

SOUTH WASHINGTON COUNTY SCHOOLS SCHOOL BOARD

7362 East Point Douglas Rd S. Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE: March 23, 2023

TOPIC: 6.8 – Extended Field Trips

PRESENTER: Jennifer Thomas, Office Coordinator for Assistant

Superintendents,

Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer

REFERENCE TO POLICY/STATUTE: Policy 610

A. PURPOSE OF REPORT

- a. March 23-26, 2023 Park High School Data Bits Robotics Team 20 students and 12 adult supervisors will travel to La Crosse, WI. to participate in a tournament. Travel via Lorenz Bus Company and will stay at the Radisson Hotel in La Crosse. (Dean Hoyt)
- b. March 30-April 1, 2023 East Ridge High School Model UN 5 students and 2 adult supervisors will travel to Minneapolis, MN. to participate in mock UN law making processes. Parents will drop off and pick up and they will stay at the Marriot City Center in Minneapolis. (Beth Carle)
- c. March 30-April 1, 2023 East Ridge High School Girls Golf Team, 12 students and 3 adult supervisors will travel to Kansas City, MO. to play golf outside before the season begins. Travel via school vans and will stay at the Hilton/Hampton Suites in Kansas City. (Kathy Madden)
- d. April 5-6, 2023 East Ridge High School HOSA (Future Health Professionals) 45 students and 2 adult supervisors will travel to St. Cloud, MN. to compete in a variety of health care topics. Travel via Gray Line Bus Company and will stay at the Best Western in St. Cloud. (Rachel Keiser)







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- e. April 6-7, 2023 Park High School Girls Lacrosse Team 40 students and 3 adult supervisors will travel to Eau Claire, WI. they will participate in team bonding activities. Travel via Northfield Bus Lines and will stay at the Metropolis Resort in Eau Claire. (Scott Leonard)
- f. April 14-18, 2023 East Ridge High School Debate Team 7 students and 3 adult supervisors will travel to Louisville, Kentucky to attend the Tournament of Champions. Debate coach is working on travel and hotel and will provide information closer to the date. (Tammy Trout-McIntyre)
- g. April 14-15, 2023 Woodbury High School Girls Lacrosse Team 35 students and 4 adult supervisors will travel to Waukesha and Marquette, WI. The team will participate in a scrimmage and watch a D-1 Women's Lacrosse game. Travel via Northline Bus Company and will stay at Tru by Hilton Milwaukee Brookfield. (Ivy Benner)
- h. April 14-15, 2023 Woodbury High School Boys Lacrosse Team 50 students and 6 adult supervisors will travel to Milwaukee, WI. to participate in a scrimmage. Travel is via Northfield Bus Lines and will stay at the Holiday Inn Express in Delafield, WI. (Jason Worwa)
- i. April 26-30, 2023 East Ridge High School Business Professionals of America 5 students and 1 adult supervisor will travel to Anaheim, CA. to attend a conference.
 They will fly and stay at the Hilton Anaheim. (Lynn O'Driscoll)
- j. April 28-29, 2023 East Ridge High School Girls Golf Team 6 students and 1 adult supervisor will travel to Winona, MN. to participate in the East Ridge – Woodbury Cup. Travel via school vans and will stay at the Riverport Conference Center in Winona. (Kathy Madden)
- k. April 28-29, 2023 Woodbury High School Girls Golf Team 6 students and 1 adult supervisor will travel to Winona, MN. to participate in the East Ridge Woodbury Cup. Travel via school vans and will stay at the Riverport Conference Center in Winona. (Karen Weiss)
- I. April 28-29, 2023 Park High School Girls Varsity Softball Team 14 students and 3 adult supervisors will travel to Winona, MN.to participate in a non-conference





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- tournament. Travel will be via district vans and will stay at the Plaza Suites in Winona. (Bob Loshek)
- m. May 12-13, 2023 East Ridge High School Boys Varsity Golf 6-8 students and 3 adult supervisors will travel to Detroit Lakes, MN. to participate in a golf tournament. Travel via school vans and they will stay at a local hotel in Detroit Lakes. (Bret Brookins)
- n. September 1-2, 2023 Woodbury High School Cross Country Team 50 students and 3 adult supervisors will travel to Sioux Falls, South Dakota to participate in a cross-country meet. Travel is Jefferson Bus Lines and they will stay at the Hotel Glo Best Western. (Geoff Stevens)
- o. March 21-27, 2024 Woodbury High School Varsity/JV Baseball Team 34 students and 4 adult supervisors will travel to Orlando, FL. to scrimmage other teams to prepare for the season. They will travel via air (to be determined as the date is closer) and will stay at the Cabana Bay Resort in Orlando. (Kevin McDermott)

RECOMMENDATION

Approval





Staff Member(s) Responsible (Name and phone): Dean Hoyt 651-675-8819				
School	and Program: Park High S	chool – Data Bit	s Robotics Team	
Date of	f Requested Trip:Marc	ch 23-26 2023		
1.	What group is taking this tr	rip? <u>Robot</u>	ics Team	
	Estimated # of Students	20	Adult Supervisor	s <u>12</u>
2.	Destination: Lacre	osse WI		
	Date/Time of Departure:	3/23/2023 4:0	0pm	
	Date/Time of Return:	3/26/2023	10:00pm	
3. Roboti	State purpose and education cs tournament for team. 2nd		(attach information	to form if needed).
4. Coach	Name the manner of travel bus - Lorenz Bus Company	and the carrier.		
5.	State housing arrangements	(must include n	ame, address and ph	one number of hotel).
Radisso 6680	on Hotel La Crosse 200 Har	borview Plaza, I	a Crosse, WI 54601	, USA H: + 1 (608) 784-
6.	Describe parental involvem	ent in planning -	- including who, wh	at, where, when and how.
None				
7.	List participants (reminder	to have participa	nts complete parent	guardian permission form).
Adam l	Blaskowski	Isaac Duffing		Kyan Lo
Aiden l	Fryar	Jackeline Mejia		Logan Purrington
Alejandra Marín		Jacob Nelsen		Logan Robinson
Alex M	larty	James Waletzko)	McKinney Antolick
		Kaylee Ritt		Ralph Alvarez IV
Ashlyn Sullwold		Kaylee Svitak		Ryan Kalis

