

## ADMINISTRATIVE REPORT

**DATE:** October 17, 2023  
**TOPIC:** 5.10 – Extended Field Trips  
**PRESENTER:** Dr. Tyrone Brookins, Kelly Jansen & Kristine schaefer  
**REFERENCE TO POLICY/STATUTE:** 610

### A. PURPOSE OF REPORT

- November 3-4, 2023 – Woodbury High School Girls Hockey Team
  - 35 students and 4 adult supervisors will travel to Proctor/Hermantown, MN.
  - Travel – Trobecs Coach Bus
  - Students will stay at the Park Point Marina Inn, Duluth, MN.
  - Pre-season tournament
  - Supervisor, Scott Waldo
- November 17-18, 2023 – East Ridge High School Boys Hockey Team
  - 40 students and 6 adult supervisors will travel to Hibbing/Virginia, MN.
  - Travel – Coach bus
  - Students will stay at Quality Inn & Suites Virginia, MN.
  - Varsity and JV scrimmages
  - Supervisor, Dustin Vogelgesang
- December 21-23, 2023 – Woodbury, Park & East Ridge High School PWER Nordic Ski Team
  - 45 students and 10 adult supervisors will travel to Hayward, WI.
  - Travel – Northfield Coach Bus Company
  - Students will stay at the Flat Creek Lodge, Hayward WI.
  - Challenging terrain and time on early snow



- Supervisor, Drew Voegele
  
- December 27-29, 2023 – Woodbury High School Wrestling Team
  - 30 students and 6 adult supervisors will travel to Fargo, N.D.
  - Travel – District vans
  - Students will stay at the Expressway Suites of Fargo
  - Participate in a tournament
  - Supervisor, Justin Smith, Gary Diamond, Jason Jankowski, Uthman Rabiou, Austin Braun and Rashad Kennedy
  
- January 4-7, 2024 – Park High School Community Inclusion Center
  - 19 students and 2 adult supervisors will travel to St Paul, MN.
  - Travel – District vans
  - Students will stay at the Hilton hotel, Minneapolis
  - Participate in Youth in Government conference
  - Supervisor, Mason Fong
  
- January 12-13, 2024 – East Ridge High School Boys Basketball Team
  - 22 students and 4 adult supervisors will travel to La Crosse, WI.
  - Travel – Richfield Coach Bus Lines
  - Students will stay at the Hampton Inn, La Crosse, WI.
  - The team is invited to play in the Midwest Players Classic
  - Supervisor, Josh Peltier
  
- November 3-4, 2023 – East Ridge High School Girl's Hockey Team
  - 37 students and 5 adult supervisors will travel to Moorehead/Fargo
  - Travel – Coach Bus
  - Students will stay at the Courtyard Marriott, Fargo
  - Participate in scrimmages



- Supervisor, Dana Romaker
  
- February 7-13, 2024 – East Ridge High School Cheerleading
  - 35 students and 5 adult supervisors will travel to Orlando, Florida
  - Travel – Delta Airlines
  - Students will stay at Disney All Star Resorts, Orlando
  - Compete in 2024 UCA High School Cheerleading Nationals
  - Supervisor, Kari Anderson
  
- January 13-14, 2024 – Woodbury High School Girls Basketball Team
  - 20 students and 4 adult supervisors will travel to Duluth, MN.
  - Travel – MN. Coaches Bus Line
  - Students will stay at the La Quinta Inn, Duluth
  - Participate in a tournament and tour a college
  - Supervisor, Bryan Doughty
  
- February 8-13, 2024 – Woodbury High School Cheerleading
  - 15 students and 2 adult supervisors will travel to Orlando, Florida
  - Travel – Sun Country or Southwest Airlines
  - Students will stay at the Disney All Star Resorts, Orlando
  - Compete in 2024 UCA High School Cheerleading Nationals
  - Supervisor, Samantha Wegerbauer & Hannah Paavola
  
