

## ADMINISTRATIVE REPORT

**DATE:** October 18, 2022  
**TOPIC:** 5.10 – 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. November 4-5, 2022 – Park High School Girls Hockey Team – 35 students and 5 adult supervisors will travel to Duluth, MN. to participate in a pre-season scrimmage fest. They are traveling via coach bus and will stay at the La Quinta Hotel, Duluth, MN. (Bay Shock)
- b. November 4-5, 2022 – Woodbury High School Girls Hockey Team – 30 students and 3 adult supervisors will travel to Duluth, MN. to participate in a pre-season scrimmage fest. They are traveling via coach bus and will be staying at the Park Point Marina Inn, Duluth, MN. (Angel Crowley & Karleigh Wolkerstorfer)
- c. November 18-19, 2022 – East Ridge High School Boys Hockey Team – 40 students and 4 adult supervisors will travel to Grand Forks, ND. for a pre-season scrimmage. They are traveling via coach bus and will stay at the Fairfield Inn & Suites in Grand Forks. (Dustin Vogelgesang)
- d. November 25-26, 2022 – Park High School Girls Basketball Team – 22 students and 3 adult supervisors will travel to Rochester, MN. to participate in a scrimmage. They will travel via Sugar Loaf Bus Charters and will stay at the Best Western in Rochester. (Stephanie Tolkinen)



- e. March 9-19, 2023 – Park High School Students – Number of students to be determined with adult supervisors. They will travel to Italy & Spain for an educational experience with travel and culture. Explorica Tour Company will arrange all flights and ground transportation along with hotels. This trip is planned in conjunction with district 622 students. (Megan Diediker)

## RECOMMENDATION

Approval





South Washington County Schools  
Cottage Grove, MN

Thomas

## 610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Bay Shock

School and Program: Prak Girls Hockey

Date of Requested Trip: 4-5<sup>th</sup> November

1. What group is taking this trip? Park Girls HS Hockey

Estimated # of Students 35 Adult Supervisors 5

2. Destination: Duluth MN

Date/Time of Departure: Friday afternoon Nov 4

Date/Time of Return: Saturday PM Nov 5

3. State purpose and educational value of trip (attach information to form if needed).  
This is a overnight trip to Duluth for several scrimmages. We have done this for the last 10 years or so

4. Name the manner of travel and the carrier.

Coach Bus (Reading Bus Lines)

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

La Quinta Hotel Duluth MN Address: 1805 Maple Grove Rd, Duluth, MN 55811

Phone: (218) 722-0700

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

The Park Girls Booster club will be paying for the bus and hotel. They will also be providing meals

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

8. Describe the manner of selecting participants.  
This will be the JV and Varsity hockey team for the 22-23 season
9. Indicate who will be in charge of supervising the trip.  
The Park Girls Hockey Coaching Staff
10. State the safety precautions and procedures for emergencies while on the trip.  
I will have all contact info for each player
11. Give budget costs, how trip will be funded and estimated cost per student.  
Booster funded
12. State evaluation procedures.  
NA
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

NA

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Signature of Staff Member Responsible: Bry Shock

Date field trip request was submitted to Principal: 9-14-22

Principal/Administrator Signature and Date: Todd Hulme 9/16/2022

Approved: ✓ Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 9/28/22

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Angel Crowley 612-919-8785  
Karleigh Wollkerstorfer 218-308-4156

School and Program: WHS  
Girl's Hockey

Date of Requested Trip: \_\_\_\_\_  
Nov 4-~~5~~ Saturday \*  
Friday  
What group is taking this trip? \_\_\_\_\_

Estimated # of Students 30 students/ 3 adults Adult Supervisors \_\_\_\_\_  
Angel Crowley 612-919-8785  
Karleigh Wollkerstorfer 218-308-4156  
Alyssa Shelton

Destination: Proctor-Hermantown/ Duluth

Date/Time of Departure: 10:00 AM Nov 4th play at 4 on Friday

Date/Time of Return: 11:00 PM Nov 5th \_\_\_\_\_

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

We were invited to a pre-season scrimmage fest we can attend in Proctor-Hermantown to play 3 varsity and 3 JV games. Girls will get an experience to play teams they normally don't play and it'll be the final piece of our tryouts.

