

ADMINISTRATIVE REPORT

DATE: December 14, 2023
TOPIC: 5.9 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- December 27–29, 2023 – East Ridge High School Boys Hockey Team
 - 40 students and 6 adult supervisors will travel to Rochester, MN.
 - Travel – District vans
 - Students will stay at a hotel Rochester TBD
 - Tournament
 - Supervisor, Dustin Vogelgesang
- January 6–7, 2024 – Park High School Girls Basketball Team
 - 20 students and 3 adult supervisors will travel to Rochester, MN
 - Travel – Sugar Loaf Charters Bus Company
 - Students will stay at Candelwood Suites in Rochester
 - Tournament
 - Supervisor, Stephanie Tolkinen
- March 14–16, 2024 – East Ridge High School Business Education
 - 10 students and 1 adult supervisors will travel to Minneapolis, MN.
 - Travel – Parents will provide transportation
 - Students will stay at the Hyatt Regency Hotel Minneapolis
 - Conference
 - Supervisor, Lynn O’Driscoll



- April 12-14, 2024 – East Ridge High School LoftPAC (Drama Club)
 - 20 students and 2 adult supervisors will travel to Duluth, MN.
 - Travel – District vans
 - Students will stay at an Air BnB
 - Supervisor, Katie Carlson
- May 10-14, 2024 – East Ridge High School Business Education
 - 4-8 students and 1 adult supervisors will travel to Chicago, IL.
 - Travel – Coach bus or fly TBD
 - Students will stay at the Hilton Inn Chicago
 - Career and Technical Student Organization
 - Supervisor, Lynn O’Driscoll
- April 15-18, 2024 – East Ridge High School Boys Golf Team
 - 5 students and 2 adult supervisors will travel to Sheboygan, WI.
 - Travel – District vans
 - Students will stay at the VRBO or hotel TDB
 - Tournament
 - Supervisor, Bret Brookins
- May 10-11, 2024 – East Ridge High School Boys Golf Team
 - 6 students and 2 adult supervisors will travel to Detroit Lakes, MN.
 - Travel District vans
 - Students will stay at a hotel in Detroit Lake TBD
 - Tournament
 - Supervisor, Bret Brookins



Boys
Hockey #2



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: 12/27 - 12/29

1. What group is taking this trip? East Ridge Boys Hockey

Estimated # of Students 40 Adult Supervisors 6

2. Destination: Rochester

Date/Time of Departure: 12/27

Date/Time of Return: 12/29

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

Rochester Hockey Tournament

4. Name the manner of travel and the carrier.

School provided bus - District 833 Transportation

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

TBD

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

Spectators

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

TBD

8. Describe the manner of selecting participants.

Tryouts

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.

EAP

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

200⁰⁰ per player

12. State evaluation procedures.

Tryouts

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

N/A

Signature of Staff Member Responsible: [Signature]

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

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

Approved: X Not Approved: _____

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

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Stephanie Tolkinen

School and Program: Park High School Girls Basketball

Date of Requested Trip: January 6-7, 2024

1. What group is taking this trip? Varsity/JV Girls BB team

Estimated # of Students Adult Supervisors 3

2. Destination: Rochester Century, Rochester MN

3.

Date/Time of Departure: 1/06/2024 - 2:00 pm

Date/Time of Return: 1/07/2024 - 1:00 pm

4. **State purpose and educational value of trip (attach information to form if needed).**
We are taking this trip to participate in a basketball game on Saturday night. The team will spend the night at a hotel after the game. We will have team building/bonding activities for the girls. This is a great way for the girls to spend time with one another to grow their relationships and make memories. They will also have opportunities to support one another during the game.