- February 28 – March 2, 2024 – Woodbury High School Robotics Team
  - 30 students and 8 adult supervisors will travel to Duluth, MN.
  - Travel – Families will provide transportation
  - Students will stay at the Holiday Inn & Suites Downtown, Duluth
  - Regional robotics tournament
  - Supervisor, Amanda Davis



- March 1-4, 2024 – Park High School Jazz Band and Orchestra
  - 42 students and 6 adult supervisors will travel to Kansas City, MO.
  - Travel – Jefferson Tour Bus Company
  - Students will stay at the Best Western Inn North in Kansas City
  - Students will receive an hour of clinic from a professor at a MO. college, tour museums and attend performances from professional jazz bands and orchestras.
  - Supervisor, Tom Storm

**B. RECOMMENDATION**

- Approval

**C. CONNECTION TO STRATEGIC PRIORITY**

- Student Experience





*South Washington County Schools  
Cottage Grove, MN*

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Scott Waldo 612-414-0688

School and Program: Woodbury High School Girls Hockey

Date of Requested Trip: November 3, 2023

1. What group is taking this trip? Girls Hockey

Estimated # of Students : 35

Adult Supervisors : 4

2. Destination: Proctor/Hermantown, MN \_\_\_\_\_

Date/Time of Departure: 10:45 am 11/3/23

Date/Time of Return: 8 : 0 0 p m 1 / 4 / 2 3 \_\_\_\_

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

The purpose of the trip is to provide the student athletes with a team building experience and a preseason hockey tournament.

4. Name the manner of travel and the carrier.

Coach bus contracted through Trobecs.

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

Park Point Marina Inn  
1033 Minnesota Ave  
Duluth, MN  
55802

218-491-7111

All expenses for the trip (transportation, lodging, and meals) are being paid for by the booster clubs.

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

The parents planned the transportation and lodging. The Coaching Staff will be coordinating meals and events.

7. List participants (reminder to have participants complete parent/guardian permission form). We will not have a list until October 30<sup>th</sup> when our season begins.

8. Describe the manner of selecting participants.  
All players will participate. (JV and Varsity)

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

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

11. Give budget costs, how trip will be funded and estimated cost per student.  
Booster Club is paying for this trip.

12. State evaluation procedures.  
None

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
None

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Signature of Staff Member Responsible: Scott Waldo

Date field trip request was submitted to Principal: 9-20-23

Principal/Administrator Signature and Date: Jodi Lockhart 9-20-23

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

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Assistant Superintendent Signature and Date: Kristen Sch 9/21/23

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

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

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



Boys #1  
Hockey



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: 11/17 - 11/18

1. What group is taking this trip? Boy Hockey

Estimated # of Students 40 Adult Supervisors 6

2. Destination: Hibbing / Eveleth & Virginia

Date/Time of Departure: 11/17

Date/Time of Return: 11/18

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

Varsity and JV Scrimmages

4. Name the manner of travel and the carrier.

coach bus

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

Quality Inn & Suites 502 Chestnut St Virginia MN  
218-749-1000

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

Parents will be attending as spectators

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

TBD

8. Describe the manner of selecting participants.

Varsity & JV team

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

Coaching Staff

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

Standard EAP

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

\$200 per student

12. State evaluation procedures.

Tryouts

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

N/A

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Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 9/22/23

Principal/Administrator Signature and Date: [Signature] 9/25/23

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

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Assistant Superintendent Signature and Date: [Signature] 9/28/23

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):  
Drew Voegelé (952)393-5024

School and Program: PWER Nordic Ski (Park, Woodbury, East Ridge)

Date of Requested Trip: 12/21 - 12/23

1. What group is taking this trip? PWER Nordic

Estimated # of Students 45 Adult Supervisors 10

2. Destination: Flat Creek Lodge 10290 WI-27, Hayward, WI  
54843 (715) 634-4100

Date/Time of Departure: Thursday, 12/21 @ 6:00am

Date/Time of Return: Saturday, 12/23 @ 3:00pm

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

Purpose is to provide skiers with access to challenging terrain and time on early snow, as well as create a bonding team experience. This trip allows us to do in depth training as well as video analysis of skier performance.

