



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

Mason Fong – 651.425.3731

Choua Vue – 651.425.3731

Naitoh Kai – 651.425.2382

Jonathan Noyes – 651.425.2414

Meexiong Yang – 651.425. 3709

School and Program: Park High School and East Ridge High School Inclusion Centers

Date of Requested Trip: Tuesday, August 25, 2026 – Wednesday, August 26, 2026

1. What group is taking this trip? Cultural Affinity Group Leaders: Park's Black Student Union, Latine Voice, and Park Asian American Club & East Ridge's Black Student Union and Asian Student Union.

Estimated # of Students 35 Adult Supervisors Minimum of 5

2. Destination: Camp Friendship 10509 108th Street NW. Annandale, MN 55302
Date/Time of Departure: Tuesday, August 25, 2026 8am

Date/Time of Return: Wednesday, August 26, 2026 8pm

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

4. Name the manner of travel and the carrier.
TBD either we will use South Washington County bus or vans driven by liaisons.

5. State housing arrangements (must include name, address and phone number of hotel).
Camp Friendship 10509 108th Street NW. Annandale, MN 55302

6. Describe parental involvement in planning – including who, what, where, when and how.
Parents will be informed and asked for permission to attend this retreat.

8. Describe the manner of selecting participants.
The students that are attending are all elected student leaders by their peers to leader their student organization.
9. Indicate who will be in charge of supervising the trip.
Mason Fong Park Multicultural Specialist will be the lead of this educational leadership experience. The other advisors will be there to work with their groups.
10. State the safety precautions and procedures for emergencies while on the trip.
We will follow the camp facilities procedures for emergencies and follow school district policy while on site.
11. Give budget costs, how trip will be funded and estimated cost per student.
\$2,500 is the estimated cost – This will cover the cost of transportation and facilities rental. The staff will work on securing donations and in kinds for meals & materials.
12. State evaluation procedures.
We will ask students to complete an exit survey to ask about the impact of the experience.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
If we have students that have any accommodations, we will do our best to meet those needs.

Signature of Staff Member Responsible: Mason Fong

Date field trip request was submitted to Principal: June 1, 2026

Principal/Administrator Signature and Date: R Cen 6/1/26

Approved: ✓ Not Approved: _____

Assistant Superintendent Signature and Date: Neil Sun 6/11/26

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____

Youth Leadership Overnight Retreat Proposal

Cultural Affinity Groups

This proposal outlines a two-day overnight leadership retreat designed for student leaders of cultural affinity groups. The retreat aims to strengthen individual leadership skills, foster collaboration across groups, and prepare student leaders for the upcoming academic year.

Participating Groups

- Park Black Student Union
- Park Asian American Club
- Park Latine Voice
- East Ridge Black Student Union
- East Ridge Asian Student Union

Leadership Team

The retreat will be facilitated by:

- Mason Fong, Park Multicultural Specialist
- Cultural Affinity Group Advisors

Dates & Location

- **Dates:** Tuesday, August 25, 2026 - Wednesday, August 26, 2026
- **Location:** Camp Friendship 10509 108th Street NW. Annandale, MN 55302

Camp Courage offers overnight accommodations, dining facilities, and meeting spaces suitable for both large-group programming and small-group sessions.

Retreat Goals

The retreat is designed to:

- Support individual growth through self-reflection on strengths, values, communication styles, and areas for improvement
- Build leadership capacity among student leaders
- Strengthen cross-cultural collaboration and unity
- Prepare student groups with practical tools for the school year

Program Components

Participants will engage in:

- Team-building activities
- Workshops on leadership and facilitation skills
- Practice sessions using example lessons
- Group discussions on identity, communication, and collaboration
- Shared responsibilities such as meal preparation
- Strategic planning sessions for each affinity group

Expected Outcomes

By the end of the retreat, each group will:

- Develop a stronger sense of unity and shared purpose
- Create a group calendar for the school year
- Draft a projected budget
- Build actionable plans for meetings, events, and outreach
- Strengthen relationships with other cultural affinity groups

Participants

- **Students:** 30
- **Adults:** 5
- **Total:** 35 participants

Budget Estimate (Maximum Capacity)

Funding - Various sources from district funds, club funds, and donations

Category	Cost Calculation	Total
Transportation	Bus (\$500) + School Van (\$100)	\$600
Lodging	$\$50 \times 35$ participants	\$1949.56
Meals & Snacks	$\$80 \times 35$ participants	\$2,800
Supplies	Flat estimate	\$500
Total Estimated Cost		\$5,849

Conclusion

This retreat provides a meaningful opportunity to invest in student leadership, foster cross-cultural understanding, and ensure that affinity groups are well-prepared for a successful and impactful school year. The structured combination of personal development and strategic planning makes this retreat both transformative and practical.



*South Washington County Schools
Cottage Grove, MN*

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Andrew Bourgoine (651)323-7912, Charlie Gutzman, Matt Morrisette, Todd Hanson & Brandon Scholl

School and Program: Park High School Boys Soccer

Date of Requested Trip: Friday September 11th – Sunday September 13th

1. What group is taking this trip? Boys Soccer (Varsity & Seniors)

Estimated # of Students= 28 Adult Supervisors= 5

2. Destination: Wisconsin Dells

Date/Time of Departure: Friday September 11th at 1:45PM from Park.

Date/Time of Return: Sunday September 13th at 2PM at Park.

3. State purpose and educational value of trip (attach information to form if needed).
We use to do this trip and play a game out here but since covid they have stopped doing the tournament. Every kid that has gone through this program still talks about there Wisconsin dells trips and how much fun they had so I have decided to bring it back as a team building. Also give players in our program something to look forward to if they don't ever make varsity but are a senior they still get to go.
4. Name the manner of travel and the carrier.
Bus- Minnesota Coaches
5. State housing arrangements (must include name, address and phone number of hotel).
Wilderness Resort- 511 E Adams St, Wisconsin Dells, WI 53965
6. Describe parental involvement in planning – including who, what, where, when and how.
Our Soccer Booster club is the one that booked hotel and the coach bus. They have organized everything and I will just plan the activities once we are up there.

8. Describe the manner of selecting participants.
Varsity will be selected at beginning of season and then any senior gets to go.
9. Indicate who will be in charge of supervising the trip.
Andrew Bourgoine will be in charge (Head Coach Boys Soccer)
10. State the safety precautions and procedures for emergencies while on the trip.
I will have a med kit like I do for every game and then I will have a list with me of every kids parental contact in case of an emergency.
11. Give budget costs, how trip will be funded and estimated cost per student.
1,500\$ for Hotel Stay and 5,000\$ for Minnesota Coach Bus. Our booster club will be paying for it all and cost per student is nothing.
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: Signed & sent electronically

Date field trip request was submitted to Principal: May 18, 2026

Principal/Administrator Signature and Date: [Signature] 5/18

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 5/18/26

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____