



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: October 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: October 18, 2017

REPORT

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

- **April 26, 27, 28, and 29, 2018: Woodbury High School Advanced Band/Orchestra** – 93 students 3 faculty and 7 chaperones will travel to Seattle WA. They will have a collaborative concert with local high schools in the area and attend a clinic at the University of Washington. Travel via plane. Arrangements made by Director's Choice Travel. **(Tark Katzenmeyer, Ryan Jensen and Matt Shervey)**
- **November 3, and 4, 2017: Park High School Girl's Hockey** – 36 students and 4 chaperones will travel to Duluth MN. via Minnesota Coach bus for pre-season evaluation scrimmages. They will stay the night at Holiday Inn – Duluth. **(Steve Morse)**
- **October 29 and 30, 2017: East Ridge High School – Business Professionals of America – Fall Leadership Conference** - 10 students and 1 faculty/chaperone will travel to Bloomington MN. They will stay 1 night at Doubletree hotel. **(Lynn O'Driscoll)**
- **March 8, 9 and 10, 2018: East Ridge High School – Business Professionals of America – State Leadership Conference** – 10 students and 1 faculty/chaperone will travel to Minneapolis MN. They will stay 2 nights at the Hyatt Regency Hotel. **(Lynn O'Driscoll)**
- **May 9, 10, 11, 12 and 13, 2018: East Ridge High School – Business Professionals of America – National Leadership Conference** – 10 students and 1 faculty/chaperone will travel via air to Grapevine, Texas. They will stay 4 nights at the Gaylord Texan Hotel in Grapevine. **(Lynn O'Driscoll)**



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Tark Katzenmeyer (651) 425-4495

School and Program: Woodbury High School Band & Orchestra

Date of Requested Trip: 4/26 - 4/29, 2018

1. What group is taking this trip? Woodbury Advanced Band & Orchestra
Estimated # of Students 93 Adult Supervisors 3 faculty, 7 chaperones

2. Destination: Seattle, WA

Date/Time of Departure: April 26, 2018

Date/Time of Return: April 29, 2018

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

See attached

4. Name the manner of travel and the carrier.

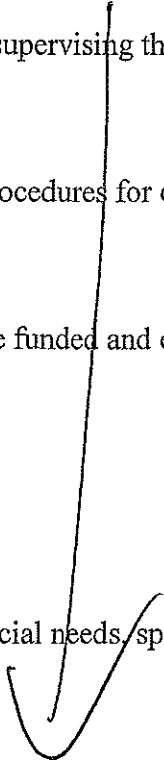
5. State proposed housing arrangements.

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

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

8. Describe the manner of selecting participants.

9. Indicate who will be in charge of supervising the trip.
10. State the safety precautions and procedures for emergencies while on the trip.
11. Give budget costs, how trip will be funded and estimated cost per student.
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.



 Signature of Staff Member Responsible: [Handwritten Signature]

Date field trip request was submitted to Principal: 9/27/17

Principal/Administrator Signature and Date: [Handwritten Signature: G. Jensen-Clayton]

Approved: _____ Not Approved: _____

 Assistant Superintendent Signature and Date: 9.28.17 [Handwritten Signature]

Approved: _____ Not Approved: _____

 School Board Review Date: _____

Approved: _____ Not Approved: _____

610 Extended Field Trip Form

Tark Katzenmeyer, Ryan Jensen, and Matthew Shervey, directors
Woodbury High School Advanced Band and Orchestra Classes, ISD 833
September 25, 2017

Woodbury High School Advanced (Concert) Band – Collaborative Concert with local High School Band TBA, Clinic at the University of Washington

1. What group is taking this trip?

The Advanced (Concert) Band class and the Advanced (Concert) Orchestra from Woodbury High School

2. Destination, Date/Time of Departure, Date/Time of Return

Destination: Seattle, WA

Itinerary: See attached pages.