4. Name the manner of travel and the carrier.

Coach bus, Northfield Lines

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

Flat Creek Lodge 10290 WI-27, Hayward, WI 54843 (715) 634-4100

Skiers will room in same gender rooms with 1-3 other skiers.

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

Booster members plan the logistics such as bussing, lodging, and food. Steve and Sarah Aldrich are our leading booster members in charge of planning – [slaldrich@hotmail.com](mailto:slaldrich@hotmail.com)

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

Nordic roster is as of yet incomplete, but we'll have names finalized by the first week in December.

8. Describe the manner of selecting participants.  
All skiers involved are invited to come.

9. Indicate who will be in charge of supervising the trip.  
Drew Voegelé (Head Coach) and assistant coaches Jordan Ermer, Paul Henning, Erika Badger, Jim Reckinger, and Beau Buckeye. Several booster parents will be in attendance as well, including the Aldrich's mentioned above.

10. State the safety precautions and procedures for emergencies while on the trip.  
All coaches equipped with first aid supplies for on the trails. General safety will be ensured by close supervision at the hotel and on the bus.

11. Give budget costs, how trip will be funded and estimated cost per student.  
Estimated cost per student is \$115 dollars. Students who ask for assistance paying for the trip will receive that from the booster club budget. The whole trip is funded by the booster club.

12. State evaluation procedures.  
We evaluate the effectiveness of our trip afterward by discussing the trip as a committee and making improvements for future years. Coaches, parents, and skiers are involved in the discussion.

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

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Signature of Staff Member Responsible: Drew Voegelé - 9/15/2023

Date field trip request was submitted to Principal: 9-20-23

Principal/Administrator Signature and Date: Jodi Soebke 9-20-23

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

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Assistant Superintendent Signature and Date: Kristin 9/21/23

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): Justin Smith (507) 261-8840, Gary Diamond (651) 307-6289, Jason Jankowski (651) 354-6216, Uthman Rabiou (612) 483-3330, Austin Braun (651) 236-0874, and Rashad Kennedy (651) 529-5593

School and Program: Woodbury High School/Wrestling

Date of Requested Trip: December 27<sup>th</sup>-29<sup>th</sup>, 2023

1. What group is taking this trip? Woodbury High School Wrestling

Estimated # of Students 30 Adult Supervisors 6

2. Destination: Fargo, ND (Fargodome)

Date/Time of Departure: December 27<sup>th</sup>/10:00am

Date/Time of Return: December 29<sup>th</sup>/8:00pm

3. State purpose and educational value of trip (attach information to form if needed)  
Woodbury Wrestling seeks out the best competition for their student athletes and this tournament is one of the best in the Midwest, with representation from no less than 6 states and 50 teams. In addition to the wrestling, students will be exposed to many different experiences increasing their cultural understanding and tolerance in seeing a part of the world outside of the metro area. Additionally, the students will further comprehend how the bond they form with peers, in many experiences, can increase their unity as they attempt to reach team and individual goals.

4. Name the manner of travel and the carrier.  
School vans...all drivers will be SOWASHCO certified/trained

5. State proposed housing arrangements.  
Lodging will be paid for by Woodbury Wrestling Booster Club  
Expressway Suites of Fargo, ND  
4303 17<sup>th</sup> Ave S  
Fargo, ND, 58103  
877-239-4303

