

ADMINISTRATIVE REPORT

DATE: August 25, 2022
TOPIC: 5.12 – Extended Field Trips
PRESENTER: Jennifer Thomas, Office Coordinator for Assistant Superintendents,
Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: Policy 610

A. PURPOSE OF REPORT

- a. August 26–27, 2022 –Woodbury High School Girls Tennis – 26 students and 4 adult supervisors will travel to Brainerd, MN. They will travel via coach bus and will stay at the Days Inn, Baxter MN. (Gary Bystedt)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Gary Bystedt 651-955-8081

School and Program: Woodbury High School Girls Tennis

Date of Requested Trip: 26-27
August 27-28, 2021

1. What group is taking this trip? WHS Girls Tennis Varsity and JV Teams

Estimated # of Students 26 Adult Supervisors 4

2. Destination: Brainerd Minnesota

Date/Time of Departure: 8/26/21 2:45pm

Date/Time of Return: 8/27/21 7:30pm

3. State purpose and educational value of trip (attach information to form if needed). This is a trip that will be used for team bonding and competitive tennis.

4. Name the manner of travel and the carrier. Coach bus.

5. State proposed housing arrangements. Days Inn, 14466 Dellwood Dr. N., Baxter, MN
56425 855-797-6733

6. Describe parental involvement in planning – including who, what, where, when and how. The Booster Club will be involved with the planning along with me.

7. List participants (reminder to have participants complete parent/guardian permission form). Girls Varsity and JV Tennis Teams.

8. Describe the manner of selecting participants. Varsity and JV Girls Tennis Teams.
9. Indicate who will be in charge of supervising the trip. Coach Bystedt.
10. State the safety precautions and procedures for emergencies while on the trip. We will follow standard safety procedures as well as COVID procedures at that time.
11. Give budget costs, how trip will be funded and estimated cost per student. The cost for each student will be about \$100.
12. State evaluation procedures. I will have an evaluation survey to be filled out by each student.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Gary Bystedt

Date field trip request was submitted to Principal: 8-9-22

Principal/Administrator Signature and Date: Jodi Lohr 8-9-22

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: Kristen 8/10/22

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____