Depart: Thursday, April 26, 2018 on 7:30 AM flights

Return: Sunday, April 29, 2018 7:30 PM

3. State purpose and educational value of trip.

Purpose

Music is an activity of collaboration and shared inspiration. Unlike other classes, students succeed as a whole class by focusing on individual contribution, through excellence, to ensemble success. Students have the opportunity to horizontally align their goals and standards by performing alongside bands/orchestras from other geographic parts of our country through tour. This inspires students to strive for a higher standard, collaborate with other students who are actively investing in their school music culture, and forge strong bonds of friendship that helps students network for future success beyond high school. Students will also have the opportunity to receive critical feedback from Dr. Timothy Salzman, a renowned college professor of instrumental music at the University of Washington.

Performance Goals

- Demonstrate musicianship at the highest level through performance in concert band, percussion ensemble, and orchestra.
- Represent our community and the State of Minnesota before a professor of music at a university.

- Recognize the importance of working together to achieve goals and to problem solve.
- Reflect upon their experiences and the impact they had on their own knowledge and appreciation of music.
- Share their knowledge with others within the music community of South Washington County Schools.
- Understand the significance of music in the development of culture.
- Horizontally align performance standards with students from a similar high school in another part of our country (At a High School TBA)
- Enrich relationships with other students.

4. Name the manner of travel and the carrier.

Students will travel by commercial airline from Minneapolis/St. Paul Airport to Seattle, WA. The tour company is Director's Choice Travel (<http://www.choicemusicevents.org/>). They will take responsibility for all transportation arrangements. ✓

5. State proposed housing arrangements.

Although the exact hotel has not been selected yet, students will stay in a quality hotel in Seattle, WA for three nights that will be selected by Director's Choice Music Tours. The hotel will meet all safety requirements of the school board. Students will be in like-gender rooms of 4, and students will not be allowed to enter rooms other than their own without chaperone supervision. The tour company will provide a night security guard to monitor the hallway of the floor students will stay on between night room check and morning room check. Please see the attached student behavior guide for more specifics on housing expectations for students and chaperones.

Send
Address
when
received

Thank
you.

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

The team of Woodbury high school instrumental directors (Matthew Shervey, Tark Katzenmeyer, & Ryan Jensen) met and discussed a possible joint orchestra and band trip. We discussed this idea with Sarah Sorenson-Wagner at our Spring arts facilities meeting and she approved us to move forward into the planning stages. While an opportunity to perform with a local high school band/orchestra is still TBA, we sought out a performance venue to receive feedback from a collegiate educator as part of

the tour. The University of Washington Music Department provided that opportunity, which aligns with our SIP goal of College and Career Readiness.

Both the orchestra and the band have active and involved band booster organizations. The directors are in direct contact with their respective booster organizations in making partnered decisions during the planning process. An informational meeting was held in the Spring of 2017 for all district band families to attend and give feedback via online survey to gauge interest. With many positive responses from band and orchestra families, the directors moved forward in the planning process.

7. List Participants.

See attached. The list provided is as of 9/25/2017. There is still opportunity for students to add to the trip.

8. Describe the manner of selecting participants.

All current 10th or 11th grade band or orchestra students that are in the "Advanced Band" or "Advanced Orchestra" classes are invited to participate in this tour. All 12th grade Woodbury band or orchestra members are eligible for the trip. Students are not required to participate in the trip if they are in the advanced band or orchestra. Registration will open upon approval of this request. Registration will stay open until December 2017.

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

Woodbury High School Band Directors Matthew Shervey and Tark Katzenmeyer and Woodbury High School Orchestra Director Ryan Jensen will supervise the trip.

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

Parent chaperones will be chosen based on experience supervising student groups, as well as medical doctor or EMT experience. In addition to parent chaperones; the Woodbury directors will be responsible to supervise the band members for the duration of the trip.

Woodbury High School Band Seattle Trip

Itinerary with Notes



SUBJECT TO CHANGE - ALL TIMES ARE LOCAL

Thursday, April 26, 2018

5:00 AM Arrive at local area airport

Meet your Tour Director who will assist you with the check-in process and remain with your group throughout your trip.