6. Describe parental involvement in planning – including who, what, where, when and how. There will be parents making the trip up to Fargo, but they are not involved in the planning beyond making sure their student has all suggested listed items packed for the trip.
7. List participants (reminder to have participants complete parent/guardian permission form). The 2022-2023 Woodbury Wrestling Roster...permission forms will be returned to coaching staff before departure.
8. Describe the manner of selecting participants. Those who are in good standing with their eligibility will be allowed to attend. If room becomes scarce, then there will be wrestle-offs (just as we decide line-ups for section tournament teams).
9. Indicate who will be in charge of supervising the trip. Justin Smith, with assistance from the coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip. All van drivers will be SOWASHCO trained for trip emergencies.
11. Give budget costs, how trip will be funded and estimated cost per student. Students will not be charged money for lodging or tournament fee but will be responsible for their own meals/food. Students have been instructed to pack coolers and bring a small amount of money for onsite food if desired.
12. State evaluation procedures. Students will have set goals and expectations for themselves and teammates before they embark on this trip. There will be constant self-reflection, with help from the coaching staff, of those goals and expectations when representing their school, family, coaches, community, and themselves.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.  
N/A

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Signature of Staff Member Responsible: JDW 9/18/23

Date field trip request was submitted to Principal: 9/18/23

Principal/Administrator Signature and Date: C. Greenman: 9/20/23

Approved: 9/20/23 Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Kishu 9/21/23

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): Mason Fong 414-732-6864

School and Program: Park High School – Community Inclusion Center

Date of Requested Trip: January 4-7, 2024

1. What group is taking this trip? Youth in Government

Estimated # of Students 19

Adult Supervisors 2

2. Destination: Hilton Minneapolis & State Capitol

Date/Time of Departure: 12 noon January 4, 2024

Date/Time of Return: 5pm January 7, 2024

3. State purpose and educational value of trip (attach information to form if needed).  
Park's Youth in Government will meet on a regular basis to learn about issues facing Minnesota and learn how write and defend bills. At the Youth in Government Conference students will engage in a hands-on civic education by learning about state government and practice presentation skills. 11<sup>th</sup> and 12<sup>th</sup> graders will have an opportunity to participate at the State Capitol.

4. Name the manner of travel and the carrier.  
Park School Vans

5. State proposed housing arrangements.  
Housing is part of the conference, which is housed at the Hilton, Minneapolis

6. Describe parental involvement in planning – including who, what, where, when and how.  
Prior to the conference we will host a parent meeting to inform parents/gaurdians of the whole program.



7. List participants (reminder to have participants complete parent/guardian permission form).  
The full group has not been identified yet. We have one returning student from last year.
8. Describe the manner of selecting participants.  
Students must be an active member of Park's Youth in Government program.
9. Indicate who will be in charge of supervising the trip.  
Mason Fong Park's Multicultural Specialist & Youth in Government Delegation Director.
10. State the safety precautions and procedures for emergencies while on the trip.  
We will follow all South Washington County overnight safety precautions and procedures.  
While at event we will follow YMCA of the North precautions and procedures.
11. Give budget costs, how trip will be funded and estimated cost per student.  
The cost is \$479 per student plus food with the potential of scholarships. We intend to  
fundraise to help lower the cost for our students.
12. State evaluation procedures.  
Students will engage in post conference reflection to evaluate program. The YMCA also  
sends out an evaluation to parents/gaurdians.
13. List any proposed precautions, special needs, special concerns, student concerns, - if  
applicable.  
Once the group is established, we will review each students individualized education plan to  
make sure that we meet the needs to be successful and enjoy this opportunity.