Name the manner of travel and the carrier.

Coach bus paid for by booster club. All players and coaches ride the bus.

State proposed housing arrangements.

We will stay in a hotel in Duluth, 4 girls to a room and 2 rooms for coaches. ~~Hotel TBD-I will send name once I know.~~

Park Pointe Marina Inn  
1033 Minnesota Ave. Duluth, MN 55802



Describe the manner of selecting participants.

All who are on the team participate- we use it for tryouts as well as for a whole team experience.  
(We do not make cuts so everyone participates)

Indicate who will be in charge of supervising the trip.  
Angel Crowley- Head Coach.

State the safety precautions and procedures for emergencies while on the trip.  
I will have an emergency plan for each kid as well as parent contact/ emergency contact. We have strict schedules and stay very busy so the kids are always doing something. We also travel with emergency medical supplies and majority of the parents come as well.

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

The trip costs roughly 4,000 and all comes from the booster fund. The girl's don't pay extra outside of the initial booster fee requested. They are given a budget for each meal and then on the way home we stop for a sit down meal at Toby's and the budget is a little higher there.

State evaluation procedures.

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

I don't know of any in particular, but we do always make sure the girls are comfortable with roommates and the trip in general. We have a bed time, wake up call, and itinerary for the whole trip. It seems to be one of the favorite parts of the whole season!

+We do have a few Gluten Free kids so we always have a gluten free option for them.

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Signature of Staff Member Responsible: \_\_\_\_\_

Date field trip request was submitted to Principal: 9/27/22

Principal/Administrator Signature and Date: \_\_\_\_\_

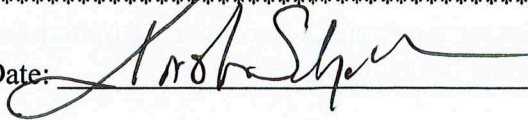
Approved: 9-28-22

Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date:



Approved:  \_\_\_\_\_

Not Approved: \_\_\_\_\_

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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): Dustin Vogelgesang 651-815-3451

School and Program: ERHS Boys Hockey

Date of Requested Trip: 11/18 - 19<sup>th</sup>

1. What group is taking this trip? Boys Hockey

Estimated # of Students 40 Adult Supervisors 4

2. Destination: Grand Forks, ND

Date/Time of Departure: 7:00 am 11/18

Date/Time of Return: 6:00 pm 11/19

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

Scrimmages against East Grand Forks, St. Cloud, Fargo Davies and Red River Central.  
We are also attending UND hockey game and have a tour of the facilities

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).

Fairfield Inn & Suites Grand Forks 218-399-3030  
514 Gateway Drive NE, East Grand Forks MN 56721

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

Travel, Lodging and food all planned by ERFOL.

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

TBD after tryouts

8.



Describe the manner of selecting participants.

9. Indicate who will be in charge of supervising the trip.  
*Coach Dustin Vogelgesang & Coach Kori Pearson*
10. State the safety precautions and procedures for emergencies while on the trip.  
*We will have EAP in place*
11. Give budget costs, how trip will be funded and estimated cost per student.  
*Fully Funded by ERFDC. \$150 per player*
12. State evaluation procedures.  
*Tryouts*
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
*None*

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Signature of Staff Member Responsible: *Dustin Vogelgesang*

Date field trip request was submitted to Principal: *9/29/2022*

Principal/Administrator Signature and Date: *Sara Plock* *9/29/22*

Approved: *X* Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: *Lisa Sher* *10/3/22*

Approved: *✓* Not Approved: \_\_\_\_\_

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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): Stephanie Tolkinen

