



District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

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: August 10, 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: August 17, 2017

REPORT

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

- August 27-28, 2017: East Ridge High School's Girls' Tennis Program for team building and tournament doubles experience. Camp Lake Hubert/Brainerd MN. (Jon Rydberg)
April 13-15, 2018: Woodbury High School's Key Club will attend district leadership conference (Willmar MN) to gain skills, learn about different service projects and celebrate annual accomplishments. Will stay at the Holiday Inn in Willmar, MN. (Kaarin Schumacher)

Received
7-27-17



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 27th + 28th

1. What group is taking this trip? ER Girls Tennis

Estimated # of Students 14 Adult Supervisors 4

2. Destination: Camp Lake Hubert/Brainerd H.S.

Date/Time of Departure: Aug 27th @ 1:30pm

Date/Time of Return: Aug 28th @ 6pm

3. State purpose and educational value of trip (attach information to form if needed).
Trip is used for team bonding and doubles experience.

4. Name the manner of travel and the carrier.
East Ridge Vans.

5. State proposed housing arrangements.
Chalet's at Camp Lake Hubert set up by Brainerd H.S.

6. Describe parental involvement in planning – including who, what, where, when and how.
Booster club parents plan meals and oversee student/athletes during the tournament.

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.



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610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Kaarin Schumacher / 651-425-5197

School and Program: Woodbury High School ; Key Club

Date of Requested Trip: April 13-15, 2018

1. What group is taking this trip? Key Club (self-selected members)
Estimated # of Students ~ 10 Adult Supervisors 1

2. Destination: Willmar, mn
Date/Time of Departure: April 13, 2018 @ 11am
Date/Time of Return: April 15, 2018 @ 2pm

3. State purpose and educational value of trip (attach information to form if needed).
Attending district leadership conference to gain skills, learn about different service projects, and celebrate annual accomplishments.

4. Name the manner of travel and the carrier.
Students and/or families will be responsible for transporting themselves.

5. State proposed housing arrangements.
- Holiday Inn in Willmar, mn 250 23rd st SE Willmar, MN 56201
- Students will be placed in hotel rooms by advisor

6. Describe parental involvement in planning – including who, what, where, when and how.
- Signing forms & emergency information
- Providing transportation

7. List participants (reminder to have participants complete parent/guardian permission form).
- List is determined Spring 2018 when students register.

8. Describe the manner of selecting participants.
They will self-select

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

Karl Schumacher (Key Club Advisor)

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

All school district & Minnesota Key Club safety procedures will be followed.

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

~ \$200 / student

12. State evaluation procedures.

- Key Club will pay a portion; the rest will be paid by students. Members will be expected to follow Key Club Code of Conduct or parents/guardians will be notified.

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

N/A

Signature of Staff Member Responsible: Karl Schumacher

Date field trip request was submitted to Principal: _____

Principal/Administrator Signature and Date: Gregory Chynoweth 5/12/17

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature]

Approved: [Signature] Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____