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Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: 9/18/23

Principal/Administrator Signature and Date: Todd Ah 9/18/23

Approved: [Signature] Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: [Signature] 9/29/23

Approved: [Checkmark] Not Approved: \_\_\_\_\_

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

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



South Washington County Schools  
Cottage Grove, MN

Boys #1  
Basketball

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Josh Peltier (651-271-1613)

School and Program: East Ridge High School Boys Basketball Team

Date of Requested Trip: January 12, 2024-January 13, 2024

1. What group is taking this trip? East Ridge Boys Basketball JV and Varsity Team

Estimated # of Students 22-24 Adult Supervisors 4 + Booster Club

2. Destination: Lacrosse Wisconsin

Date/Time of Departure: 1/12/24 (Approx 5:00 PM)

Date/Time of Return: 1/13/24 (Approx 9:00 PM)

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

Team has been invited and will travel to Lacrosse Wisconsin to play in the Midwest Players Classic. Game will take place Saturday January 13<sup>th</sup> at the Lacrosse Civic Center.

4. Name the manner of travel and the carrier.

Team will travel on a Richfield Lines Coach Bus

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

Team will stay at the Hampton Inn

511 3rd Street N.

La Crosse, WI 54601

(608) 791-4004

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

The East Ridge Boys Basketball Booster Club in coordination with our Basketball coaching staff is assisting in the planning of this trip. They are organizing team meals and housing among other items to assure players have everything they need.

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

Participants won't be finalized until the completion of tryouts at the start of our season which should be around November 22<sup>nd</sup>. We will have a parent/guardian meeting on Monday November 27<sup>th</sup> where families will receive information and will complete the parent/guardian permission form.

1. Describe the manner of selecting participants.

All members of our JV and Varsity team will participate in this trip including our student managers.

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

Josh Peltier, Justin Lorang, Tarek Tomes and Matt Nelson will be the supervisors of this trip. All are members of our East Ridge Boys Basketball staff.

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

We will follow all district safety precautions and procedures for emergencies on this trip just as we would for any other road game.

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

All costs will be covered by the East Ridge Boys Basketball Booster club. There will be no costs passed on to the students. Anticipated total cost for the trip is approximately \$5000.

11. State evaluation procedures.

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

We have none at this time.

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Signature of Staff Member Responsible: Josh Peltier

Date field trip request was submitted to Principal: 9/22/23

Principal/Administrator Signature and Date: Sara Plocher 9/25/23

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

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Assistant Superintendent Signature and Date: Josh Peltier 9/28/23

Approved: ✓ Not Approved: \_\_\_\_\_



South Washington County Schools  
Cottage Grove, MN

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Dana Romaker 419-503-2075

School and Program: East Ridge HS Girls Hockey

Date of Requested Trip: 11/3 - 11/4

1. What group is taking this trip? Moorehead for Scrimmagers  
Estimated # of Students 37 Adult Supervisors 5

2. Destination: Moorehead

Date/Time of Departure: Morning 11/3

Date/Time of Return: Night 11/4

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

Scrimmagers for hockey

4. Name the manner of travel and the carrier.

Coach bus

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

Courtyard Marriott Fargo / Moorehead  
218-284-1000  
2249 55th S  
Fargo, ND 58104

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

Booster club planning.

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

Unknown until tryouts - hockey team

8. Describe the manner of selecting participants.

Any player who makes hockey team

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

Dana Romaker - head coach

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

Follow all school / sport protocols.

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

Funded by booster club

12. State evaluation procedures.

try outs

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

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Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 10/1/2023

Principal/Administrator Signature and Date: [Signature] 10/2/23

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

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Assistant Superintendent Signature and Date: [Signature] 10/3/23

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): Kari Anderson

School and Program: East Ridge Cheerleading

Date of Requested Trip: February 7 - 13, 2024

1. What group is taking this trip? Varsity and JV cheerleading

Estimated # of Students 35 Adult Supervisors 5 coaches (several families are also traveling to the event however the coaches will be responsible for the athletes)

2. Destination: Orlando, Florida

Date/Time of Departure: February 7, 2024 at 7 AM

Date/Time of Return: February 13, 2024 at 10AM

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

This trip is for athletics to bring four cheerleading teams to compete at 2024 UCA High School Cheerleading Nationals. We have Varsity, Junior Varsity, Varsity Game Day and Junior Varsity Game day, traveling to compete at ESPN Wide World of Sports against teams across the country.

