

## ADMINISTRATIVE REPORT

**DATE:** December 15, 2022  
**TOPIC:** 6.8 – 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. December 27–29, 2022 – Park High School Boys Hockey Team – 40 students and 7 adult supervisors will travel to Duluth, MN. to participate in a tournament. They will travel via Reading Bus Company and will stay at the Hampton Inn and Suites Duluth. (Jay Moser)

### RECOMMENDATION

Approval





South Washington County Schools  
Cottage Grove, MN

## 610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Jay Moser 612-987-1990

School and Program: Park Boys' Hockey

Date of Requested Trip: 12/27 - 12/29/22

1. What group is taking this trip? Boys' Hockey

Estimated # of Students 40 Adult Supervisors 7

2. Destination: Duluth

Date/Time of Departure: 12/27 9am

Date/Time of Return: 12/29 5pm

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

Hockey tournament.

4. Name the manner of travel and the carrier.

Bus - Reading Bus Co.

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

Hampton Inn and Suites - 310 Canal Prk Dr., Duluth, MN 55802  
218-720-3000

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

Boosters reserved the rooms, set up some meals and providing snacks.

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

8. Describe the manner of selecting participants.

All Jv and Varsity players

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

Myself and the other coaches.

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

All games will have athletic Trainer for any injuries. Parent phone numbers will be available to all coaches.

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

All costs are being paid by booster club.

12. State evaluation procedures.

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

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Signature of Staff Member Responsible: Jay Moret

Date field trip request was submitted to Principal: 12/10/22

Principal/Administrator Signature and Date: [Signature]

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

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Assistant Superintendent Signature and Date: [Signature] 12/13/22

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

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

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