

ELIDA LOCAL SCHOOLS

FIELD TRIP REQUEST FORM

Using
Apollo van

Teacher OEN School/Class EHS / FFA
 Request Date 8/26/26 Trip Date 10/21/26 & 10/22/26 Destination NATIONAL CONVENTION/INDIANAPOLIS
 Number of Students 9 Number of Staff/Chaperones 1
 Purpose of Trip STATE DEGREE REQUIREMENT
 Course of Study AG 2& 3

Specific Learning Objectives to be Accomplished:

DESCRIBE ROLE & FUNCTION OF ORGANIZATIONS / NETWORKING
TEAM BUILDING / LEADERSHIP DEVELOPMENT

Student Behaviors that will Confirm Achievement of the Learning Objectives:

PARTICIPATE IN LEADERSHIP WORKSHOPS

Course Objectives Related to the Learning Objectives:

1.1.1 - 1.1.5 - 1.1.8 - 1.1.11 - 1.2.3 - 1.2.5

Pre-Trip Lessons/Activities to be Done in the Classroom:

JOURNALING IN AET / COMPLETING THEIR STATE DEGREE APPLICATION TO BE SUBMITTED TO THE STATE

Post Trip Activities/Lessons to Reinforce/Extend Learning:

TYPED DOCUMENT ON LEADERSHIP & HOW FFA HAS MADE AN IMPACT ON THEIR LIFE

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved: ☒ Trip Disapproved: ☐ Principal: Karissa Worley Date: 8/26/26
 Trip Approved: ☒ Trip Disapproved: ☐ Superintendent: gm Date: 8/31/26

NOTE: Must also complete transportation Form 2340 F4a or Form 2340 F4b

RECEIVED

12/8/15

AUG 28 2026

SUPERINTENDENT

ELIDA LOCAL SCHOOLS

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS (NON-ATHLETIC)

Type of Trip _____ 2026 National FFA Convention _____

Proposed Departure Date _____ 10/21/26 _____ Return Date _____ 10/22/26 _____

Proposer _____ Oen _____ Position _____ Ag. Instructor & FFA Advisor _____

Date by which response is needed _____ Proposal Date _____ 8/26/26 _____

A. PURPOSE

1. WHAT IS THE MAJOR PLACE TO BE VISITED OR EVENT TO BE ATTENDED?

The primary destination is the 2026 National FFA Convention & Expo, held in Indianapolis, Indiana. This event brings together thousands of FFA members from across the country for several days of leadership development, agricultural education, and career exploration.

2. HOW IS THE TRIP RELATED TO THE EDUCATIONAL PROGRAM OF THE DISTRICT?

This trip directly supports the educational objectives of Elida's Agriculture Education Program, which is part of a satellite Career-Technical Education (CTE) program through Apollo Career Center. Students enrolled in the Elida FFA chapter will participate in general sessions, educational workshops, and career exploration opportunities that reinforce and extend the content taught in their agriculture coursework.

3. IN WHAT WAYS WILL THE STUDENTS BENEFIT?

Students will develop leadership, communication, and career readiness skills by attending high-impact workshops and participating in general sessions with nationally recognized speakers. They will also gain exposure to diverse careers in agriculture and build meaningful connections with FFA members from across the country. For many students, this trip also fulfills a critical requirement toward earning their Ohio FFA State Degree, the highest honor available to FFA members in Ohio.

4. IN WHAT WAYS WILL THE DISTRICT BENEFIT?

Elida Local Schools will be positively represented on a national stage through the Elida FFA chapter. This experience supports student motivation, retention, and engagement, while also reinforcing the District's commitment to providing students with real-world opportunities that prepare them for life after graduation. The growth and visibility of the Elida FFA program reflect positively on the school and the wider community.

5. HOW WILL THE TRIP BE EVALUATED TO DETERMINE THE EXTENT TO WHICH THESE BENEFITS WERE REALIZED?

Students will reflect on their experience through formal journaling in the Agricultural Experience Tracker (AET) system. These reflections contribute directly to their Supervised Agricultural Experience (SAE) projects and are a required element for earning the State FFA Degree. In addition, students will take part in a post-trip group discussion and share key takeaways with the Elida FFA chapter and school community, allowing for a clear assessment of the educational value of the trip.

B. STUDENTS AND STAFF

1. WHICH STUDENTS, (GRADE, CLASS, OR ORGANIZATION), WILL BE GOING?

The students attending are active members of the Elida FFA chapter, which is part of the Elida Agricultural Education Program. All participants are in grades 11 and 12 and are currently enrolled in agricultural education coursework.

2. HOW MANY STUDENTS IN TOTAL?

6 students will be attending.

3. HOW MANY STUDENTS ARE CURRENTLY EXPERIENCING ACADEMIC PROBLEMS?

None of the participating students are currently experiencing academic problems.

4. WHICH STAFF MEMBER WILL BE IN CHARGE?

Mitch Oen, Agriculture Education Teacher and Elida FFA Advisor.

5. What previous experience has the staff member had in conducting overnight or extended field trips?

Mr. Oen has successfully led two overnight field trips with Elida FFA to the National FFA Convention in the past two school years. He is fully approved by the District to operate school transportation.

6. WHAT OTHER STAFF MEMBERS WILL BE GOING?

No additional staff members will be attending.