4. Name the manner of travel and the carrier.

We are flying on Delta. Departure flight Delta 1269. Return flight Delta 1432  
We will be taking reserved bus transportation to and from the airport in Orlando. During the event we will be taking the Disney bus to and from EPSN Wide World of Sports.

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

We do not have confirmation about this yet. Registration opens in early November. We are aiming to be placed at one of the evens preffered hotels (Disney All Star Resorts or Disney Coronado Resort). Once we submit our registration we will not find out where we are placed for a few weeks. I will update the board once we know more.

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

Nadine Such, Booster Club Tresurer, is responsible for booking flights for the athletes and coaches and for securing bus transportation to and from the airport in Florida. Missy Kluge and Betsy Labatt, booster club members, will be coordinating team dinners and catered meals during the week. The coaches are responsible for the rest of the planning including event registration, competition scheduling, agenda, packing needs, and airport logistics.

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

Rosters attached to the email



8. Describe the manner of selecting participants.

The athletes traveling are all respectful, polite individuals. We have not had any behavior issues this season. The team has a strong bond (within each team but also within the program between Varsity and JV teams) and they are very supportive of one another.

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

Kari Anderson, Head Coach, Program Director

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

Emergency Action Plan is attached to the email. This plan was part of our camp credential requirements to attend Nationals. More information regarding site specific trainer access and emergency staff will be provided to us closer to the event.

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

This trip will cost approximately \$45,000. We will fund this trip through fundraising. Our biggest fundraiser of the season is the East Ridge Extreme Cheer Challenge which is the competition we host for local teams each year at ERHS. Last year this event brought in almost \$26,000. We have also been fundraising through various community events (Jerry's Bagging, Bridgemans Ice Cream) and through donations and sponsorships. Our goal this year is to pay for the entire event, last year families had to pay in \$150 to cover meals and transportation

12. State evaluation procedures.

A pre-trip report will be provided with details regarding trip agenda and include details about the current status of team demeanor. We will also provide a post-trip report detailing challenges and successes.

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

In order to make it to compete at Nationals, we will have to qualify. Our regional qualifier this year is in Minnetonka at the 10,000 Lakes Regional Competition on Saturday, October 28, 2023

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Signature of Staff Member Responsible: Karilynn Anderson

Date field trip request was submitted to Principal: 9/30/23

Principal/Administrator Signature and Date: Sara Polach 10/2/23

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

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Assistant Superintendent Signature and Date: Kash S 10/3/23

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): Bryan Doughty

School and Program: Woodbury High School Girls Basketball

Date of Requested Trip: Jan 13, 2024

1. What group is taking this trip?

Estimated # of Students: 20 Adult Supervisors: 4

2. Destination: Duluth, MN

Date/Time of Departure: 8:00 am 1/13/24

Date/Time of Return: 11:00 am 1/14/24

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

The purpose of the trip is to provide the student athletes with a team building experience, the opportunity to experience travel to a historic city in Minnesota, and tour a post-secondary option, while competing against a non-traditional opponent.

4. Name the manner of travel and the carrier.

Coach bus contracted through MN Coaches in Hastings.

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

La Quinta Inn

1805 Maple Grove Rd

Duluth, MN

218-722-0700

All expenses for the trip (transportation, housing and meals) are being paid for by the booster clubs.

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

There are no parents involved in any of the planning. All of it has been taken care

Of by the coaching staff.

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

We won't have a list until November 22nd when our teams are selected.

8. Describe the manner of selecting participants.

The participants will be the players who made the team, are currently meeting all program expectations and are in good academic standing.

9. Indicate who will oversee supervising the trip.

Head Coach: Bryan Doughty

All lower-level coaches will also be in attendance.

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

All players will fill out the permission form including emergency contact information.

All players as well as parents will be given a trip agenda before the trip.