8. Describe the manner of selecting participants.		
Any team member that desired to go.		
9. Indicate who will be in charge of supervising the trip.		
Robotic team lead mentors Dean Hoyt and Chris Braun		
10. State the safety precautions and procedures for emergencies while on the trip.		
Using commercial transport for people. Phone and emails of all parents are on file.		
Give budget costs, how trip will be funded and estimated cost per student.		
Hotel \$120 per student for 3 nights with 4 students per room. Bus \$150 per student with that reduced to \$75 using a grant from Gene Haas Foundation. Tournament entry fee was covered by team and fundraising. Food is the students responsibility. Mentors pay their own way.		
12. State evaluation procedures.		
None		
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.		
None		

Signature of Staff Member Responsible: Dean Hoyt		
Date field trip request was submitted to Principal: 2/22/2023 P. W. 2/22		
Principal/Administrator Signature and Date:		
Approved: Not Approved:		

Approved: Not Approved:		

Approved: Not Approved:		



South Washington County Schools Cottage Grove, MN

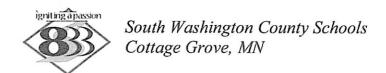
	Member(s) Responsible (Name and phone): Both Carle 651-249-1130
Schoo	l and Program: ERHS Model UN
Date o	of Requested Trip: $3/30 - 4/1$
1.	What group is taking this trip? Model UN Estimated # of Students Adult Supervisors Roth Carle VMCAL Sum
2.	Destination: Model UN conference Anderson Date/Time of Departure: 10 am 3/30/23 Marriot City Center Date/Time of Return: 4pm 4/1/23
 4. 6 	State purpose and educational value of trip (attach information to form if needed). Students with interest in politice and global issues will get a chance to participate in mock in law-making processes. Name the manner of travel and the carrier. Since it is a small group, parents will drop off and pick up their students
5.6.	State housing arrangements (must include name, address and phone number of hotel). Marriot City Center 612-349-4000 30 S. 7th St., Mpls, MN. 55402 Describe parental involvement in planning – including who, what, where, when and how.
7.	List participants (reminder to have participants complete parent/guardian permission form). Alan Wei, Rishi Raichur, Anuraa Venkat, Mathan Liu.

8. Describe the manner of selecting participants. Self-selection. Those who attend our weekly into
Self-selection. Those who attend our weekly into and wanted to go, signed up w/ parental consent of Indicate who will be in charge of supervising the trip. Beth Carle, MUN Advisor and MCA North facilitators
10. State the safety precautions and procedures for emergencies while on the trip
JMCA facilitators have procedures in place; in addition, we will have a general meeting spot and students will have my cell # for emergencies. 11. Give budget costs, how trip will be funded and estimated cost per student. Students are passing their authorisms.
Students are paying their own way. Next year we will fundraise \$38900. 12. State evaluation procedures.
 List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Date field trip request was submitted to Principal:
Principal/Administrator Signature and Date 4/24/23
Approved: Not Approved:

Approved: Not Approved:

A naroved:



Staff Member(s) Responsible (Name and phone): Kathy Madden 630-404-0912
School and Program: East Ridge Girls Golf Team
Date of Requested Trip: March 30 - April 1
What group is taking this trip? East Ridge Girls Golf Team
Estimated # of Students 12 Adult Supervisors 3
2. Destination: Kansas City, Mo
Date/Time of Departure: 2:00 p.m. March 30, 2023
Date/Time of Return: 8:00 p.m. April 1, 2023
 State purpose and educational value of trip (attach information to form if needed). Girls golf team will have the opportunity to play outside in preparation for their upcoming season.
4. Name the manner of travel and the carrier.
School van and parent chaperone vehicles.
5. State housing arrangements (must include name, address and phone number of hotel). Hilton/Hampton Suites 4600 Summit (216) 448-4600 6. Describe parental involvement in planning – including who, what, where, when and how.
6. Describe parental involvement in planning – including who, what, where, when and how.
Amy Whinnery, Katie Kinsella, Kari Lyle are the additional parent chaperones. Amy and Kari will alsho share the driving and transportation of additional team members.
 List participants (reminder to have participants complete parent/guardian permission form).
Ingrid Lyle, Anne Benjamin, Presley Braatz, Abby Davis, Minh Duong, Annie Kinsella, Aliyah Kleven Sydney Lovick, Marit Lyle, Carlie Olson, Katrien Van Heyst, Ella Whinnery

8.	Describe the manner of selecting participants.
	Participants were chosen upon their performance during last season; they all played in the Varsity, Junior Varsity Championship
9.	Indicate who will be in charge of supervising the trip.
	Head Coach Kathy Madden
10.	State the safety precautions and procedures for emergencies while on the trip.
	All participants will have completed the parent permission slip. All participants will be under the direct supervision of Head Coach Kathy Madden and parent chaperones Amy Whinnery, Kari Lyle and Katie Kinsella
11.	Give budget costs, how trip will be funded and estimated cost per student.
	The East Ridge Girls Booster Club will pick up all lodging for each student. Each student is responsible for their golf greens fees and food.
12.	State evaluation procedures. Evaluation procedures were determined by last season's finish at the varsity/junior varsity conference championships.
13.	List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
	None
	ure of Staff Member Responsible:
Date fi	eld trip request was submitted to Principal: Library 23, 2023
Princip	al/Administrator Signature and Date: Sau Pelale L 2/27/23
	ved: Not Approved:
***** Assista	nt Superintendent Signature and Date:
Approv	ved: Not Approved:
	Board Review Date:
Approv	red: Not Approved:



South Washington County Schools Cottage Grove, MN

610	EXTENDED FIELD TRIP FORM
Staff M	Tember(s) Responsible (Name and phone): Responsible (Name and phon
School	and Program: EAST RIDGE, HOSA (FUTURE HALTH PROFESSIONAL
	Requested Trip: APRIL 5-6 (10180 Want)
1.	What group is taking this trip? HOSA (CSTO FOROUR CRE PROGRAM)
	Estimated # of Students 45 Adult Supervisors RACHEL KEISGIR
	Destination: ST, CLOUD, MN LIUSRS SDAR CONVENTION CENTRE
	Date/Time of Departure: 4/5 6:15 a vm
	Date/Time of Return: $\sim 5 pm$ on $4/6$
3.	State purpose and educational value of trip (attach information to form if needed). STUDENTS ARE COMPRIME IN THEIR CHEEN COMPRIME
4.	EURNIS IN A VARIETY OF HEALTH CARE TOPICS. Name the manner of travel and the carrier.
	BUS-GRAYLINE THIRRE AND BACK
5.	State housing arrangements (must include name, address and phone number of hotel). HOTEL-BEST WESTERN, 100 4TH AVE S. STCLOUD KN 56301
6.	Describe parental involvement in planning – including who, what, where, when and how. $N_{\epsilon}A_{\delta}$
7. 1	List participants (reminder to have participants complete parent/guardian permission form). CORRESTLY COLLETING FORMS + PAYMANT FROM STUDENTS

8. Describe the mainer of selecting participants.
ANY HOSA MEMBERZ IS SLIGIBLE TO PARTICIPATE
+ ATTEND. CODE OF CONDUCT FORMS ARE SIGNED
9. Indicate who will be in charge of supervising the trip.
DASON LEPARA (TEACHER)
JASON LEPORA (TEACHER)
10. State the safety precautions and procedures for emergencies while on the trip.
- CODE OF CONDUCT FORMS, HEALTH FORMS, DADENT
- PERMISSION + CONTAME WFO SHARRD STUDENTS CANNOT LEAVE
11. Give budget costs, how trip will be funded and estimated cost per student.
N1300 FOR BUS, N1600 FOR HOTELS TEUNDRAISING
I'M TEC TO DECISION CONSCITE PARAMENTE FOR THE
12. State evaluation procedures.
Zano e variante processor de la constante de l
 List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
2-moine + PADQUES ADO (1816, AWA DE
STUDENTS + PARENTS ARE WELL AWARE VIOLATES
OF ALL TRECAUTIONS TO CAROCTATIONS IF A SIED SON
THIS, PADENT/OCAPONN MOST FOX THEM OR.

Signature of Staff Member Responsible:
Date field trip request was submitted to Principal: 2/29/23
Principal/Administrator Signature and Date:
Timelpal/Administrator Signature and Date.
Approved: Not Approved:

Assistant Superintendent Signature and Date:
Approved: Not Approved:

School Board Review Date:
Approved: Not Approved:



of the above items.

Varsity and jv members of the girls lacrosse team.

7.

Staff I	Member(s) Responsible (Name and phone): Scott Leonard 651-270-7769
Schoo	and Program: Park Girls Lacrosse
Date o	of Requested Trip: April 6 th -7th
1.	What group is taking this trip? Girls lacrosse jv and varsity
	Estimated # of Students40 Adult Supervisors3
2.	Destination: Metropolis Hotel, Eau Claire WI Date/Time of Departure: April 6 nd at 3:30 pm Date/Time of Return: April 7th at 1 pm
3.	State purpose and educational value of trip (attach information to form if needed).
	Il travel to Eau Claire to spend the evening taking part in team bonding activities at the hotels a chance for 40 girls to get to know each other as we prepare for our conference schedule ayoffs.
4.	Name the manner of travel and the carrier. We will take a charter bus from Northfield Bus Lines.
5.	State housing arrangements (must include name, address and phone number of hotel). Metropolis Resort and Conference Center 5150 Fairview Dr. Eau Claire, WI, 54701
6.	Describe parental involvement in planning – including who, what, where, when and how.

Park Girls Lacrosse Booster Club, will be setting up the bus, hotel, dinner on the way to Eau Claire, post activity meal, and breakfast Saturday morning. They will also be paying for all

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

- 8. Describe the manner of selecting participants.
 Players tryout for the girls lacrosse team April 3rd-5th, players are then placed onto 1 of 3 teams(b-squad, jv or varsity).
- 9. Indicate who will be in charge of supervising the trip.
 Scott Leonard, Paul McMorrow and Kristina Jameson will be supervising the trip, they are the jv and varsity coaching staff.
- 10. State the safety precautions and procedures for emergencies while on the trip.

 Each player will fill out emergency information at the start of the season. It includes insurance, doctor, allergy, hospital and contact information. This information is shared with all coaches. There will be an athletic trainer present at the games.
- 11. Give budget costs, how trip will be funded and estimated cost per student.

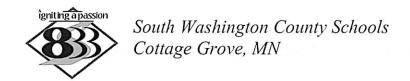
 Bus \$2,200, hotel \$1,700, and food \$200. The booster club will be paying these costs using funds raised working a basketball tournament. The cost is around \$100 per player.
- 12. State evaluation procedures.

 The trips success will be based on how well our team works together as a unit for the remainder of our season.
- List any proposed precautions, special needs, special concerns, student concerns, if applicable.The boosters find out from our players if there are any special meals that need to be purchased based on dietary restrictions.