School and Program: Park HS Girls Basketball

Date of Requested Trip 11/25-26/2022

What group is taking this trip? Varsity and JV GBB

Estimated # of Students 22 Adult Supervisors 3

Destination: Rochester, MN

Date/Time of Departure: 11/25/21 2:30 pm

Date/Time of Return: 11/26/21 2:00 pm

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

**The PHS Girls BB team will participate in a scrimmage at Rochester Mayo HS. We will stay overnight in a hotel. In preparation for our upcoming season, we plan to use the time for our teams to compete against outstate teams as well as participate in team building and goal setting activities.**

Name the manner of travel and the carrier-**Private Charter Bus- SugarLoaf Charters**

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

Players and coaches will be housed at the Best Western Rochester  
1517 16th St. SW  
Rochester, MN  
55902-1075

**Park Girls Booster Club will pay for the expenses of the rooms and bus.**

6. Describe parental involvement in planning – including who, what, where, when and how.  
**Brad Strom– parent, booster club member, made travel arrangements. Parents will send food items for meals and snacks. The booster club will pay for the hotel accommodations, transportation and help pay for one of the meals.**
7. List participants (reminder to have participants complete parent/guardian permission form).  
Players and managers from the varsity/jv teams.  
**Emma Ambroz, Bryleigh Dana, Finley Leick, Morgan Leick, Tori Henderson, Emma Taschner, Edie Walton, Juliana Lane, Sydnee Nelson and possibly other players to be added after tryouts are completed.**
8. Describe the manner of selecting participants.

**Based on evaluation and team selection. Players who make the Varsity or JV teams and student managers will be a part of this trip.**

9. Indicate who will be in charge of supervising the trip.  
**Coaches- Stephanie Tolkinen, Tony Young and Jesse Nelson**
10. State the safety precautions and procedures for emergencies while on the trip.  
**The coaches will carry player emergency cards along during the trip. A medical bag will be brought along for any minor injuries. A trainer is on site at the tournament to take care of any injuries to players. Parents will be given hotel and travel information and coaches' phone numbers informing them of the plans**
11. Give budget costs, how the trip will be funded and estimated cost per student.  
**Park GBB Booster Club will pay for all expenses including transportation, team meal and hotel costs.**  
**The cost per student will be for one meal per day as there will be continental breakfast at the hotel and other food will be brought-provided by the booster club parents.**
12. State evaluation procedures.  
**Evaluation of this field trip will be based on the player involvement in the team building activities as well as demonstration of basketball skills and team play during the scrimmage competitions**
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable. **A medical kit will be brought along for any minor injuries. Parents will be at the event. Students with asthma or diabetes will have medications with them. Coaches have parent's phone # in case of an emergency.**

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Signature of Staff Member Responsible: Stephanie Tolkinen

Date field trip request was submitted to Principal: 11/07/2022

Principal/Administrator Signature and Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 10/13/08

Approved: ✓ Not Approved: \_\_\_\_\_

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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): Megan Diediker 715-781-

School and Program: Explorica 2023: Italy + Spain 7241

Date of Requested Trip: 3/9/23 - 3/19/23

1. What group is taking this trip? TBD - whomever is interested

Estimated # of Students \_\_\_\_\_ Adult Supervisors Megan Diediker

2. Destination: Italy + Spain

Date/Time of Departure: 3/9/23 all day

Date/Time of Return: 3/19/23 all day

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

Educational experience for students to travel +  
see other cultures.

4. Name the manner of travel and the carrier.

plane, bus

5. State proposed housing arrangements.

hotels

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

N/A Trip has already been approved + planned  
through district 622.

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

Permission slips filed out through Explorica  
company.

8. Describe the manner of selecting participants.

Anyone interested.