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

All costs (bus, hotel, food) will be provided by the booster club. There will be no expenses for the school or district.

12. State evaluation procedures.

Discussions with Girls Soccer booster club, student athletes, coaches, and Athletic Director

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

As of now we do not have any special needs or concerns, if that changes, I will update the document and provide it to our administration.

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Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

Approved: Not Approved:

\*\*\*\*\*

Assistant Superintendent Signature and Date:

Approved: Not Approved:

\*\*\*\*\*

School Board Review Date:

Approved:



*South Washington County Schools*  
*Cottage Grove, MN*

**610 EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): **Samantha Wegerbauer (414) 588-9956 & Hannah Paavola (612) 791-1842**

School and Program: **Woodbury High School Varsity Cheerleading**

Date of Requested Trip: **February 8-13. \*NOTE- This trip is TBD. We must qualify in order to attend. Our qualifying competition takes place on October 28<sup>th</sup>. We will learn more details on transportation and lodging after this competition.**

1. What group is taking this trip? **Varsity cheerleading**

Estimated # of Students : **15**

Adult Supervisors : **2**

2. Destination: **O r l a n d o , F L**

Date/Time of Departure: **TBD or 8:00 am 2/8/24**

Date/Time of Return: **T B D o r 8 : 0 0 p m 2 / 1 3 / 2 4**

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

**The purpose of the trip is to provide the student athletes with a team building experience. They will also get the opportunity to compete on a national level against teams from other states and regions.**

4. Name the manner of travel and the carrier:

**TBD – likely Sun Country or Southwest airlines**

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

**TBD – likely Disney's All Star Resorts**

**1901 West Buena Vista Drive**

**Lake Buena Vista, Fl**

**(407) 939-7000**

6. All expenses for the trip (transportation, lodging, and meals): **Paid for by the booster club. These will include airfare, hotel stay, and competition fees. Meals are the responsibility of athletes.**

7. Describe parental involvement in planning – including who, what, where, when and how.  
**TBD- depends if we qualify**

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

**Faridah Amuda  
Mira Ariyadej  
Lola Sudderth  
Gaby Host-Smith  
Andrew Trinh  
Monae Walker  
Elizabeth Mendoza  
Elina Thao  
Stella Xiong  
Kyarah Vue  
Sophia Mwele  
Adalyn McGrane  
Finley Kleinhuizen  
Aileen Lee  
Parker Keleman**

9. Describe the manner of selecting participants.

**All athletes will travel. Two athletes will travel as alternates**

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

**Coaching Staff**

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

**All athletes will fill out the permission form including emergency contact information.**

**All athletes and parents will be given a trip agenda before the trip.**

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

**Booster Club and athletes are paying for this trip. Around \$1,000 per student**

13. State evaluation procedures.

**None**

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

**None**

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Signature of Staff Member Responsible: Janet Wegner

Date field trip request was submitted to Principal: Jodi Lockhart 10-3-23

Principal/Administrator Signature and Date: Jodi Lockhart 10-3-23

Approved: ✓ Not Approved: \_\_\_\_\_

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Assistant Superintendent Signature and Date: Josh Sch 10/5/23

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): Amanda Davis 913-991-6604

School and Program: WHS Robotics Team

Date of Requested Trip February 28 - March 2, 2024

1. What group is taking this trip? WHS Robotics Team

Estimated # of Students - 30\_ Adult Supervisors - 8

Destination: DECC Arena/Edmund Fitzgerald Exhibit Hall  
Duluth Entertainment Convention Center 350 Harbor Drive  
Duluth, MN 55802 USA

2.

Date/Time of Departure: February 28, 2024 1:00

Date/Time of Return: March 2, 2024 8:30pm

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

4. Name the manner of travel and the carrier.

Families will provide transportation for students. They will carpool together.

