

## DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

### DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

### INSTRUCTIONAL TRIP ACTION

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

### SUPPLEMENTAL TRIP ACTION

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

### EXTENDED TRIP ACTION

Principal:  Recommended Name: Kerry Dehany  
 Not Recommended Date: \_\_\_\_\_

Assistant Superintendent:  Recommended Name: Anthony Burk  
 Not Recommended Date: 3/28/25

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:     Instructional     Supplementary     Extended

1. Organization/Grade/Course Planning Trip: East Birch Log (yearbook)
2. Contact Person (Responsible for Checklist Completion): Heidi Bohlmann
3. Field Trip Date(s): June 26-27 Destination: St. Louis Park, MN
4. Field Trip Overview (Include events, establishments and locations): Yearbook Camp @ St. Louis Park High School.
5. Field Trip Departure from School (Date and Time): June 26 approx 5:30 A.M.  
Field Trip Return to School (Date and Time): June 27 approx 7:00 P.M.
6. Objectives of Field Trip: training for publishing, designing, marketing, etc. of yearbook - journalism for
7. Relationship to Curriculum or Student Learning: Of or yearbook class 21st century
8. Planned Follow-up Field Trip Activities: \_\_\_\_\_
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>6 registrations @ \$225</u>	\$ <u>1350</u>
Total Meals		\$
Total Lodging	<u>3 rooms @ \$114</u>	\$ <u>385</u>
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
<b>Total</b>		<b>\$</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

Yearbook Funded

11. Reviewed/Completed Request Checklist:     Yes     No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

5:30 Am  
8Am-  
3:30 Pm

**LOCATION**

leave East H.S. to drive to St. Louis Park H.S.  
stay at Ramada Inn in Golden Valley, MN  
Yearbook Camp @ St. Louis Park H.S.  
return to East H.S.

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:

*Judith Bohmann*

## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person:

*Judith Bohmann*



## JOSTENS SUMMER YEARBOOK CAMP

**New Location!**  
**New Schedule!**  
**Price Reduced!**

### WORKSHOP HIGHLIGHTS:

- IN PERSON COVER ARTIST
- LEADERSHIP SKILLS
- THEME DEVELOPMENT
- DESIGN/TEMPLATES
- PHOTOGRAPHY
- MARKETING/SOCIAL MEDIA
- LADDER PLANNING/DEADLINES
- TEAM BUILDING

### LOCATION:

SAINT LOUIS PARK HIGH SCHOOL  
 6425 W 33RD ST, ST LOUIS PARK, MN 55426

A block of hotel rooms will be reserved at a hotel within 3-5 miles from the school.

**MORE DETAILS TO COME IN REGISTRATION FORM**

### Keynote Speaker, Jeff Moffitt

In seventh grade, Creative Accounts Manager, Jeff Moffitt began his yearbook journey. Since then, he has shared his design, writing, photography, and marketing skills with yearbook staffs around the globe, teaching at local, state, national and international conventions and workshops and meeting with staffs one-on-one.

Moffitt, MJE, is a Jostens Creative Account Manager. He advised the award-winning Torch yearbook and Oracle newspaper at Olympia High School in Orlando, FL for 11 years. He is a National Board Certified teacher in career and technical education. Moffitt was OHS's 2007 Teacher of the Year. JEA named him a Special Recognition Yearbook Adviser in 2010 and a Rising Star in 2006



### NEW LOWER PRICE!

**STUDENT: \$275**

**ADVISER: \$225**

If you bring 5+ students (not including the adviser) then the student cost is reduced to \$225 per student.

### INCLUDED:

Lunch both days  
 Snacks/water, pop  
 and more.....



# JOSTENS SUMMER YEARBOOK CAMP

YOU. BELONG. HERE.

## What is Jostens Summer Camp?

Students and advisers have the opportunity to be laser focused, **while having FUN**, and begin the planning process for next years' yearbook. Theme Development, Template Design, Photography, Ladder Planning, Marketing, Social Media, Team Building and **SO MUCH MORE!**

## Meet, in person, with a Professional Cover Artist.

**It is proven that schools that attend summer camp are months ahead of those that do not attend. Start the new school year, on day one with a solid plan in place.**

## When:

Thursday & Friday, June 26 & 27, 2025

## Where:

St. Louis Park High School  
6425 W 33<sup>rd</sup> St  
St. Louis Park, MN 55426

## Agenda:

### Day 1

Thursday, June 26<sup>th</sup> 8:30 AM - 4:00 PM  
Check in begins at 8:00 AM  
Day 1 is wrapped around theme development and planning the content for the yearbook.

### Day 2

Friday, June 27<sup>th</sup> 8:15AM - 3:00 PM  
Day 2 focuses on design, verbal and visuals, marketing and so much more!

## Cost:

Student - Single Registration \$275 Per Student  
Student - 5+ Students \$225 Per Student  
Adviser Registration: \$225

## How to Register:

- Each participant will be required to complete this [Google Form Registration](#), including advisers.
- Each participant must complete a Medical/Liability release, including advisers. Form [HERE](#)
- Email Medical/Liability form to Nicole Horvat: [Nicole.Horvat@Jostens.com](mailto:Nicole.Horvat@Jostens.com)

## How to Pay:

Payments accepted: Check or Credit card

- Payment by personal check, money order or school check: Payable to: **Horvat Consulting, Inc.**

We cannot accept checks made out to Jostens and will return any Registration forms that come with a check made out to Jostens.

- PayPal option to pay:



- **All registrations and payments must be paid by June 6<sup>th</sup>. If received after that, there will be a \$20 late fee.**
- If a school/student were to cancel for any reason, after registered and paid, the full amount will not be refunded. Cancel June 23<sup>rd</sup> or earlier, \$75 per person will be kept as the deposit and cover costs that were pre paid. Remaining balance will be returned to the school/parent. No refund if canceled from June 24<sup>th</sup> to the start of the event.

## Where to Stay for Overnight Lodging:

A block of hotel rooms has been reserved for overnight stays. It is the school's responsibility to reserve, pay and chaperone overnight stays. No Jostens representative will be at the hotel. **The room block link will expire on May 26, 2025. Reserve EARLY**

### HOTEL INFORMATION:

Ramada by Wyndham Golden Valley  
6300 Wayzata Blvd, Golden Valley, MN 55416

**RESERVE YOUR ROOMS HERE**



Questions? Contact your representative: email: [first.last@jostens.com](mailto:first.last@jostens.com) or call below number(s)

Nicole Horvat	Helena Hunt	Beth Johnson	Sherri Loney	Paul Sorenson	Dave Belland	Angie Babcock
612.227.6662	810.625.2987	218.590.0694	612.868.1820	651.263.7170	608.769.4423	701.226.5458