7. HOW MANY CHAPERONES, IN ADDITION TO STAFF MEMBERS, WILL BE GOING?

None. Mr. Oen will serve as the sole staff member and chaperone for this trip.

8. WHAT ARE THEIR NAMES AND AFFILIATIONS WITH THE STUDENTS?

9. HOW MANY SCHOOL DAYS WILL BE MISSED?

Students will miss two school days: Wednesday, October 21 and Wednesday, October 22. The group will return by the end of the school day on the 22nd

10. HOW WILL TEACHERS BE ADVISED IN ADVANCE THAT THE STUDENTS WILL BE OUT OF SCHOOL?

All Elida staff will be notified via email one week in advance with a list of participating students and dates of absence. Students will also be instructed to communicate directly with their classroom teachers and make arrangements for any missed assignments or assessments prior to departure.

C. SCHOOL WORK

1. HOW WILL MISSED WORK BE MADE UP?

Students are expected to meet with their classroom teachers prior to the trip to collect any assignments, notes, or assessments that will be missed. All work must be completed within the timeline established by each individual teacher. Students understand that attending the National FFA Convention is a privilege and are responsible for maintaining their academic responsibilities before, during, and after the trip.

2. WHAT SPECIAL ASSISTANCE WILL BE PROVIDED STUDENTS WITH ACADEMIC PROBLEMS?

At this time, none of the participating students are experiencing academic problems. If any student does encounter academic difficulties prior to the trip, a support plan will be developed in coordination with the student, their teachers, and the FFA advisor to ensure academic progress is maintained. Students who fall out of good academic standing may become ineligible to attend.

D. ITINERARY

1. WHAT IS THE DESTINATION?

The group will be attending the 99th National FFA Convention & Expo in Indianapolis, Indiana, with a scheduled educational tour stop along the way.

2. WHAT WILL BE THE MODE OF TRANSPORTATION? WHAT LIABILITY INSURANCE DOES THE CARRIER HAVE?

Transportation will be provided using a school-owned van through APOLLO CAREER CENTER. The trip will be driven by Mitch Oen, who is school-approved and certified to operate this vehicle.

3. WHERE WILL THE GROUP BE HOUSED AND FED?

The group will stay overnight at the Hyatt Regency Indianapolis, a full-service hotel located in downtown Indianapolis. The hotel includes breakfast. Lunch on both days will be the responsibility of the students. Dinner on October 21st will be at a sit-down restaurant and covered by the Elida FFA chapter.

4. WHAT ENROUTE OR SUPPLEMENTARY ACTIVITIES ARE PLANNED?

On the morning of October 21, the group will attend a 10:00 a.m. guided tour of (YTBD), which will be an agriculture experience that they have not seen before & educational.

5. WHAT ARRANGEMENTS HAVE BEEN MADE FOR DEALING WITH EMERGENCY SITUATIONS?

Mr. Oen will carry a fully charged cell phone and have emergency contact information for each student readily accessible at all times. All students will have their Final Forms fully completed and verified prior to departure, including medical and emergency contact information. Prior to the trip, Mr. Oen will consult with the school nurse regarding any specific medical concerns or accommodations that may need to be addressed during travel.

6. WHAT ARRANGEMENTS HAVE BEEN MADE FOR ADMINISTERING NECESSARY MEDICATIONS TO STUDENTS WHILE ON THIS TRIP?

All medications will be handled in accordance with District field trip policy. Parents/guardians must complete appropriate medical forms prior to departure. Medications will be securely stored and administered by Mr. Oen according to prescribed instructions.

E. FINANCES

1. WHAT IS THE ESTIMATED TOTAL COST AND COST PER STUDENT?

The estimated total cost of the trip is approximately \$2,000–\$2,500, depending on final meal and travel expenses. The estimated total cost per student is approximately \$250, which includes \$200 for hotel lodging (based on shared rooms) and two lunches during travel. All other major expenses, including registration, tour fees, parking, and dinner, are covered by the Elida FFA chapter.

2. WHAT IS THE SOURCE OF FUNDS?

Trip expenses will be covered through a combination of Elida FFA chapter funds and individual student contributions. The Elida FFA chapter will cover the cost of National FFA Convention registration (\$45 per student), the Traders Point Creamery tour (\$16 per student), parking (\$50 total), and dinner at a sit-down restaurant. These costs are funded through chapter-led fundraising efforts.

3. HOW WILL THE FUNDS BE COLLECTED AND SAFEGUARDED?

Student contributions will be collected by the FFA advisor and submitted to the school office, where they will be deposited into the Elida FFA student activity account. All funds will be tracked using the school-approved accounting system.

4. HOW WILL ANY SHORTFALL BE MADE UP OR EXCESS FUNDS USED?

If a funding shortfall occurs, it will be covered by the Elida FFA chapter's general account, which is supported through fundraising activities. If there are any excess funds after the trip, they will remain in the Elida FFA account to support future student travel, leadership activities, or classroom/lab needs.

5. WHAT PROVISION HAS BEEN MADE FOR STUDENTS WHO ARE FINANCIALLY UNABLE TO PAY ANY NECESSARY COSTS?

The Elida FFA chapter is committed to ensuring that all eligible students have the opportunity to attend, regardless of financial status. Students who are unable to pay all or part of their cost may request assistance from the FFA advisor. The chapter may use fundraising revenue, sponsorships, or dedicated donations to help cover those expenses on a case-by-case basis, ensuring equitable access for all participants