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

Holiday Inn & Suites Downtown Duluth  
200 W. 1st Street  
Duluth, MN (218) 727-7492

6. Describe parental involvement in planning – including who, what, where, when and how.  
Parents will make arrangements for students to get rides and plan meals for the team while at the event.

7. List participants (reminder to have participants complete parent/guardian permission form).  
Describe the manner of selecting participants.  
Students who are active members of the team will be selected to participate.

CARMEN	ANDRUET
ANTHONY	BASTON
JOSEPH	CAPISTRANT
GARRETT	CARLSON
ETHAN	CHUNG
LOGAN	CURTIS
HENRY	DECKER
MAXWELL	DUTHIE
JACOB	ERICKSON
CLIFTON	FLOYD
NADIA	GHAFOOR
SAMUEL	HENNING
JOHN	JEONG
AMBROSE	KAHL
ELI	KLOETSTRA
ALEXIS	KOONS
SPENCER	LA CASSE
KATHRYN	LAVALLE
CORRINA	MATTISON
JAMES	MCGUIRE
OSMAN	MOHAMED
JEYI	PARK
LIAM	PETERS
LAN	PHAM
ARJUN RAJAVEL	SENTHILVEL
MORGAN	SINKS
JOSEPH	SPIELBAUER
ISAIAH	SPIES
JACK	SWETZ
NATHAN	WAN
ALEXANDER	WAN
GRACE	WINTER
ADRIAN	YANG


8. Indicate who will be in charge of supervising the trip.  
Amanda Davis  
Adam Brandmire



Craig Schardt  
Dave Blank

9. State the safety precautions and procedures for emergencies while on the trip.  
We will have medical information, emergency contact information and an emergency plan for travel and time at the event.
11. Give budget costs, how the trip will be funded and estimated cost per student.  
The registration fee for the event will be paid for by the club and booster club. Travel cost will be approximately \$170 per student. Students will be responsible for paying that fee.
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: 

Date field trip request was submitted to Principal: 9/29/23

Principal/Administrator Signature and Date:  10-3-23

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

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Assistant Superintendent Signature and Date:  10/4/23

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): Tom Storm 651-425-5707

School and Program: Parle HS Band, Jazz Band and Orchestra

Date of Requested Trip: 10/6/23

1. What group is taking this trip? PHS Band + Orchestra

Estimated # of Students 42 Adult Supervisors 6

2. Destination: Kansas City, MO

Date/Time of Departure: 3/1/24 7am

Date/Time of Return: 3/4/24 7pm

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

Students will receive an hour clinic from professors at a MN College. Students will attend the National World Museum and the National Blues/Jazz Museum. Students will attend performances by professional Bands, Jazz Bands and Orchestra - other performances are pending.

4. Name the manner of travel and the carrier.

Tour bus via Jefferson Lines

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

Best Western Country Inn North (or similar)  
2633 NE 43rd Street  
Kansas City, Mo 64117 (816) 459-7222

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

4 parents will be trained at a evening meeting on expectations (hotel supervision, watch student at event, etc). Parents will be district approved.

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

8. Describe the manner of selecting participants.  
Students must be members of the Band and Orchestra programs and in good academic standards.

9. Indicate who will be in charge of supervising the trip.  
 Tom Storm, Director of Bands @ PHS

10. State the safety precautions and procedures for emergencies while on the trip.  
We will all follow district 883 safety protocols and rules.  
Participants will be logged into the Band App for 24/7 connection with directors.

11. Give budget costs, how trip will be funded and estimated cost per student.  
\$600/person. Band and Orchestra Boosters will offer a couple fundraisers to help offset the cost.


12. State evaluation procedures.  
Students will demonstrate rehearsal and performance etiquette. Students will be taught and expected to ~~properly~~ represent PMS and District 833 with pride and integrity at all times.

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

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal: 10/6/23

Principal/Administrator Signature and Date: Toshi Hoshi 10/6/23

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

Assistant Superintendent Signature and Date:

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

School Board Review Date:

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