

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)



- 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)
- l. 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



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





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Dean Hoyt 651-675-8819

School and Program: Park High School – Data Bits Robotics Team

Date of Requested Trip: March 23-26 2023

1. What group is taking this trip? Robotics Team

Estimated # of Students 20 Adult Supervisors 12

2. Destination: Lacrosse WI

Date/Time of Departure: 3/23/2023 4:00pm

Date/Time of Return: 3/26/2023 10:00pm

3. State purpose and educational value of trip (attach information to form if needed).
Robotics tournament for team. 2nd of 2 for season.

4. Name the manner of travel and the carrier.
Coach bus - Lorenz Bus Company

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

Radisson Hotel La Crosse 200 Harborview Plaza, La Crosse, WI 54601, USA H: + 1 (608) 784-6680

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

None

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

Adam Blaskowski
Aiden Fryar
Alejandra Marín
Alex Marty
Alex Westerman
Ashlyn Sullwold

Isaac Duffing
Jackeline Mejia
Jacob Nelsen
James Waletzko
Kaylee Ritt
Kaylee Svitak

Kyan Lo
Logan Purrington
Logan Robinson
McKinney Antolick
Ralph Alvarez IV
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.

11. 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. Hovens 2/24

Principal/Administrator Signature and Date: [Signature] 2/24/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/28/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Boeth Carle 651-249-1130

School and Program: ERHS Model UN

Date of Requested Trip: 3/30 - 4/1

1. What group is taking this trip? Model UN

Estimated # of Students 5 Adult Supervisors Boeth Carle
YMCA (Sara Anderson)

2. Destination: Model UN conference

Date/Time of Departure: 10am 3/30/23 Marriot City Center
Mpls.

Date/Time of Return: 4pm 4/1/23

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

Students with interest in politics and global issues will get a chance to participate in mock UN law-making processes.

4. Name the manner of travel and the carrier.

Since it is a small group, parents will drop off and pick up their students

5. 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

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

Ø

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

Alan Wei, Rishi Raichur, Anurag Venkat,
Mathan Liu.

8. Describe the manner of selecting participants.
Self-selection. Those who attend our weekly mtgs. and wanted to go, signed up w/ parental consent on YMCA site.
9. Indicate who will be in charge of supervising the trip.
Beth Carle, MUN Advisor and YMCA North facilitators
10. State the safety precautions and procedures for emergencies while on the trip.
YMCA 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 paying their own way. Next year, we will fundraise \$30900
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Ø

Signature of Staff Member Responsible: Elizabeth Carle

Date field trip request was submitted to Principal: 2/26/23

Principal/Administrator Signature and Date: [Signature] 2/24/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/09/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Kathy Madden 630-404-0912

School and Program: East Ridge Girls Golf Team

Date of Requested Trip: March 30 - April 1

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

3. 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 (816) 448-4600
K.C., MO. 64112

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 also share the driving and transportation of additional team members.

7. 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 [REDACTED] 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

Signature of Staff Member Responsible: Kathy Madden

Date field trip request was submitted to Principal: February 23, 2023

Principal/Administrator Signature and Date: Sara Pollock L 2/27/23

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date: Kristi Sher 2/08/23

Approved: ✓

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Rachel Keiser (651 785 5782)

School and Program: EAST RIDGE, HOSA (FUTURE HEALTH PROFESSIONALS)

Date of Requested Trip: APRIL 5-6 (1 OVERNIGHT)

1. What group is taking this trip? HOSA (STO FOR OUR CTE PROGRAM)

Estimated # of Students 45 Adult Supervisors RACHEL KEISER
JASON LEFERA

2. Destination: ST. CLOUD, MN RIVERS EDGE CONVENTION CENTER

Date/Time of Departure: 4/5 6:15 am

Date/Time of Return: ~5pm on 4/6

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

STUDENTS ARE COMPETING IN THEIR CHOSEN COMPETITIVE
EVENTS IN A VARIETY OF HEALTH CARE TOPICS.

4. Name the manner of travel and the carrier.

BUS-GRAYLINE THERE AND BACK

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

HOTEL-BEST WESTERN, 100 4TH AVE S. ST CLOUD MN 56301

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

N.A.

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

• CURRENTLY COLLECTING FORMS + PAYMENT
FROM STUDENTS

8. Describe the manner of selecting participants.

Any HOBA MEMBER IS ELIGIBLE TO PARTICIPATE + ATTEND. CODE OF CONDUCT FORMS ARE SIGNED.

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

RACHEL KEISER (TEACHER, ADVISOR)
JASON LEPPA (TEACHER)

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

- CODE OF CONDUCT FORMS, HEALTH FORMS, PARENT

PERMISSION + CONTACT INFO SHARED. STUDENTS CANNOT LEAVE SITE.

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

~1300 FOR BUS, ~1600 FOR HOTELS → FUNDRAISING
\$100 FEE TO REGISTERED, STUDENTS RESPONSIBLE FOR THAT.

12. State evaluation procedures.

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

STUDENTS + PARENTS ARE WELL AWARE OF ALL PRECAUTIONS + EXPECTATIONS. IF A STUDENT VIOLATES THIS, PARENT/GUARDIAN MUST PICK THEM UP.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 2/28/23

Principal/Administrator Signature and Date: [Signature]

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/28/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Scott Leonard 651-270-7769

School and Program: Park Girls Lacrosse

Date of Requested Trip: April 6th-7th

1. What group is taking this trip? Girls lacrosse jv and varsity

Estimated # of Students 40 Adult Supervisors 3

2. Destination: Metropolis Hotel, Eau Claire WI

Date/Time of Departure: April 6nd 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).

We will travel to Eau Claire to spend the evening taking part in team bonding activities at the hotel. This is a chance for 40 girls to get to know each other as we prepare for our conference schedule and playoffs.

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 of the above items.

7. List participants (reminder to have participants complete parent/guardian permission form).
Varsity and jv members of the girls lacrosse team.

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 McMorro 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.
13. 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: Scott Leonard

Date field trip request was submitted to Principal: 2/24

Principal/Administrator Signature and Date: [Signature] 2/24

Approved: [X] Not Approved: _____

Assistant Superintendent Signature and Date: Kristina Jameson 2/28/23

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): Tammy Trout-McIntyre (651) 587-8318

School and Program: East Ridge High School Debate Team

Date of 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 qualify for this tournament, student had to earn 2 Bids from competitive 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.

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, policies, and rules. Parents will be arranging 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 qualify for this tournament, student had to earn 2 Bids from competitive 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.
10. State the safety precautions and procedures for emergencies while on the trip.
-Parent/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.
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.

Signature of Staff Member Responsible: Tammy Trout-McIntyre

Date field trip request was submitted to Principal: February 22, 2023

Principal/Administrator Signature and Date: Sara P. H. 2/27/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: K. B. Sh. 2/28/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

2/28/28

Principal/Administrator Signature and Date:

Jodi Lockman-Luker 2/28/28

Approved: Not Approved:

Assistant Superintendent Signature and Date:

Lisa Shaw 3/13/23

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Approved: Not Approved:

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)



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

School and Program: WHS Boys Lacrosse

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

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.

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

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

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

- 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.

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.

- 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.

Signature of Staff Member Responsible: 

Date field trip request was submitted to Principal: 3-1-2022

Principal/Administrator Signature and Date: Jodi Lockman

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Krista Schumacher 3/13/03

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: National Leadership Conference – Anaheim, CA (April 26 – 30, 2023)

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

Estimated # of Students 5 (qualifying competition hasn't happened yet) Adult Supervisors 1

2. Destination: NLC – 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
12. State evaluation procedures.
Students will share their experiences with the rest of the club, business classes and teachers.

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

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 2/23/2023

Principal/Administrator Signature and Date: [Signature] 2/24/23

Approved: X

Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 2/24/23

Approved: ✓

Not Approved: _____

School Board Review Date: _____

Approved: _____

Not Approved: _____

* Teacher/Advisor has been communicated with
on this being extremely late. It is local
and we are not in the work to punish
kids for ~~Adult~~ mistakes.

[Signature]



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

1. 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

3. State purpose and educational value of trip (attach information to form if needed).
Girls golf team will participate in the East Ridge - Woodbury Cup.

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

5. 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.

7. 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 participants.
Varsity/Section participants Ella Whinnery, Marit Lyle and Annie Kinsella. The 3 remaining players will be determined by their stroke average after the April Varsity Matches.
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.
11. Give budget costs, how trip will be funded and estimated cost per student.
The East Ridge Girls Booster Club will pick up [REDACTED] lodging for each student. Each student is responsible for their golf greens fees and food. District van will be used to transport players and coach to and from Winona and the golf course
12. State evaluation procedures.
Evaluation procedures were determined by last season's performances at the section meet. The 3 remaining players to be named will be determined by their stroke average in the April matches.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
None

Signature of Staff Member Responsible: Kathy Madden

Date field trip request was submitted to Principal: February 23, 2023

Principal/Administrator Signature and Date: Sara Pluck 2/27/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Losh Schar 2/28/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

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

School and Program: WHS Girls Golf

Date of Requested Trip: April 28-29

1. What group is taking this trip? Varsity Girls Golf
2. Estimated # of Students 6 Adult Supervisors 1- Karen weiss
3. Destination: Winona, MN
4. Date/Time of Departure: April 28, 12:00
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

Describe the manner of selecting participants. Top 6 Varsity players who are able to attend

10. Indicate who will be in charge of supervising the trip. Karen Weiss and Katherine Madden

Both head coaches for Woodbury + ER

11. State the safety precautions and procedures for emergencies while on the trip. Emergency contacts info on hand

11. Give budget costs, how trip will be funded and estimated cost per student. Estimated cost per student \$100- to be covered by student

12. State evaluation procedures.

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

Signature of Staff Member Responsible: Karen weiss

Date field trip request was submitted to Principal: 2-27-23

Principal/Administrator Signature and Date: Jodi Locken June 2-27-23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Katherine Madden 3/13/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Bob Loshek (425-6767) 651-343-3522

School and Program: Park High School Varsity Softball Team

Date of Requested Trip: APRIL 28-29, 2023

1. What group is taking this trip? Park Varsity Softball Team.

Estimated # of Students 14 Adult Supervisors 3

2. Destination: WINONA, MN Plaza Suites in Winona, 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 softball team will participate in a non-conference game. we will stay overnight in a hotel. we plan to use the time for team building experiences as well as goal setting activities.

4. Name the manner of travel and the carrier.

We will use a passenger van paid for by the booster club to transport us to and from our destination. Coaches have been van trained.

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

We are staying overnight on Friday, April 28th at the Plaza Suites in Winona. 1025 Hwy 61 East, Winona, MN 55987 507-454-0421 Female coaches will stay w/ team in separate rooms.

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

The varsity softball coaches will supervise the team before, during and after competition. All activities will be supervised by the PHS softball coaches. Parents will also be on hand.

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

Varsity list of players will be on file in the PHS Activities office, and with coach Loshek. players will fill out and give to their coaches, the parent/guardian permission form.

8. Describe the manner of selecting participants.
The players who are part of the PHS Varsity softball team will be attending the game/overnight trip.
9. Indicate who will be in charge of supervising the trip.
All activities for the players will be under direct supervision of the PHS softball coaching staff.
10. State the safety precautions and procedures for emergencies while on the trip.
OVERNIGHT TIMES will be supervised by Park's female coaches will carry the player emergency card list for the trip. A medical BAG will be brought along for any minor injuries. Parents will be given all hotel/field information for the trip. A medical BAG will be brought along for any minor injuries. Parents will be given all hotel/field information for the trip. A medical BAG will be brought along for any minor injuries. Parents will be given all hotel/field information for the trip.
11. Give budget costs, how trip will be funded and estimated cost per student.
Costs of the trip will be funded by the Booster club. Players will need to bring their own money for "extras" if they wish. WINDOOR hospital is within 1.5 miles.
12. State evaluation procedures.
At the conclusion of our season, we will determine if our team goals were met and if this trip helped us achieve those goals.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Parents will be at the event, as well as coaches will have parents' phone numbers in case of emergency.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 3/2

Principal/Administrator Signature and Date: [Signature] 3/2/23

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/23/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Bret Brookins _____

School and Program: East Ridge HS

Date of Requested Trip: May 12-13

1. What group is taking this trip? Boys Varsity Golf

Estimated # of Students 6-8 Adult Supervisors Bret Brookins and one more 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 traveling 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 participants.
The players will be the top players on the team based on their scoring averages.
9. Indicate who will be in charge of supervising the trip.
Bret Brookins
10. State the safety precautions and procedures for emergencies while on the trip.
All players will have a form filled out and a contract that discusses precautions and procedures
11. Give budget costs, how trip will be funded and estimated cost per student.

Players/booster club – cost per player will be \$20/nt and the booster club will pay the difference. Players are in charge of their own meals.
12. State evaluation procedures.
After the trip we will discuss how the trip went, what we can do to change and how our character shows other teams that we are all great human beings.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
None.

Signature of Staff Member Responsible: Bret Brookins

Date field trip request was submitted to Principal: Lara R. Smith 3/1/23

Principal/Administrator Signature and Date: Lara R. Smith

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: John Smith 3/13/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Geoff Stevens 651-425-5473 _____

School and Program: Woodbury High School Cross Country

Date of Requested Trip: 9/1/2023-9/2/2023

1. What group is taking this trip? Cross Country

Estimated # of Students 50 Adult Supervisors Geoff Stevens, Jeff Burkart, Emily Firchu,
Parent 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)

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

8. Describe the manner of selecting participants.
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.

Signature of Staff Member Responsible: _____

Date field trip request was submitted to Principal: 2/21/2023

Principal/Administrator Signature and Date: _____

Approved: _____

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): Kevin McDermott 651-226-0998 cell

School and Program: Woodbury HS Baseball

Date of Requested Trip: March 21-27, 2024 * Next year

1. What group is taking this trip? WHS Varsity/JV Baseball (all invited)

Estimated # of Students 34 Adult Supervisors 4 coaches + parents

2. 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 permissions 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: [Signature]

Date field trip request was submitted to Principal: Jodi Joebler Luke 2/27/23

Principal/Administrator Signature and Date: _____

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 3/13/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____