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

Megan Diediker

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

Explorica Tour guide will follow all precautions

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

\$4500 per student

12. State evaluation procedures.

N/A

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

N/A

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Signature of Staff Member Responsible: Megan

Date field trip request was submitted to Principal: 9/28/22

Principal/Administrator Signature and Date: Todd

Approved: X Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: 10/6/22

Approved: ✓ Not Approved: \_\_\_\_\_

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School Board Review Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

# Field Trip Request Form

Park High School

- Title of proposed field trip: Explorica 2023 Trip to Italy + Spain w/
- Date of trip: March 9, 2023 Departure time: TBD Return time: March 19, 2023 Tartan H!  
Will this trip extend beyond the normal school day? ☒ Yes ☐ No
- Teacher in charge: Megan Diediker
- Purpose of field trip: Education Travel + Cultural Experience
- Location of trip: Italy + Spain
- Total students involved: 4-5+ Ages/grade level(s) 9-12
- Students Concerns  
Number and type of \_\_\_\_\_  
Students requiring \_\_\_\_\_  
Special assistance \_\_\_\_\_  
Special Concerns  
Unique to activity \_\_\_\_\_  
Site \_\_\_\_\_
- Special Needs  
Special Concerns  
Proposed Precautions
- Proposed Precautions  
Proposed Precautions
- Transportation to be used:  
☐ MTC ☐ School Bus ☐ Walk ☐ Car (privately owned) ☒ Other (specify) Airline Flights
- Management Concerns:  
Source of funds Students will pay for themselves. No cost to district  
Special provision for lunch and/or transportation to and from school \_\_\_\_\_  
What is the plan for the supervision of students who do not participate in the field trip?  
N/A  
How many adults will be needed to safely supervise this proposed field trip? N/A  
Adults required with special skills (WSI, First Aid, Life Saving Certificate, Chauffeur license) \_\_\_\_\_  
What would this make the adult to pupil ratio? 1:5  
Specify other adults who will supervise the field trip (teachers, aides, parents, etc.)  
NONE  
In case of my absence on the day of the trip, the field trip should be cancelled: Yes ☐ No ☒  
If no, who will be the team leader: \_\_\_\_\_  
Notify the Attendance office 5 days in advance of student absences

## GENERAL COMMENTS/NOTES:

The trip has already been approved by the Superintendent of district 622. We are partnering in order to keep the cost per student down.

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Staff Signature: \_\_\_\_\_

Date: 9/25/22

Administrator: \_\_\_\_\_

Date: 9/26/22

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Comments: \_\_\_\_\_

Approved ☒

Not Approved \_\_\_\_\_





## Diediker's Italy & Spain

[explorica.com/Diediker-5083](http://explorica.com/Diediker-5083)

March 09 - March 19, 2023

### Day 1 Start tour

### Day 2 Ciao Rome

Meet your tour director and check into hotel  
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

### Day 3 Rome landmarks

Ancient Rome guided walking sightseeing tour with Whisper headsets:  
Colosseum visit, Forum Romanum visit, Piazza Venezia  
Authentic trattoria dinner

### Day 4 Rome--Florence

Vatican City guided walking sightseeing tour with Whisper headsets:  
Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit  
Travel to Florence  
Orvieto visit  
Traditional Italian pizza dinner

### Day 5 Florence landmarks

Florence guided walking sightseeing tour with Whisper headsets:  
Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, Leather Workshop, Gates of Paradise, Giotto's Bell Tower, Dante's House  
*Optional Siena guided excursion:* Piazza del Campo, Palazzo Pubblico, Duomo, Church of St Catherine, Fortezza Medicea

### Day 6 Florence--Barcelona

Fly to Barcelona  
Barcelona city walk: Mercat de la Boqueria visit, Las Ramblas, Columbus Monument

### Day 7 Barcelona landmarks

Barcelona guided sightseeing tour: Gaudí's Sagrada Família, Montjuïc Hill visit, Park Güell visit  
Gaudí's Sagrada Família guided visit  
Paella dinner

### Day 8 Barcelona--Madrid

AVE train to Madrid  
Madrid guided sightseeing tour: Calle Mayor, Gran Vía, Cibeles Fountain, Puerta de Alcalá, Columbus Square, Royal Palace visit

### Day 9 Madrid--Costa del Sol

Travel to Cordoba via train  
Mezquita guided visit  
Travel to Costa del Sol

### Day 10 Costa del Sol

Morocco guided excursion: Ferry to Ceuta, panoramic view of Ceuta, Tétouan sightseeing tour, authentic lunch included

### Day 11 End tour

Limited air service from Malaga may cause flight itinerary changes