Signature of Staff Member Responsible:
Date field trip request was submitted to Principal:
Principal/Administrator Signature and Date: 2/24
Approved: Not Approved:

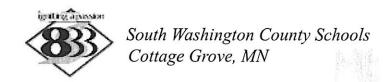
Approved: Not Approved:

Approved: Not Approved:



Staff N	Member(s) Responsible (Name and phone): Tammy Trout-McIntyre (651) 587-8318			
School	and Program: East Ridge High School Debate Team			
Date o	f Requested Trip: April 14-18, 2023			
1.	What group is taking this trip? Debate Team			
	Estimated # of Students 7 Adult Supervisors 3 parents			
2.	Destination: Louisville, Kentucky			
	Date/Time of Departure: April 14, 2023 / time will be determined by flight time			
	Date/Time of Return: April 18, 2023 / time will be determined by flight time			
3.	State purpose and educational value of trip (attach information to form if needed).			
	The students will be attending the Tournament of Champions. To quailfy for this tournament, student had to earn 2 Bids from competive tournaments throughout the season.			
4.	Name the manner of travel and the carrier.			
	Students will be traveling with chaperones on an undetermined air carrier. Arrangements have not been confirmed at this time.			
5.	State housing arrangements (must include name, address and phone number of hotel).			
	Hotel arrangements will be made by the parent chaperones and are undecided at this time.			
71				
6.	Describe parental involvement in planning – including who, what, where, when and how. The Debate Team coaches have provided the parents of students attending all necessary tournament information, schedules, polices, and rules. Parents will be arrangin hotels, flights, and on-site transportation for their students. No Debate Team coaches will be traveling with the team.			
7.	List participants (reminder to have participants complete parent/guardian permission form).			

8.	Describe the manner of selecting participants.
	To quailfy for this tournament, student had to earn 2 Bids from competive tournaments throughout the season.
9.	Indicate who will be in charge of supervising the trip.
	Parents of the students attending will be supervising this trip.
	ransing of the electric attenuating this personnelling this trip.
10.	State the safety precautions and procedures for emergencies while on the tripParent/Student Text Message Group
	-Students must travel to all tournament locations with a cell phone charger
	-Student to parent ratio will be high enough to allow one parent to stay behind at hotel for student illness
11.	Give budget costs, how trip will be funded and estimated cost per student.
	Entry Fees per student - approximately \$150 paid by the student
	Hotel & Airfare - market rates and paid by the student Food - market rate and paid by the student
12.	State evaluation procedures.
12.	
	Guidelines for travel without coaches were expressed to the students and parents.
13.	List any proposed precautions, special needs, special concerns, student concerns, - if
	applicable.
	Nothing further than what has already been included above.
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	ire of Staff Member Responsible:
Signan	ile of Staff Weinber Responsible.
Date fi	eld trip request was submitted to Principal: February 22, 2023
Princip	al/Administrator Signature and Date: Squafflek 3/37/23
A	ved: Not Approved:
*****	nt Superintendent Signature and Date:
Assista	nt Superintendent Signature and Date:
Approv	ved: Not Approved:
*****	*********************
School	Board Review Date:
Approv	red: Not Approved:



Staff Member(s) Responsible (Name and phone): Ivy Benner (612-321-6725), Eliza Boe

(952-239-0598)

School and Program: WHS Girls Lacrosse

Date of Requested Trip: 04/14-04/15/2023

1. What group is taking this trip? WHS Girls JV/Varsity Lacrosse.

2. Estimated # of Students 35 Adult Supervisors: 4

3. Destination: Waukesha & Marquette, WI

4. Date/Time of Departure: 04/14/23 @ 10:00 am Date/Time of Return: 04/15/23 @ 8:00 pm

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

Value of trip is to increase team bonding in the program, as well as expose the girls to the outside possibilities of college lacrosse in the Midwest

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

Boys and Girls Booster Clubs – Jennifer Henry and Josh Miller (President's), decided location with input from Jason and Ivy, hotel, food, transportation, at booster meetings throughout January and February. Boys and girls will go watch each other's scrimmages in Waukesha on 04/14-15 and have a team pizza party for both programs at one of the hotels.

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

Girls Lacrosse Program (rosters on MN Lax Hub and WHS Lacrosse pages) 8. Describe the manner of selecting participants.

All Girls Lacrosse program participants will have the ability to go, JV & Varsity

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

Ivy Benner – Girls Head Varsity Lacrosse Coach, Eliza Boe - Girls Assistant Varsity Lacrosse Coach

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

Player attendance will be taken before we leave a site (i.e. food stop, bathroom rest stop break, leaving hotel, scrimmage sites, etc.) to ensure all players are accounted for prior to leaving the area. Players will also need to provide a message to their head coach at lights out to notify coaches of 1) players not in their assigned room, 2) unaccounted for players so adults can take necessary steps to locate any missing/out of place players.

3-4 players will be in a hotel room. The hotel requires a name list for the team of which players will reside in a room together for their records purposes which will be provided by Ivy Benner after booking is confirmed.

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

Trip will be funded through the booster club. Estimated cost per student will be \$100/player paid to the booster fee.

Budget will consist of team dinner, transportation, lodging, college game tickets and bus snacks for team.

12. State evaluation procedures.

Players will be evaluated at tryouts and those who make either JV or Varsity will be able to come on the trip with the program.

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

Dietary restrictions will be reported to the booster club for players who need them to ensure all players will be adequately taken care of while traveling with the team.

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

2/28/28

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Approved: Not Approved:		
**************************************	**************************************	************ 3/13/23
Approved: Not Approved:	Policy 610 Extended Fiel	ld Trip Form / Page 2 of 3
*************	********	******
School Board Review Date:		
Approved: Not Approved:		

Marquette Trip Information 2022-23:

- When: Friday, 04/14/23 to Saturday, 04/15/23 (overnight)
- Where: Marquette, WI
- What: Team bonding trip for the WHS Girls Lacrosse Program! JV & Varsity have the opportunity to go and get some quality time in with their teammates outside of practices and games with some fun team activities, a scrimmage and to watch a D1 Women's Lacrosse game at Marquette University!
- Cost: \$125/player
- Scrimmage Details: JV & Varsity will be scrimmaging Brookfield East Co-op at
 Brookfield East HIgh School Stadium (3305 Lilly Rd, Brookfield, WI 53005) on 04/15; JV @
 8am and Varsity @ 9am, each scrimmage will be an hour long.
- Departure Time: 10:20 am from side lot of stadium and the park
 - Players will be released from classes at WHS at 10am they need to report to
 the bus by 10:20 am and be ready with their equipment and personal items upon
 arrival. **Middle school players will need to be excused by a parent for missed
 school and early release!
 - **Players should park their cars in this lot to leave overnight or be dropped off by a parent the morning of 04/14 for school

Food & Hotel:

- Tru by Hilton Milwaukee Brookfield (20925 Watertown Rd, Waukesha, WI 53186)
 - 3-4 players will be placed in each room; room assignments will be made by Coach Ivy.
 - There is a block of 20 rooms available on a first-come basis for parents to reserve.
- Free hot breakfast will be available at the hotel on 04/15 starting @ 6am
- Pizza dinner will be provided at the hotel by the booster club on 04/14.
 - Please indicate any dietary restrictions or concerns your player may have on the permission form!

