



District Service Center
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Cottage Grove, MN 55016
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ADMINISTRATIVE REPORT

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

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

DATE: November 10, 2016

TOPIC/PURPOSE OF REPORT: Extended Field Trips

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: November 17, 2016

REPORT

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

- **November 25-26, 2016:** East Ridge High School Boys Hockey (Varsity & Junior Varsity) to participate in scrimmages at Duluth Marshall and Hermantown, Duluth, MN (Dustin Vogelgesang)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Dustin Vogelgesang 651-815-3451

School and Program: East Ridge Boys Hockey

Date of Requested Trip: Duluth, MN

1. What group is taking this trip? Boys Hockey

Estimated # of Students 42 Adult Supervisors 4

2. Destination: ~~Duluth~~ Duluth

Date/Time of Departure: 12:00 pm 11/25

Date/Time of Return: 10:00 pm 11/26

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

Hockey scrimmages vs Duluth Marshall & Herman town

4. Name the manner of travel and the carrier.

Couch Bus, Northfield Lines

5. State proposed housing arrangements. ✓

Holiday Inn Express & Suites - Duluth

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

ERFOC - Booster ~~members~~ members scheduled ~~and~~ bus and reserved hotel rooms.

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

JV & Varsity team & managers

8. Describe the manner of selecting participants.

Both teams are going

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

Wes Waltz - Head Coach
Dustin Vogelgesang - Associate Head Coach

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

Contact Parents followed by contact to Athletic Director.
~~Scrimmages~~

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

Fully Funded by E.R.F.O.C.

12. State evaluation procedures.

N/A

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

N/A

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 11/8/16

Principal/Administrator Signature and Date: [Signature]

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 11.8.16

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____