Breakfast on your own once you've cleared security.

7:30 AM Flights out of Minneapolis for Seattle

12:00 PM Depart via motorcoach for Pike Place Market

12:30 PM Shopping, sightseeing and lunch on your own at Pike Place Market - \$15 provided

2:30 PM Depart via motorcoach for Underground Seattle Tour

2:45 PM Arrive at Underground Seattle Tour

608 First Ave
Seattle, WA 98104

3:00 PM Underground Seattle Tour

Tour is 75 minutes. Be prepared for the underground landscape to be moderately rugged. You'll encounter six flights of stairs, uneven terrain and spotty lighting. Dress for the weather and wear shoes appropriate for substantial walking.

4:30 PM Depart via motorcoach for Pier 57

4:45 PM Arrive at Miner's Landing Pier 57

1301 Alaskan Way
Seattle, WA 98101

5:00 PM Seattle Great Wheel at Miner's Landing Pier 57

5:30 PM Shopping and sightseeing in small groups on Pier 57

6:45 PM Meet at Ivar's Seafood Restaurant

7:00 PM Dinner at Ivar's Seafood Restaurant

9:00 PM Depart via motorcoach for hotel

9:30 PM Arrive and check-in at hotel

Room keys will not be available before this time.

10:00 PM Room check and lights out

Friday, April 27, 2018

8:00 AM Breakfast at hotel

9:00 AM Depart via motorcoach for Island Adventures Whale Watching - Anacortes

9:30 AM Arrive at Anacortes Marina

10:00 AM Island Adventures Whale Watching Cruise

12:30 PM Lunch on your own - \$15 provided

5:15 PM Depart via motorcoach for Hard Rock Cafe

5:45 PM Arrive at Hard Rock Cafe

116 Pike St.
Seattle, WA 98101

6:00 PM Dinner at Hard Rock Cafe

Menu includes choice of Hamburger or Cheeseburger with French Fries; Bar-B-Que Pulled Pork Sandwich with French Fries; Honey Mustard Grilled Chicken Sandwich with French Fries; Cheesy Mac & Cheese with Garlic Toast; or Classic Caesar Salad. All served with Dessert and Drink.

7:30 PM Evening open for concert exchange or similar

9:30 PM Depart via motorcoach for hotel

10:00 PM Arrive at hotel

10:30 PM Room check and lights out

Woodbury High School Band Seattle Trip

Itinerary with Notes



SUBJECT TO CHANGE - ALL TIMES ARE LOCAL

Saturday, April 28, 2018

- 7:00 AM Breakfast at hotel
- 8:15 AM Depart via motorcoach for Space Needle
- 8:45 AM Arrive at Space Needle
400 Broad Street
Seattle, WA 98109
- 9:00 AM Space Needle and Chihuly Garden and Glass
- 10:00 AM Depart on foot for Experience Music Project
- 10:15 AM Arrive at Experience Music Project and Science Fiction Museum
325 5th Avenue N Seattle, WA 98109
- 10:30 AM Experience Music Project and Science Fiction Museum
- 12:30 PM Lunch on your own at Experience Music Project and Science Fiction Museum - \$15 provided
- 2:30 PM Depart via motorcoach for performance - location and time TBD
- 3:00 PM Afternoon open for performance opportunity
- 5:15 PM Depart via motorcoach for Buca di Beppo
- 5:45 PM Arrive at Buca di Beppo
701 9th Ave N, Seattle, WA 98109
- 6:00 PM Dinner at Buca di Beppo
Family style menu includes Mixed Green Salad, Caesar Salad, Bread, Spaghetti with Marinara, Fettuccine Alfredo, and Chicken Parmigiana with Buca Cookie for dessert and unlimited Soft Drinks, Coffee and Tea.
- 7:00 PM Depart via motorcoach for Benaroya Hall
- 7:30 PM Arrive at Benaroya Hall
200 University Street
Seattle, WA 98101
- 8:00 PM Seattle Symphony at Benaroya Hall
- 9:30 PM Depart via motorcoach for hotel
- 10:00 PM Arrive at hotel
- 11:00 PM Room check and lights out