**Players will be responsible for paying for their own lunch on the way there (Panera or Noodles), any concession items they want at the Marquette game, and their own dinner on the way back (McDonalds).

Itinerary:

04/14:

- 10:20 am > Leave WHS
- 11:30 am > Arrive at Panera/Noodles Eau Claire, WI (4601 Keystone Crossing, Eau Claire, WI 54701)
 - 1 hour for lunch
- 12:30 pm > Leave lunch and head for the hotel
- 4:00 pm > Arrive at hotel and check-in (Tru by Hilton Milwaukee Brookfield: 20925 Watertown Rd, Waukesha, WI 53186)
- 4:10 pm > Free time/Get settled
- 5:00 pm > Team bonding activities
- 7:30 pm > Team Pizza Dinner
- 8:30 pm > Free time in hotel
- 10:30 pm > Lights out/in hotel rooms

04/15:

- 6:00 am > Breakfast in hotel starts
- 6: 30 am > Must be in the hotel lobby with all belongings from rooms
- 7:05 am > Check-out of hotel and head to Brookfield East High School (BEHS: 3305 Lilly Rd, Brookfield, WI 53005)
- 7:20 am > Get gear on before warmups
- 7:30 am > JV warmup starts
- 8:00 am > JV vs BEHS scrimmage
- 8:30 am > Varsity warm ups start
- 9:00 am > Varsity v BEHS scrimmage
- 10:20 am > Leave BEHS
- 10:40 am > Get to Marquette University (1250 W Wisconsin Ave, Milwaukee, WI 53233)
- 11:00 am > Marquette Women's Lacrosse Game v. UCONN
- 1:030 pm?> Leave Marquette to drive home (end time may vary players will let parents know when we are leaving Marquette)
- Stop for late lunch in Wisconsin Dells, WI (McDonald's 2325 Wisconsin Dells Pkwy, Wisconsin Dells, WI 53965)
- Leave Wisconsin Dells, WI (Players will text parents when we are 30 minutes from WHS)
- Arrive back at WHS

Packing List:

Equipment:

**Wear your game day shirt on 04/14 on the bus!!

- Practice Pinnie
- Black bottoms
- Black undershirt
- Gloves (if needed)
- Black socks
- Cleats/Tennis shoes
- Goggles
- Mouthguard
- Water bottle
- Stick
- Goalie gear

Personal:

- Pillow/blankets (if needed)
- Change of clothes **preferably Woodbury apparel**
- Extra shoes (if needed)
- Jacket
- Pj's
- Toiletries
- Personal spending money (lunch on the way Panera/Noodles, concession money for game, dinner on the way home McDonalds)
- Snacks (if desired)
- Phone charger (bus will have plug-in's may not be USB ports)

Staff Member(s) Responsible (Name and phone): Jason Worwa (612-469-6980)

School and Program: WHS Boys Lacrosse

Date of Requested Trip: <u>04/14-04/15/2023</u>

- 1. What group is taking this trip? WHS Boys JV/Varsity Lacrosse
- 2. Estimated # of Students: 50 Adult Supervisors: 6
- 3. Destination: Milwaukee Area, WI
- 4. Date/Time of Departure: 04/14/23 @, 4:00 pm Date/Time of Return: 04/15/23 @, 9:00 pm
- 5. State purpose and educational value of trip (attach information to form if needed).

Value of the trip is to increase team bonding in both programs (JV & Varsity) along with the JV & Varsity Girls' program, as well as build a culture surrounding both teams and have more integrated program activities and events within the lacrosse community for Woodbury High School.

6. Name the manner of travel and the carrier.

Two coach buses rented through Northfield Bus Lines or equivalent

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

Separate hotels for the boys and girls. Two players per room. Coaches will be sharing rooms together as well.

Boys hotel:

Holiday Inn Express 3030 Golf Road Delafield, WI 53018 Phone: 242-646-7077

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

Boys and Girls Booster Clubs – Jennifer Henry and Josh Miller (President's), decided location with input from Jason and Ivy, hotel, food, transportation, at booster meetings throughout January and February.

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

Girls Lacrosse Program, Boys Lacrosse Program (rosters on MN Lax Hub and WHS Lacrosse pages

10. Describe the manner of selecting participants.

All program participants will have the opportunity to go for both Boys and Girls Programs.

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

Jason Worwa – Boys Head Varsity Lacrosse Coach and Ivy Benner – Girls Head Varsity Lacrosse Coach

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

Player attendance will be taken before we leave a site (i.e. food stop, bathroom rest stop break, leaving hotel, scrimmage sites, etc.) to ensure all players are accounted for prior to leaving the area. Players will also need to provide a message to their head coach at lights out to notify coaches of 1) players not in their assigned room, 2) unaccounted for players so adults can take necessary steps to locate any missing/out of place players.

Boys and Girls will be in separate hotels and will be in rooms.

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

Trip will be funded through the booster clubs for both teams. Estimated cost per student will be \$100.

12. State evaluation procedures.

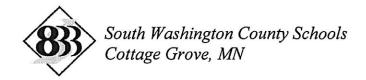
Players will be evaluated at tryouts for both programs and those who make either JV or Varsity will be able to come on the trip with their programs.

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

None available at this time but we will be asking parents/guardians of any special concerns or needs for their student athletes and have those documented prior to departing.