5. Name the manner of travel and the carrier.
Private Charter Bus- Sugar Loaf Charters

6. State housing arrangements (must include name, address and phone number of hotel).
The team will be staying at: Rochester Candlewood Suites
1640 South Broadway, Rochester, Minnesota 55904 United States
tel:(507)+361-6000

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

8. List participants (reminder to have participants complete parent/guardian permission form).
Tori Henderson, Rita Gil Pujals, McKenna German, Hailey Keiffer, Gabriella Kaiser, Tenley Nelson, Kendall Reinhardt, Graycie Smith, Pajyeeb Kong, Téa Alvarenga, Ruth Ashenafi, Raimee Ashfaq, Aneciya Holt, Madelyn Boothe, Olivia Czarnota, Mariah Nasby, Mesa Jameson, Julia Koerkle, Kaylynn Sowada.

9. 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
10. Indicate who will be in charge of supervising the trip.
Varsity Girls BB Coach Stephanie Tolkinen and assistant coaches Jesse Nelson and Tesha Buck
11. 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'
12. Give budget costs, how trip will be funded and estimated cost per student.
Room and bus will be paid by the Park GBB Booster Club. Food will be provided by player's families. One meal will be paid for by the booster club. Hotel provides continental breakfast. Any expense will be the choice of the player. There should be no cost to the players.
13. 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 varsity and junior varsity games.
14. 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.**

Signature of Staff Member Responsible: Stephanie Tolkinen

Date field trip request was submitted to Principal: 11/20

Principal/Administrator Signature and Date: [Signature]

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 11/28/23

Approved: ✓ _____ Not Approved: _____

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): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: State Leadership Conference (March 14-16, 2024) Minneapolis

1. What group is taking this trip? Business Professionals of America (BPA)

Estimated # of Students 10 Adult Supervisors 1

2. Destination: SLC – Minneapolis

Date/Time of Departure: SLC am on 3/14

3. Date/Time of Return: SLC – Noon on 3/16

4.

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

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

6. Name the manner of travel and the carrier: Parents will provide students with transportation and are responsible for mileage and parking, if applicable. The national conference (if students qualify) will have travel arranged through air and charter
7. State proposed housing arrangements:
Hyatt Regency Hotel, Mpls
1300 Nicollet Mall
Mpls, MN 55403
(612) 370-1234
8. Describe parental involvement in planning – including who, what, where, when and how. Parents will be involved as transportation for the participants as well as additional chaperones as needed
9. List participants (reminder to have participants complete parent/guardian permission form).

Student participants are unknown at this time as region competition isn't until January, 2024
10. Describe the manner of selecting participants.

Students must qualify via region competition to the State Leadership Conference
11. Indicate who will be in charge of supervising the trip.

Lynn O'Driscoll, BPA Advisor
12. State the safety precautions and procedures for emergencies while on the trip.

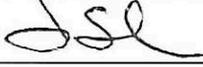
School nurse will provide advisor with any necessary medical information
Hotel provides added security on each floor during the conference
Local police will assist as necessary
11. Give budget costs, how trip will be funded and estimated cost per student.
Students fund their own participation

CTE Perkins Funding pays for advisor expenses. Students pay for their own expenses
12. State evaluation procedures.
Students will share their experiences with the rest of the club, business classes and teachers.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

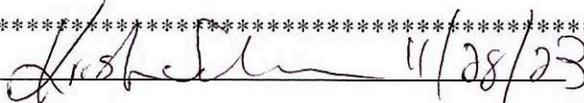
N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 11/28/23

Principal/Administrator Signature and Date: 

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date:  11/28/23

Approved: _____ Not Approved: _____

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): Katie Carlson (763) 807-6149

School and Program: East Ridge High School - LoftPAC (drama club)

Date of Requested Trip: April 12-14, 2024

1. What group is taking this trip? LoftPAC (drama club)

Estimated # of Students 20 Adult Supervisors Katie Carlson & Jimmy Stocco

2. Destination: Duluth, MN

Date/Time of Departure: Friday, April 12th - right after school

Date/Time of Return: Sunday, April 14th - midday

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

Students will attend various theatrical performances, meet with college theatre program, and build community with one another.

4. Name the manner of travel and the carrier.

Carlson and Stocco will drive district vans for transportation.

