

ADMINISTRATIVE REPORT

DATE: October 24, 2024
TOPIC: 5.9 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- November 1-2, 2024 –Park High School Girls Hockey Team
 - 35-38 students and 5 adult supervisors will travel to Duluth, MN.
 - Travel – Reading Bus Lines
 - Students will stay at the Suites Hotel, Duluth
 - 3 Scrimmages
 - Supervisor, Bay Shock
- November 1-2, 2024 – Woodbury High School Girls Hockey Team
 - 37 students and 4 adult supervisors will travel to Hermantown and Proctor, MN.
 - Travel – Coach bus
 - Students will stay at the Park Point Marina Inn, Duluth
 - 2 Scrimmages
 - Supervisor, Scott Waldo
- December 20-22, 2024 – Woodbury, Park & East Ridge High School PWER Nordic Ski Team
 - 45 students and 10 adult supervisors will travel to Hayward, WI.
 - Travel – Northfield Bus Lines
 - Students will stay at the Flat Creek Lodge Hayward



- Skiers access to challenging terrain
- Supervisor, Drew Voegelé

- December 27-28, 2024 – Woodbury High School Boys Basketball Team
 - 20 students and 4 adult supervisors will travel to Owatonna, MN.
 - Travel – MN. Coaches Bus Lines
 - Students will stay at the Country Inn and Suites, Owatonna
 - Tournament
 - Supervisor, Kent Getzlaff
- March 27-31, 2025 – Woodbury High School Boys Baseball Team
 - 30 students and 5 adult supervisors will travel to St. Petersburg, FL
 - Travel – Sun Country Airlines
 - Students will stay at the Comfort Inn North Hotel, St. Petersburg
 - Spring Training
 - Supervisor, Kevin McDermott

- January 1-3, 2025 – Woodbury High School Wrestling Team
 - 30 students and 6 adult supervisors will travel to Fargo, N.D.
 - Travel – School vans
 - Students will stay at the Expressway Suites of Fargo
 - Tournament
 - Supervisor, Justin Smith

- January 9-12, 2025 – Park High School Youth in Government
 - 9 students and 1 adult supervisor will travel to St. Paul, MN.
 - Travel – School van
 - Students will stay at the Hilton, St. Paul
 - Conference
 - Supervisor, Mason Fong



- Spring Break 2026 – Park High School Students
 - 15-20 students and 3 adult supervisors will travel to Costa Rica
 - Travel – EF Educational Tours
 - Students will stay at hotels booked by tour company
 - Educational/International travel
 - Supervisor, Andrew Voegelé

- June 17-28, 2026 – Park High School World Language Department
 - 35 students and 5 adult supervisors will travel to Switzerland, Italy & France
 - Travel – EF Educational Tours
 - Students will stay at hotels booked by tour company
 - Educational/International travel
 - Supervisor, Stacy Paleen

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): Bay Shock 651-210-3848 and coaching staff

School and Program: Park Girls Hockey

Date of Requested Trip: Nov 1st to Nov 2nd

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

Estimated # of Students 35-38 _____ Adult Supervisors 5

2. Destination: Duluth MN

Date/Time of Departure: Nov 1st 1:30 PM

Date/Time of Return: Nov 2nd 9 PM

3. State purpose and educational value of trip (attach information to form if needed).
Hockey team plays in 3 scrimmages also a team bonding event

4. Name the manner of travel and the carrier.

Reading Bus Company

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

Team and coaches at Suites Hotel Duluth. **Address:** 325 S Lake Ave, Duluth, MN 55802
Phone: (218) 727-4663

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents will deliver team dinner Friday night. Otherwise coaches will be incharge.

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

I will update team Thursday after tryouts are made Oct 31.

8. Describe the manner of selecting participants.

Anyone who makes the team

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

Coaches will be supervising. 4-5 coaches

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

Follow the guidelines as we have followed the last 6 years.

11. Give budget costs, how trip will be funded and estimated cost per student.
Booster will cover the cost of each player. Players will only need money if they want extra treats or food.