Principal/Administrator Signat	ure and Date: The Land
Approved:	

Assistant Superintendent Signa Approved:	Not Approved:
•	**************************************
School Board Review Date:	
Approved:	Not Approved:



Staff Member(s) Responsible (Name and phone): <u>Lynn O'Driscoll x2247</u>
School and Program: East Ridge High School – Business Education
Date of Requested Trip: National Leadership Conference – Anaheim, CA (April 26 – 30, 2023)
What group is taking this trip? <u>Business Professionals of America (BPA)</u> Estimated # of Students <u>5 (qualifying competition hasn't happened yet)</u> Adult
Supervisors 1
2 Destination: NI C - Anaheim CA

Date/Time of Departure: 4/25 – time to be determined by flights

3. Date/Time of Return: 4/31– time to be determined by flights

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 to and from MPS airport and are responsible for mileage and parking, if applicable. Travel to Anaheim arranged through air and charter

7. NLC proposed housing arrangements:
Hilton Anaheim
777 W. Convention Way
Anaheim, CA 92802

- 8. Describe parental involvement in planning including who, what, where, when and how. Parents will be involved as transportation for the participants to and from the MSP airport. Parents will be provided an opportunity to meet with me to discuss logistics, etc. Parents will also check student bags before departure.
- 9. List participants (reminder to have participants complete parent/guardian permission form). Will Green MN BPA state officer

Other student participants are unknown at this time

10. Describe the manner of selecting participants.

Students must qualify via state competition (3/9 to 3/11) 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.

The 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 but it is approx. \$1000.00

CTE Perkins Grant Funding pays for advisor expenses. Students pay for their own expenses

State evaluation procedures.
 Students will share their experiences with the rest of the club, business classes and teachers.

	Date field trip request was submitted to Principal: 2/23/2023
	Principal/Administrator Signature and Date
	Approved: Not Approved:

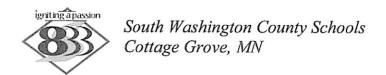
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	On this being extremely late. It is local
	and we are not in the work to punish
	Kids For Adult Bristakes.

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

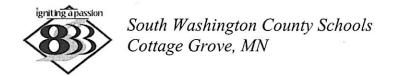
13.

N/A



Staff Member(s) Responsible (Name and phone): Kathy Madden 630-404-0912
School and Program: East Ridge Girls Golf Team
Date of Requested Trip: April 28 - April 29
What group is taking this trip? East Ridge Girls Golf Team
Estimated # of Students 6 Adult Supervisors 1
2. Destination: Winona, MN
Date/Time of Departure: 3:30 p.m. April 28, 2023
Date/Time of Return: 7:00 p.m. April 29, 2023
 State purpose and educational value of trip (attach information to form if needed). Girls golf team will participate in the East Ridge - Woodbury Cup.
 Name the manner of travel and the carrier. School van.
 State housing arrangements (must include name, address and phone number of hotel). Riverport Conference Center 900 Bruski Drive Winona, MN 55987 (507) - 452 - 0606
6. Describe parental involvement in planning – including who, what, where, when and how. Coaches Madden (East Ridge) and Wise (Woodbury) did all the planning.
 List participants (reminder to have participants complete parent/guardian permission form). Varsity team members Marit Lyle, Annie Kinsella, Ella Whinnery and 3 additional players to be determined after April Varsity Matches.

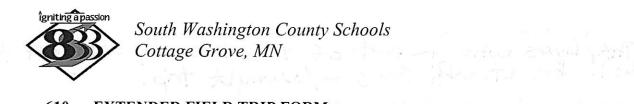
8.	Describe the manner of selecting par	
	Varsity/Section participants Ella Wh will be determined by their stroke av	innery, Marit Lyle and Annie Kinsella. The 3 remaining players rerage after the April Varsity Matches.
9.	Indicate who will be in charge of sup	pervising the trip.
	Head Coach Kathy Madden	
10.	State the safety precautions and proc	edures for emergencies while on the trip.
	All participants will have completed direct supervision of Head Coach K	the parent permission slip. All participants will be under the athy Madden.
11.	Give budget costs, how trip will be f	unded and estimated cost per student.
	The East Ridge Girls Booster Club is responsible for their golf greens to and from Winona and the golf co	will pick up lodging for each student. Each student ees and food. District van will be used to transport players and coacl urse
12.	State evaluation procedures.	
	Evaluation procedures were determined a remaining players to be name to be matches.	ermined by last season's performances at the section meet. amed will be determined by their stroke average in the April
13.		al needs, special concerns, student concerns, - if
	None	
	ture of Staff Member Responsible:	=+9+***********************************
		The 23 2023
Date fi	field trip request was submitted to Prince	cipal: 42020
Princip	pal/Administrator Signature and Date:	Saw Pluk 2/27/23
		fot Approved:
****	, *************	: 1800 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Assista	ant Superintendent Signature and Date	: Angli De (8/0)
Appro	oved:N	ot Approved:
*****	***********	************************
School	l Board Review Date:	
Annro	wed. N	ot Approved:



Staff I	Member(s) Responsible (Name and phone): <u>Karen Weiss</u>
Schoo	l and Program: WHS Girls Golf
Date of	of Requested Trip: April 28-29
1.	What group is taking this trip? Varsity Girls Golf
2.	Estimated # of Students6 Adult Supervisors1- Karen weiss
3.	Destination: Winona, MN
4.	Date/Time of Departure: April 28, <u>12:00</u>
	Date/Time of Return: April 29 6:00 pm
5.	State purpose and educational value of trip (attach information to form if needed). 2nd Annual Royal/Raptor Cup -Friendly Match with eastridge
6.	Name the manner of travel and the carrier. Dist 833 Van
7.	State housing arrangements (must include name, address and phone number of hotel). Winona Riverport Conf Center, 900 Bruski Dr, Winona, MN 507-452-0606
8.	Describe parental involvement in planning – including who, what, where, when and how. NA
9.	List participants (reminder to have participants complete parent/guardian permission form). Chloe Carlson, Allison Fownes, Waverly Yang, Maddie Fee, and 2 players TBD

