 14 Adult Supervisors 4

2. Destination: Mankato

Date/Time of Departure: Aug 25th 3pm

Date/Time of Return: Aug 26th 5pm

3. State purpose and educational value of trip (attach information to form if needed).

Trip is used for team bonding and tournament doubles experience.

4. Name the manner of travel and the carrier.

Personal vehicles ✓

5. State proposed housing arrangements.

Hotel arranged by booster club.
Courtyard Mankato, 901 Raintree Rd. Mankato, MN 56001 ✓

6. Describe parental involvement in planning - including who, what, where, when and how.

Booster club parents plan all meals, lodging and transport.

7. List participants (reminder to have participants complete parent/guardian permission form).

All varsity team members that will be named the week prior.

8. Describe the manner of selecting participants.

Any student/athlete on the official varsity roster.

9. Indicate who will be in charge of supervising the trip.

Jon Rydberg and Suzie Heldeman - coaches

Minimum two booster club parents. ✓

10. State the safety precautions and procedures for emergencies while on the trip.

Coaches/parents will be on hand at all locations on and off the tennis court monitoring student/Athletes and will proceed with any needed assistance if they arise.

11. Give budget costs, how trip will be funded and estimated cost per student.

Funded by the booster club.

12. State evaluation procedures.

The team will be evaluated in the weeks following the trip to see if they learned from the doubles focus and if the time together made them a closer team.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

There are no special needs or concerns.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 6/22/17

Principal/Administrator Signature and Date: [Signature]

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 7-12-17

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____