12. State evaluation procedures.
3 days of tryouts then pick JV/V

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

NA

Signature of Staff Member Responsible: Bay Shock

Date field trip request was submitted to Principal: 10-1-24

Principal/Administrator Signature and Date:

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date:

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): Scott Waldo

School and Program: Woodbury High School Girls Hockey

Date of Requested Trip Friday, Nov. 1 - Saturday, Nov. 2, 2024

1. What group is taking this trip? JV and Varsity Girls Hockey Team

Estimated # of Students - 37 Adult Supervisors - 4 Coaches

2. Destination: Hermantown and Proctor, MN
Date/Time of Departure: 11:30 AM on 11/1/24

Date/Time of Return: 7:30 PM on 11/2/24

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of the trip is to compete in 2 scrimmage dates for the girls hockey team.
Team bonding and culture building activities will occur while on the trip.

4. Name the manner of travel and the carrier.
Coach Bus Contracted through

5. State housing arrangements (must include name, address and phone number of hotel).
Park Point Marina Inn
1033 Minnesota Avenue
Duluth, MN 55802

6. Describe parental involvement in planning – including who, what, where, when and how.
The Booster club and Coach have coordinated the bus, hotel, meals and team building activities.
Coaches - Scott Waldo, Dan Schabaker, Sarah Schneider and Duane Lindahl
Booster Club President Alisha Huebsch and VP Andrea Bricko, Treasurer Sean Klett

7. List participants (reminder to have participants complete parent/guardian permission form).
Describe the manner of selecting participants.

The participants will be the JV and Varsity team members plus 3 managers. The team names will be determined after tryouts.

Managers: Olivia Brink, Chloe Anderson and Kyla Rickert

8. Indicate who will be in charge of supervising the trip.
Coaches - Scott Waldo, Dan Schabaker, Sarah Schneider and Duane Lindahl
9. State the safety precautions and procedures for emergencies while on the trip.
All players will complete the permission form including emergency contact information.
All players and 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.
There will be no expenses for the school or district. It is estimated that it will be about \$200 per player and that is included in their booster club fee.
12. State evaluation procedures.
Discuss with Coaches, Booster Club, student athletes and AAD
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

At this point special considerations are unknown until the team registers and we have that information. Once we have that information, we will make sure that we are in compliance with any special needs.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: Joshi 9-19-24

Principal/Administrator Signature and Date: Gale Joebler Suh 9-19-24

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/2/24

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):

Drew Voegelé (952)393-5024

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

Date of Requested Trip: 12/20/24 - 12/22/24

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, 12/20 @ 6:00am

Date/Time of Return: Saturday, 12/22 @ 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

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.

Signature of Staff Member Responsible: Drew Voegelé - 9/126/2024

Date field trip request was submitted to Principal: 9/26/24

Principal/Administrator Signature and Date: Jodi Seckler 10-1-24

Approved: X Not Approved:

Assistant Superintendent Signature and Date: [Signature] 10/2/24

Approved: V 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): Kent Getzlaff 651-210-9720

School and Program: Woodbury High School Boys Basketball

Date of Requested Trip: Friday, December 27th 2024

1. What group is taking this trip?

Boys Basketball

Estimated # of Students : 20
Adult Supervisors : 4

2. Destination: Owatonna, MN

Date/Time of Departure: 10:00 am 12/27/24

Date/Time of Return: 8:00 pm 12/28/24

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, compete in a tournament with great competition in the brand new first class facilities in Owatonna.

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).
Country Inn and Suites
130 Allan Avenue
Owatonna, MN 55060
507-200-0171

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 staffs.

7. List participants (reminder to have participants complete parent/guardian permission form).
We won't have a list until November 27th 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 be in charge of supervising the trip.
Head Coach: Kent Getzlaff
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 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 basketball coaching staff
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

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

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 9/19/24

Principal/Administrator Signature and Date: [Signature] 9-25-24

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/2/24

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): Kevin McDermott 651-226-0998 Cell

School and Program: Woodbury HS Baseball

Date of Requested Trip: March 27-31st, 2025

1. What group is taking this trip? Woodbury Varsity and JV Baseball (Junior and Seniors)

Estimated # of Students 30 Adult Supervisors 5 coaches & lots of parents

2. Destination: Baseball City HS Spring Training (St. Petersburg, FL)

Date/Time of Departure: March 27, 2025 5:47am

Date/Time of Return: March 31, 2025 10:46pm

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

The purpose of this trip is to provide a unique quality baseball experience for all involved and to develop individual and team skills in baseball, with an overarching development of team culture and camaraderie that builds on the foundation of our program core values of Family, Positive Energy, and Grit. This trip has always been a great help in preparing our program and players to develop and be best prepared for our season. This trip is highly supported by our parents, players, and coaches. High School and HS athletics is about creating unforgettable memories and opportunities and this trip does both! It is great for our players and program as a whole!

4. Name the manner of travel and the carrier.

Air is through Sun Country Airlines.

5. State proposed housing arrangements.

Comfort Inn North Hotel (St. Petersburg)

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

Many coach emails and dialogue back and forth with parents.

-Trip is mainly planned and coordinated by me (head coach) with parent support and help.

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

-All returning Juniors and seniors within our program. All are welcome. We will use the district permission forms.

8. Describe the manner of selecting participants.

All juniors and senior players in our program are invited. It is basically a once in a lifetime opportunity to travel as a Varsity/JV player since we do this every other year.

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

4 HS Varsity/JV baseball coaches are the supervisors of this trip, but many parents will be in attendance to help if needed at all.

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

Parent contact lists, parents permission slips and waivers with emergency information. Baseball City trainers on site at all events/fields throughout all field events.

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

Cost is all inclusive at about \$1275 per player. That includes round trip air, hotel, all meals, spending money, ground transportation, 2 of our 3 scrimmage dates by MSHSL rules for both JV and Varsity, Practices and scrimmages, on well maintained outdoor fields(which we often can't do in the early spring in MN). This is all paid directly to Baseball City. Fundraisers are open to all who want to participate; Heggies Pizza and a Calendar event.

12. State evaluation procedures.

Evaluation will be done on a daily basis through outdoor practices and scrimmages that we would not be able to do if we were back in Minnesota. Essentially this process is much more fair to our kids and provides them with great opportunities to compete and get in baseball shape prior to our official MN schedule beginning in early April.

Tons of team bonding opportunities that greatly help our team as well throughout the week.

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

Off field supervision will be helped with team check ins, team dinners, tons of time together on the baseball field each day, full team bonding activities off the field, and parental help as they will be around.

Signature of Staff Member Responsible: Kevin McDermott

Date field trip request was submitted to Principal: 9/20/24

Principal/Administrator Signature and Date: Jodi Luehr 10-1-24

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: 10/2/24

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): 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: January 1st -January 3rd, 2025

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: January 1st/10:00am

Date/Time of Return: January 3rd /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 17th 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 2024-2025 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/space 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 & Gary Diamond, 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

Signature of Staff Member Responsible: 18/04/24

Date field trip request was submitted to Principal: 9/16/24

Principal/Administrator Signature and Date: [Signature]

Approved: 9/19/24 Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 9/26/24

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): Mason Fong

School and Program: Park High School & Youth In Government

Date of Requested Trip: January 9 – January 12, 2025

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

Estimated # of Students 9 Adult Supervisors 1

2. Destination: Hilton Minneapolis, MN & Minnesota State Capitol, St.Paul, MN

Date/Time of Departure: Thursday, 1/9/25 10AM

Date/Time of Return: Sunday, 1/12/25 4PM

3. State purpose and educational value of trip (attach information to form if needed).
This is a conference that students will engage in hands on civic education. Students will write, read, and debate bills. Juniors and Seniors will be at the State Capitol in the chambers which actual law makers sit and vote. This experience, teaches independence, personal growth, public speaking, critical thinking, civics mindset, networking with students from around the state, and more.
4. Name the manner of travel and the carrier.
School Van
5. State proposed housing arrangements.
The YMCA of the North coordinates housing at the Hilton.
6. Describe parental involvement in planning – including who, what, where, when and how.
Parents will be informed of the conference and details of the trip. They will have an opportunity to ask questions to Mason Fong Delegation Director.
7. List participants (reminder to have participants complete parent/guardian permission form).
TBD

8. Describe the manner of selecting participants.
The students going are part of Park's Youth In Government club.
9. Indicate who will be in charge of supervising the trip.
Mason Fong – Park High School Cultural Liaison
10. State the safety precautions and procedures for emergencies while on the trip.
We will follow the guidelines of the YMCA as well as district policy if needed.
11. Give budget costs, how trip will be funded and estimated cost per student.
Registration is \$559
Students will need money for all meals \$150
Estimated cost \$750 per student
The YMCA does have need-based scholarships. Last year's group fundraised funds to attend
12. State evaluation procedures.
The YMCA sends out a survey to evaluate students growth, satisfaction, and enjoyment. My experience in taking students, I personally see more self confidence in students upon completion as well as more willing to look beyond their personal communities.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
As of right now there are no concerns.

Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: 9/19/24

Principal/Administrator Signature and Date: [Signature] 9/23/24

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 9-27-24

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): Andrew Voegele - (952) 393-5024

School and Program: Park High School / EF Educational Tours

Date of Requested Trip: Spring Break 2026 _____

1. What group is taking this trip? EF Educational Tours _____

Estimated # of Students 15-20 Adult Supervisors 3

2. Destination: Costa Rica

Date/Time of Departure: Beginning of Spring Break 2026 _____

Date/Time of Return: End of Spring Break 2026

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

The purpose of the trip is to introduce students to international travel and immerse them in a new culture. While Spanish language is a major component of the trip for those students who take a Spanish class or want to learn Spanish, the trip also focuses on Costa Rican / Latin American culture and ecological stewardship. The value of the trip is hard to quantify because it is so ample. Students will learn valuable cultural and social lessons, language, biology and environmentalism, how to travel, and much more.

4. Name the manner of travel and the carrier.

Manner of travel is by air to Costa Rica, carrier yet to be determined. Once in country, EF provides a tour bus which accompanies the tour group everywhere it goes.

5. State proposed housing arrangements.

Lodging is in hotels, with like-gendered students sharing rooms of 2-4 students. Hotel specifics are to be determined.

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

Parents are invited to attend informational and pre-departure meetings, and they are invited to come on the trip as paying participants. The itinerary planning and logistics is handled of by EF

7. List participants (reminder to have participants complete parent/guardian permission form).
No participants yet as we have not opened registration yet.

8. Describe the manner of selecting participants.
Any Park student is welcome to enroll. Non-Park students will be welcome on the trip as well, though we will not be advertising the trip directly to other schools.

9. Indicate who will be in charge of supervising the trip.
Andrew Voegele avoegele@sowashco.org / ex. 5779 / (952) 393-5024

10. State the safety precautions and procedures for emergencies while on the trip.
We will be adhering strictly to EF's safety procedures ([see here](#))(For a comprehensive accounting of EF safety procedures see: <https://www.eftours.com/help-center/safety>)

11. Give budget costs, how trip will be funded and estimated cost per student.
Cost of the trip for students is \$3,900 and \$4,900 for adults, paid for by the families. The Park World Language department sells Butter Braids annually as a fundraiser to help students pay for travel. Other fundraising options are possible depending on the desires of the group.

12. State evaluation procedures.
Our trips are assessed with EF during and after our tour through the EF Tour evaluation tool. This is a comprehensive review of what went well on the tour and what could be improved for future tours.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
See safety procedures – all appropriate accommodations and precautions will be made for any student who requires.
<https://www.eftours.com/help-center/safety>

Signature of Staff Member Responsible: *Andrew Voegele* 10/19/24

Date field trip request was submitted to Principal: 10/19/24_____

Principal/Administrator Signature and Date: _____

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: *[Signature]* 9/23/24

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, 2026

1. What group is taking this trip? Students and Parents from Park High School

Estimated # of Students 35 Adult Supervisors 5

2. Destination: Zurich, Switzerland, Cinque Terre, Italy, Nice, France, Avignon, France, Barcelona, Spain

Date/Time of Departure: June TBD, 2026

Date/Time of Return: June TBD, 2026

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 region that we visit (Lucerne, Switzerland, Cinque Terre, Italy, Nice, France, Provence, France, Barcelona, Spain).

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

Parents attend all informational and pre departure meetings (one in September 2024, one in February 2026 and one in May 2026)

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

List to be provided upon enrollment to the trip..

8. Describe the manner of selecting participants.

Open to all high school students in ISD 833.

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: September 23, 2024

Principal/Administrator Signature and Date: *Wald Herber*

Approved: _____ Not Approved: _____

Assistant Superintendent Signature and Date: *Joshua* 9-24-24

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____