D	escribe	the ma	anner of	selecting	participants.	Top 6	Varsity	players	whoi a	re able to	attend
_	COCITOC	CIIC III	dillion Or	DOICOLLILL	participation.	1000	, carbit,	piu, oib	******	i c acro to	CILCULACE

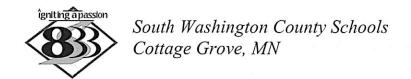
10.	Indicate who will be in charge of superv					Madden Woodburg	+ 60
11.	State the safety precautions and procedu contacts info on hand					J	
11.	Give budget costs, how trip will be fund per student \$100- to be covered by student		imated co	st per student.	Estimat	ed cost	
12.	State evaluation procedures.						
13.	List any proposed precautions, special napplicable.	eeds, spec	ial concer	ns, student cor	icerns, -	if	
	**************************************			******	*****	*****	
Date fie	eld trip request was submitted to Principa	ıl: <u>2</u> -	27-7	23			
Approv		Approved:			M	<u> 2-</u> 27-1	23
***** Assista	nt Superintendent Signature and Date:	******** 113	******	*******	******** 	*********3	
Approv	red: Not A	Approved:					
	**************************************					******	
Approv	red: Not A	Approved:					



	Staff Member(s) Responsible (Name and phone): Bob Lostel (425-6767) 651-343-
	School and Program: Park High School Varsty Softball Texture 3522
	Date of Requested Trip: APRIL 28-29, 2023
	engan dan dan 1990 sahadan bermatakan binasa ngan sa basa ang manan nganda ang masa Rahin dan dan dan dan manan dan dan dan dan dan dan dan dan dan
	1. What group is taking this trip? Park Varsity Softball TEM.
	Estimated # of Students Adult Supervisors 3
	which I in the trained and of the contract of
	2. Destination: WINDNA, MN Plaza Suites in WINDNA, MN
	Date/Time of Departure: Friday, April 28/6:00pm Depart
	Date/Time of Return: Saturday, April 29/3:00pm Return
	3. State purpose and educational value of trip (attach information to form if needed). THE PHS SOFT bell Tetra will participate in a non-conference game
	team building experiences as well as goal setting activities. Name the manner of travel and the carrier. We will use a passenger van paid for by the booster chub to transport us to and from our destination. Coaches have been van trains?
	5. State housing arrangements (must include name, address and phone number of hotel). We are staying overally a frilag, April 28th at Te
•	507-454-0421 Female coachs will stay with an 55987 507-454-0421 Female coachs will stay with a with 5-grante Describe parental involvement in planning - including who, what, where, when and how. in 5-grante The variety Softball coaches will separate from S. Before dury and after competition. All activities will be supervised by the pets softball coaches. For exts will also be an List participants (reminder to have participants complete parent/guardian permission form). hand.
	Activities office, and it coadelochek.
	players will fill out and give to Their Coacles, The forest/guardien permission Policy 610 Extended Field Trip Form / Page 1 of 2

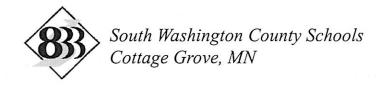
8. Describe the manner of selecting	g participants.
Three layers who are	re part of the lets valsity softball to
will be attendi	the game/overnight trip.
9. Indicate who will be in charge of	f supervising the trip
All activities for T	Le players will be under direct Le PHS softball coaching staff. Lill be supervised by Prek's tende procedures for emergencies while on the trip.
Supervision of	Le PHS softbull coachin staff.
10. State the safety precautions and	procedures for emergencies while on the trip Parks fem le
Minor injunes for est	swill be give all hotel /fixe and
11. Give budget costs, how trip will	be funded and estimated cost per student. Wisson A thought of the first of the firs
27 The Booster of	the flages will need " " miles.
12. State evaluation procedures.	many for "expres" if They will.
TIT I'VE CONCIUSION	lotour sein
if our team go	Is were met a 0 of This I man
13. List any proposed precautions, sp	Is were not and this trip secial needs, special concerns, student concerns, - if
amplicable	
forents will be	at the event as well as coaches
11 10 0000 7	S show here is
will know ports	at the event, as well as coacles so phone numbers in case of
en ergeney.	

Signature of Staff Member Responsible:	1000
Date field trip request was submitted to F	Standard Pharmace All Marianire
Date field trip request was submitted to r	Timerpar.
Principal/Administrator Signature and Da	ate:
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Approved:	Not Approved:
**********	****************
Assistant Superintendent Signature and L	1/ // \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Approved:	Not Approved:
<u> </u>	************
School Board Review Date:	ቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀቀ
School Board Review Date.	
Approved:	Not Annroyed:



Staff I	Member(s) Responsible (Name and phone): Bret Brookins
Schoo	l and Program: <u>East Ridge HS</u>
Date of	of Requested Trip: May 12-13 What group is taking this trip? Boys Varsity Golf
more a	Estimated # of Students _6-8 Adult Supervisors _ Bret Brookins and one assistant (Justin Lorang or Jake Palodichuk
2.	Destination: Detroit Lakes MN
	Date/Time of Departure: 8:00 AM Date/Time of Return: 5:00 PM
3.	State purpose and educational value of trip (attach information to form if needed).
	Boys Golf team is traviling to Detroit Lakes to play in a golf tournament with teams across the state and adjacent states.
4.	Name the manner of travel and the carrier. School issued vans
5.	State housing arrangements (must include name, address and phone number of hotel). Hotel rooms a local hotel in Detroit Lakes – one night
6.	Describe parental involvement in planning – including who, what, where, when and how. I will be creating and putting together the whole trip
7.	List participants (reminder to have participants complete parent/guardian permission form).
	Justin Luan, Grant Kohnen, Alex Venne, David Rahn, Sam Hart, Keaton Carter, Nikko Zuber and or Jack Tharldson