Sunday, April 29, 2018

- 7:00 AM Breakfast at hotel
- 8:15 AM Check out of hotel, load and depart via motorcoach for Future of Flight Aviation Center and Boeing Tour
- 8:45 AM Arrive at Future of Flight Aviation Center and Boeing Tour
8415 Paine Field Blvd
Everett, WA 98204
- 9:00 AM Boeing Tour & Gallery
- 12:00 PM Lunch on your own - \$15 provided
- 1:00 PM Depart via motorcoach for local area airport
- 1:30 PM Arrive at local area airport
- 3:30 PM Flights out of Seattle for Minneapolis
- 7:30 PM Arrive in Minneapolis



Woodbury High School Band -- Student Report

Prepared 9/27/2017 8:02 AM

Your report returned 93 Students. (ordered by last, ,)

Student	Gr
Addington, Sean	12
Adomavicius, Andrius	11
Arland, Connor	12
Barclay, David	12
Barnholt, Aloria	11
Baston, Josh	10
Bayer, Colin	11
Bennett, Sarah	12
Berg, Cameron	12
Bergquist, Ellie	10
Bertram, Lucas	11
Bjerke, Annika	12
Bradley, Claire	11
Buchholz, Max	11
Chan, Kayla	11
Chan-Khan, Zahra	10
Checka, Nidhi	11
Chikkaia, Joshua	11
Christenson, Jenna	10
Costa, Olivia	10
Crosby-Schmidt, Sam	12
Crosby-Schmidt, Sam	10
Dutton, Hannah	12
Gobran, Kamilah	12
Good, Gracie	10
Grados, Grace	11
Grinde, Ben	11
Hansen, Caitlin	12
Hashel, Ariam	10
Hildebrandt, Anna	12
Holiday, Tiffany	10
Hruby, Lukas	10
Huf, Sophia	11
Hughes, Sarah	12
Jariwala, Nidhi	12
Kim, Sebastian	11
Knott, Madison	12
Koo, Evan	11
Li, Jenny	11
Lopez-Sanchez, Montserrat	11
Luchsinger, Samuel	11
Ma, Stephen	9
Maier, Luke	11
Martin, Desiree	12
Martin, Trevor	12
Marxhausen, Leah	12
McCollor, Matthew	11
McGlinch, Kate	10
McGough, Jackson	11
Michalowicz, Clare	11
Miller, Simon	12
Misura, Alexander	11
Murray, Evan	11
Nelson, Spencer	12
Nelson, Tim	11
Nelson, Tracey	11
Nepper, Natalie	10
Newcomb, Ben	12
Nielsen, Paul	10
Njoya, Leila	12
Oleson, Jordan	12
Olson, Annika	11
Olson, Camron	12
Olson, Samuel	11
Parker, Melissa	11
Peterson, Scott	11
Philips, Kate	12
Phung, Le	12

Pondicherry, Aditya Ashwin	10
Ponto, Sarah	11
Rands, Bridget	12
Rice, Meghan	12
Riley, Hugh	12
Ringrose, Daniel	12
Rock, Timothy	11
Roubinek, Elise	12
Saffold, Nate	11
Sand, Tessa	12
Schwartzhoff, Riley	11
Sengil, Julide	12
Sheshadri, Akul	12
Sperry, Ryan	10
Stroebel, Leah	11
Tengwall, Hannah	12
Thornton, Connor	11
Tousignant, Jacques	11
Trujillo, Alexander	10
Ward, Annie	11
Warren, Cheyenne	12
Wu, Joey	9
Yurik, Rachel	12
Zhang, Mathew	10
Zhu, Joyce	10

Woodbury High School Band and Orchestra Tour 2018-Seattle, WA
TOUR STUDENT EXPECTATIONS

This document includes a list of expected conduct for the Woodbury High School Band and Orchestra members during the course of our 2018 tour. The absence of a rule from this list DOES NOT alleviate responsibility for any improper conduct as determined by the Director of Bands.

GENERAL RULES:

- 1) This activity is an official school activity of Independent School District #833. This means that students represent the South Washington County School District and Woodbury High School, and all District and School policies are in effect at ALL times.
- 2) There is a NO TOLERANCE policy on ANY illegal substance. There will be no possession or use of illegal substances. This includes, but is not limited to, tobacco products and alcohol.
- 3) Students are expected to follow, without question or argument, any direction by Independent School District #833 Employees while on tour. The final decision in ALL scenarios will be made by the Director of Bands (Tark Katzenmeyer) or the Director of Orchestras (Ryan Jensen).
- 4) Students are to follow instructions of chaperones on the tour when chaperones are serving official duties issued by the Director of Bands or the Director of Orchestras.

BUS/PLANE RULES:

- 1) If listening to music or playing handheld game units, headphones must be used out of respect for fellow travelers.
- 2) Garbage is to be placed in a trash can and NEVER left in isles on the bus. Trash on the plane should be given to flight attendants for disposal.
- 3) Students are to follow all instructions issued by the Bus Driver, any airline employee, School District #833 employees, or chaperones while on the bus or plane.
- 4) Students are to be in their own seat. Mind your personal space. No seat sharing, sitting on laps, etc...

Woodbury High School Band and Orchestra Tour 2018-Seattle, WA

TOUR STUDENT EXPECTATIONS (Continued)

HOTEL RULES:

- 1) Only students and chaperones of Woodbury High School are allowed into hotel rooms at any time. There are to be NO outside guests.
- 2) Woodbury High School students are NOT to be in any room other than those issued to Woodbury High School.
- 3) Be in your room at curfew time. NO EXCEPTIONS. All rooms will be checked by Woodbury chaperones at curfew. Once room check has occurred, no student should leave their room for ANY reason, with the extreme exception of a major health emergency, in which case students should proceed immediately to their assigned chaperone or the Director of Bands or the Director of Orchestras.
- 4) YOU are financially responsible for any damage caused to your room, so don't let any damage happen! Rooms will be checked for damage by chaperones before check out.
- 5) Be courteous of all guests in the hotel. Do not create loud noises or run in the halls.
- 6) Access to long distance telephone calls on hotel phones and in room movies will be blocked to ALL rooms. If you need to make a long distance calls use a cell phone or the pay phones in the lobby.
- 7) Keep garbage picked up and dispose of it in the appropriate place in your room.
- 8) Respect the privacy of others in the hotel.
- 9) No male and female students are to be in the same hotel room at the same time without a chaperone in the room. You may use the hotel lobby or hallway (before room check) for meeting or hanging out.

Woodbury High School Band and Orchestra Tour 2018-Seattle, WA

TOUR STUDENT EXPECTATIONS (Continued)

RULES WHEN OUTSIDE OF THE BUS OR HOTEL:

- 1) Always utilize the “buddy system” by staying in groups of three or more.
- 2) Do not break any laws, rules, or regulations.
- 3) Do not leave a designated area. For example, when having free time at the Space Needle, do not leave the Space Needle. You should NEVER leave the boundaries of the park or venue we are at until the whole band leaves together. If a need arises, you may find a chaperone at a designated meeting place to be “chaperoned” outside of the zone we are visiting.

MEDICINE, HEALTH, and PRESCRIPTIONS

- 1) You must notify the Director of Bands or the Director of Orchestras of any prescription medication you are taking PRIOR to departing on the tour.
- 2) Any controlled substance will be carried by chaperones unless direct permission to carry a prescription is obtained from the Director of Bands or Director of Orchestras.

MISCELLANEOUS

- 1) All meals are provided when we arrive in Seattle. Meals are NOT provided on the bus ride there, however, so please plan on bringing enough money for lunch and dinner on the ride TO and FROM Seattle to Minnesota. We will make stops for these meals.
- 2) If you carry a cell phone, please provide it for our “cell phone contact list” by entering a “student cell phone” number on CHARMS. Orchestra students will be invited to do this before the tour.



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone: Steve Morse 612-221-4444

School and Program: Park High Girl's Hockey

Date of Requested Trip: November 3, 2017-November 4, 2017

1. What group is taking this trip? Park Girl's Hockey Varsity/JV

Estimated # of Students 36 Adult Supervisors 4

2. Destination: Duluth Heritage Sports Center

Date/Time of Departure: November 3, 2017 2:00 pm ✓

Date/Time of Return: November 4, 2017 10:00 pm

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

Pre season evaluation scrimmages

4. Name the manner of travel and the carrier.

Coach bus-Minnesota Coaches ✓

5. State housing arrangements (must include name, address and phone number of hotel).

Holiday Inn -Duluth

200 W. 1st St

Duluth, MN 55802 218-722-1202 ✓

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

Expenses paid by booster club, no other parent involvement

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

TBD after tryouts

8.

Describe the manner of selecting participants.

Tryouts

- 9. Indicate who will be in charge of supervising the trip.
Head coach-Steve Morse ✓
- 10. State the safety precautions and procedures for emergencies while on the trip.
General safety and supervision procedures
- 11. Give budget costs, how trip will be funded and estimated cost per student.
Expenses paid by booster club
- 12. State evaluation procedures.
General tryout and evaluation
- 13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. None

 Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: _____ 9/6

Principal/Administrator Signature and Date: _____
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Approved: _____ Not Approved: _____

 Assistant Superintendent Signature and Date: _____ 10.4.17 Mupl...

Approved: _____ Not Approved: _____

 School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: Fall Leadership Conference (October 29-30); State Leadership Conference (March 8-10); National Leadership Conference (May 9-13)

1. What group is taking this trip? Business Professionals of America (BPA)

Estimated # of Students 10 for each conference Adult Supervisors 1

2. Destination: FLC – Bloomington SLC – Minneapolis NLC – Dallas 2017-2018

Date/Time of Departure: FLC – noon on 10/29 SLC am on 3/8 NLC – 5/9

Date/Time of Return: FLC – Noon on 10/30 SLC – Noon on 3/10 NLC – 5/13 ✓

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

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events. ✓

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

4. Name the manner of travel and the carrier: Parents will provide students with transportation to both the FLC and the SLC. The national conference (if students qualify) will have travel arranged through air and charter

5. State proposed housing arrangements:
Conference sponsored hotels

Fall Leadership
DoubleTree Birmingham
7800 Normandale Blvd
State
Hyatt Hpts
1300 N. Iroquois Hall
Nat'l
Gaylord Texon
1501 Gaylord Pt.
Gaylord TX 76051
— PLEASE INCLUDE ADDRESS
TO MURPHY SON OR J.T. THOMAS
THANKS

6. Describe parental involvement in planning – including who, what, where, when and how. Parents will be involved as transportation for the participants as well as additional chaperones as needed

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

Student participants are unknown at this time

8. Describe the manner of selecting participants.

Students may sign up to go to the Fall Leadership Conference. Students must qualify via competition of the State and National Leadership Conferences

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

Lynn O'Driscoll, BPA Advisor

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

School nurse will provide advisor with any necessary medical information
Hotel provides added security on each floor during the conference
Local police will assist as necessary

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

Students fund their own participation
CTE Perkins Funding pays for advisor expenses

12. State evaluation procedures.

Students will share their experiences with the rest of the club, business classes and teachers.

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

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 10/2/17

Principal/Administrator Signature and Date: _____

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: *[Signature]* 10-5-17

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

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

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 10/2/17

Principal/Administrator Signature and Date: Jess T. Gull 10/5/17

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10.5.17

Approved: _____ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____