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

Students and chaperones will stay in an Air BnB -

https://www.airbnb.com/rooms/27237257?productId=27237257&check_in=2024-04-12&check_out=2024-04-14&guests=1&adults=16&children=0&infants=0&pets=0&source_impression_id=p3_1698422853_%2Bvoztq%2BFJi4PqWW1

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

Describe the manner of selecting participants.

This field trip is open to all drama club students, grade 9-12

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

Katie Carlson and Jimmy Stocco will be the primary chaperones.

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

Both drivers will have updated district van training, CPR, and will check in with health office regarding the individual health needs of student registrants

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

~\$200 per student - includes lodging, shows, and groceries for meals

12. State evaluation procedures.

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

Signature of Staff Member Responsible: [Handwritten Signature]

Date field trip request was submitted to Principal: 11/15/23

Principal/Administrator Signature and Date: [Handwritten Signature]

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Handwritten Signature] 11/17/23

Approved: ✓ Not Approved: _____

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): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: National Leadership Conference (May 10 - 14, 2024) Chicago, IL

1. What group is taking this trip? Business Professionals of America (BPA)

Estimated # of Students 4-8 Adult Supervisors 1

2. Destination: NLC – Chicago, IL

Date/Time of Departure: SLC am on 5/10/24

3. Date/Time of Return: SLC – Noon on 5/14/24

4.

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

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

6. Name the manner of travel and the carrier: Transportation has yet to be determined. Students will either fly accompanied by the advisor or our region comprised of 6 local schools will charter a bus and we will all go together. This will be determined by cost.
7. National proposed housing arrangements:
Hilton Chicago
720 South Michigan Avenue
Chicago, IL 60605
312-922-4400
8. Describe parental involvement in planning – including who, what, where, when and how. Parents will be involved as transportation to/from airport and as chaperones if needed.
9. List participants (reminder to have participants complete parent/guardian permission form).
Student participants are unknown at this time as state competition isn't until March, 2024
10. Describe the manner of selecting participants.
Students must qualify via state competition to the National Leadership Conference
11. Indicate who will be in charge of supervising the trip.
Lynn O'Driscoll, BPA Advisor
12. State the safety precautions and procedures for emergencies while on the trip.
School nurse will provide advisor with any necessary medical information
Hotel provides added security on each floor during the conference
Local police will assist as necessary
11. Give budget costs, how trip will be funded and estimated cost per student.
Students fund their own participation
CTE Perkins Funding pays for advisor expenses. Students pay for their own expenses
12. State evaluation procedures.
Students will share their experiences with the rest of the club, business classes and teachers.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 11/28/23

Principal/Administrator Signature and Date: [Signature]

Approved: Not Approved:

Assistant Superintendent Signature and Date: [Signature] 11/28/23

Approved: Not Approved:

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): Bret Brookins 651-425-2449 _____

School and Program: East Ridge HS Boys Golf Team _____

Date of Requested Trip: April 15-18, 2024 _____

1. What group is taking this trip? Top 5 boys golfers and 2 coaches _____

Estimated # of Students 5 _____ Adult Supervisors 2 _____

2. Destination: Whistling Straits golf course Sheboygan WI _____

Date/Time of Departure: April 15, 2024 305 pm _____

Date/Time of Return: April 18, 2024 630 pm _____

3. State purpose and educational value of trip (attach information to form if needed).
This group of golfers will be playing in a 2 day tournament vs some of the top Wisconsin Teams and one other MN team (WBL)

4. Name the manner of travel and the carrier.
School vans

5. State housing arrangements (must include name, address and phone number of hotel).
VRBO with the WBL golf team or hotels in Sheboygan

6. Describe parental involvement in planning – including who, what, where, when and how.
I will conduct a meeting with the players and parents who will be involved for the trip. This will be done based on scoring averages as to who will be invited and attend.

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

Luke Ehmke, Nate Relien, Patrick Keane, Jon Pasch, Luke Pfiffer, Charlie Miller, Boden

Methven, Easton Hugdahl, Blake Kohnen (5 of these players will be attending)

8. Describe the manner of selecting participants.
The golfers who were selected are the top returning golfers based on scoring average and playing time based on scores.

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

Bret Brookins

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

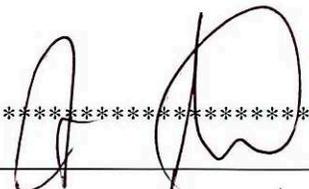
I will have all golfer's insurance information if need to go to the doctors. I will also have all parent contact info as an emergency. Coaches will be with the golfers 100% of the time.

11. Give budget costs, how trip will be funded and estimated cost per student.
The school pays for the entry fee of the tournament ,the players will split the cost of their hotel rooms and the booster club will help.

12. State evaluation procedures.
During the trip I will be with the golfers to watch, coach and help them as they are playing. I will have my assistant with the other group to do the same. We will switch to be able to watch all golfers and help them as they are getting ready for the season.

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

None.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 11/27/23

Principal/Administrator Signature and Date: Sara Plodnick 11/29/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:  10/1/23

Approved: ✓ Not Approved: _____

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): Bret Brookins 651-425-2449 _____

School and Program: East Ridge HS Boys Golf Team _____

Date of Requested Trip: May 10-11, 2024 _____

1. What group is taking this trip? Top 5 boys golfers and 2 coaches _____

Estimated # of Students 6 _____ Adult Supervisors 2 _____

2. Destination: Detroit Lakes MN _____

Date/Time of Departure: April 11, 2024 6am _____

Date/Time of Return: April 11, 2024 6:30 pm _____

3. State purpose and educational value of trip (attach information to form if needed).
This group of golfers will be playing in a 2-day tournament versus some of the top teams of MN

4. Name the manner of travel and the carrier.
School vans

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

6. Describe parental involvement in planning – including who, what, where, when and how.
I will conduct a meeting with the players and parents who will be involved for the trip. This will be done based on scoring averages as to who will be invited and attend.

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

Luke Ehmke, Nate Relien, Patrick Keane, Jon Pasch, Luke Pfiffer, Charlie Miller, Boden Methven, Easton Hugdahl, Blake Kohlen (5 of these players will be attending)

8. Describe the manner of selecting participants.

The golfers who were selected are the top returning golfers based on scoring average and playing time based on scores.

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

Bret Brookins

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

I will have all golfer's insurance information if need to go to the doctors. I will also have all parent contact info as an emergency. Coaches will be with the golfers 100% of the time.

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

The school pays for the entry fee of the tournament ,the players will split the cost of their hotel rooms and the booster club will help.

12. State evaluation procedures.

During the trip I will be with the golfers to watch, coach and help them as they are playing. I will have my assistant with the other group to do the same. We will switch to be able to watch all golfers and help them as they are getting ready for the season.

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

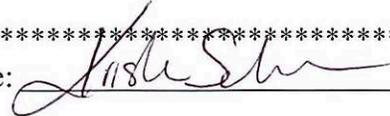
None.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 11/27/2023

Principal/Administrator Signature and Date: Sara Pabodul 11/29/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date:  12/1/23

Approved: ✓ Not Approved: _____

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): Stacy Paleen 651-283-5932

School and Program: Park High School – World Language Department – EF Tours

Date of Requested Trip: approximately June 17-June 28, 2024

1. What group is taking this trip? Students and Parents from Park High School
Estimated # of Students 35 Adult Supervisors 5

2. Destination: Paris, France to Bilbao, Spain

Date/Time of Departure: June TBD, 2024

Date/Time of Return: June TBD, 2024

3. State purpose and educational value of trip (attach information to form if needed).
To give students an opportunity to:
-Expand their knowledge of the world around them
-Discover more about themselves
-Grow more confident and independent
-Come to understand more about new people, places, and cultures
4. Name the manner of travel and the carrier.
We will fly using a major airline carrier. We will travel by coach bus while in Europe.
5. State proposed housing arrangements.
EF Tours is organizing hotels in each major city that we visit (Paris, Loire Valley, La Rochelle, Biarritz, San Sebastian, Bilbao).
6. Describe parental involvement in planning – including who, what, where, when and how.
Parents attend all pre departure meetings (one in February and one in May)
7. List participants (reminder to have participants complete parent/guardian permission form).
See list at end of form.
8. Describe the manner of selecting participants.
Open to all students at Park High School

9. Indicate who will be in charge of supervising the trip.
Stacy Paleen – French Teacher at Park High School

10. State the safety precautions and procedures for emergencies while on the trip.
EF Tours has extensive safety precautions in place. We follow them. We also have a full-time tour director with us at all times.

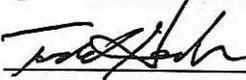
11. Give budget costs, how trip will be funded and estimated cost per student.
Students paid ALL of their costs. There are no costs that will be covered by the district.

12. State evaluation procedures.
We will make sure all students return safely to the US.

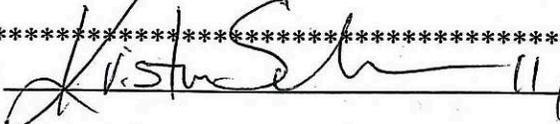
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
We are following ALL protocols set forth by EF Tours.

 Signature of Staff Member Responsible: Stacy Paleen

Date field trip request was submitted to Principal: November 10, 2023

Principal/Administrator Signature and Date:  11/10/23

Approved:  Not Approved: _____

 Assistant Superintendent Signature and Date:  11/14/23

Approved:  Not Approved: _____

 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): Bret Brookins 651-425-2449 _____

School and Program: East Ridge HS Boys Golf Team _____

Date of Requested Trip: June 20-24, 2024 _____

1. What group is taking this trip? Top 9 boys golfers and 2 coaches _____

Estimated # of Students 9 _____ Adult Supervisors 2 _____

2. Destination: Phoenix, Arizona _____

Date/Time of Departure: June 20, 2024 625am _____

Date/Time of Return: June 24, 2024 725pm _____

3. State purpose and educational value of trip (attach information to form if needed).
This trip is a preseason warm up rounds for our golfers who will also be visiting Ping Corporate offices and conducting a 2 hour tour with a guide to talk to them about future jobs and career paths.

4. Name the manner of travel and the carrier.
Southwest Airlines flight to and from MSP to PHO
Budget Travel car rentals – 2 dodge Grand Caravans

5. State housing arrangements (must include name, address and phone number of hotel).
VRBO rental north of Phoenix area

6. Describe parental involvement in planning – including who, what, where, when and how.
I have had meetings with my booster club who consist of golfers parents, and I have had parents help with the planning of the golf rounds. I ran a zoom meeting with the parents and players to discuss the logistics of the trip and get confirmation.

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

Luke Ehmke, Nate Relien, Patrick Keane, Jon Pasch, Luke Pfiffer, Charlie Miller, Boden Methven,
Easton Hugdahl, Blake Kohnen

8. Describe the manner of selecting participants.

The golfers who were selected are the top returning golfers based on scoring average and playing time based on scores.

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

Bret Brookins

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

I will have all golfer's insurance information if need to go to the doctors. I will also have all parent contact info as an emergency. Coaches will be with the golfers 100% of the time.

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

We have 3 grocery bagging opportunities for the golfers to earn money and 5 concession stand opportunities' for them to raise money to help pay for their trips. The trips will be funded by the parents solely. They are responsible for the payments.

12. State evaluation procedures.

During the trip I will be with the golfers to watch, coach and help them as they are playing. I will have my assistant with the other group to do the same. We will switch to be able to watch all golfers and help them as they are getting ready for the season.

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

None.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 11/27/23

Principal/Administrator Signature and Date: [Signature] 11/29/23

Approved: [checkmark] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 12/1/23

Approved: [checkmark] Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____