8.	Describe the manner of selecting participa The players will be the top players on the	
9.	Indicate who will be in charge of supervisi Bret Brookins	ng the trip.
10.	State the safety precautions and procedures All players will have a form filled out and proceedures	
11.	Give budget costs, how trip will be funded	and estimated cost per student.
	Players/booster club – cost per player will difference. Players are in charge of their over	
12.	State evaluation procedures. After the trip we will discuss how the trip vecharacter shows other teams that we are all	vent, what we can do to change and how our great human beings.
13.	List any proposed precautions, special need applicable. None.	s, special concerns, student concerns, - if
*****	************	************
Signatı Date fi	ature of Staff Member Responsible: Bret Brooking field trip request was submitted to Principal:	Sura Pluck L 3/1/23
	cipal/Administrator Signature and Date:	
Approv	roved: Not App	proved:
*****	*************	** ^ **********************************
Assista	stant Superintendent Signature and Date:	Knob 3/13/23
Approv	oved: Not App	proved:
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Approv	oved: Not App	roved:



7.

Cross Country Team

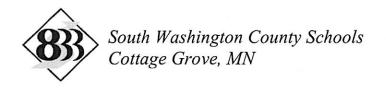
Staff	Member(s) Responsible (Name and phone): Geoff Stevens 651-425-5473
School	ol and Program: Woodbury High School Cross Country
SCHOOL	of and Frogram. Woodbury High School Closs Country
Date	of Requested Trip: 9/1/2023-9/2/2023
1.	What group is taking this trip? Cross Country
Paren	Estimated # of Students 50 Adult Supervisors Geoff Stevens, Jeff Burkart, Emily Firchu, t volunteers
2.	Destination: Sioux Falls South Dakota
	Date/Time of Departure: 9/1/2023 10:00am
	Date/Time of Return: 9/2/2023 2:00pm
3.	State purpose and educational value of trip (attach information to form if needed). Cross Country meet/Team Bonding
4.	Name the manner of travel and the carrier. Charter Bus Jefferson Bus Lines
5.	State proposed housing arrangements. Hotel GLo Best Western 1211 S Darryl Place Sioux Falls, SD 57110
6.	Describe parental involvement in planning – including who, what, where, when and how. Molly Peitruszewski Booster Club President and other parent volunteers The booster club will be paying for some of the cost of the trip (food, drinks, etc)

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

0.	Cross Country athletes
9.	Indicate who will be in charge of supervising the trip. Geoff Stevens
10.	State the safety precautions and procedures for emergencies while on the trip. We will have student health forms and emergency contact information
11.	Give budget costs, how the trip will be funded and estimated cost per student. Students and booster club will cover costs Booster club and a fee for the students to cover the hotel rooms
12.	State evaluation procedures.
13.	List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Signatı	eld trip request was submitted to Principal: 2/21/2023
Princip	al/Administrator Signature and Date: Jose Fockly Juka 2/27/23
Approv	red: Not Approved:

Approv	ed: Not Approved:

Approv	ed: Not Approved:



taff Member(s) Responsible (Name and phone): Kevin McDermott 651-226-0998 cell
chool and Program: Woodbury HS Baseball
Date of Requested Trip: March 21-27, 2024 * Next year
. What group is taking this trip? <u>WHS Varsity/JV Baseball (all invited)</u>
Estimated # of Students34 Adult Supervisors4 coaches + parents
. Destination: KSA Events Spring Training Orlando, FL
Date/Time of Departure: March 21 2024 Flights TBD
Date/Time of Return: March 27, 2024 Flights TBD

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

 -The purpose of the trip is to provide a quality baseball experience for all involved and to develop individual and team skills in baseball. This will greatly help in the development of our individual players and overall team for the upcoming season and is highly supported by parents, players, and coaches. It allows us to get in our 3 scrimmage dates (with doubleheaders on each date) for both our JV and Varsity level, giving our kids way more opportunities than they could get to prepare and develop in the frozen tundra of MN.
- 4. Name the manner of travel and the carrier.

 Air travel via a carrier TBD. Bus travel via KSA Spring Training
- 5. State proposed housing arrangements. Cabana Bay Resort 4 per room
- 6. Describe parental involvement in planning including who, what, where, when and how. -Planning is all done by the head coach (Kevin McDermott), but with booster club feedback gathered. Parent meetings will be held multiple times leading up to the event, including one already in February and more to follow at WHS.
- 7. List participants (reminder to have participants complete parent/guardian permission form). -All Varsity and JV baseball players that have the interest in attending. In the past it has been about 30-35 players each year.
- 8. Describe the manner of selecting participants.
 -We invite all interested players that are juniors or seniors and any returning varsity/jv underclassmen.

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

Varsity/JV coaching staff and parent chaperones.

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

 -Parent permisions slips, bed checks, battle buddies, trainers at all events, chaperoned events, etc.
- 11. Give budget costs, how trip will be funded and estimated cost per student. Estimated cost per student is \$2000 and that includes everything from transportation, to scrimmages and team outings, to food, and park tickets, and hotels. Kids have some options to fundraise and payment plans are set up.
- 12. State evaluation procedures.
- -It is a great opportunity for our program to grow on and off the field. We have done this every other year for the past 12 years. We evaluate our players on the field everyday down in Disney and we get in a ton of work with both our JV and Varsity team down there in one week with good weather and multiple scrimmages against programs throughout the country.
- 13. List any proposed precautions, special needs, special concerns, student concerns, if applicable.
- -Supervision off the field is always something we need to monitor on a trip like this, but we have done a good job of using check ins and travelling in small groups to ensure the safety of all. All events will be staffed by KSA trainers and each students individual emergency plan (allergies, medications, emergency contacts, etc) will be accessed/available for the trip.

Signature of Staff Member Responsible: 12 M
Date field trip request was submitted to Principal: Joseph Forker 2/27/2
Principal/Administrator Signature and Date:
Approved: Not Approved:

Approved: Not Approved:

Approved: Not Approved: