



Excursions and Trips Request Form

Code 603.3-R2

 Date Request Received by CFO/COO: 9-27-19

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored excursions/trips unless the event is sanctioned by the state athletic associations.

The request will include:

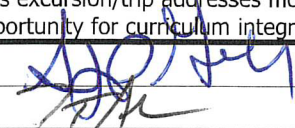
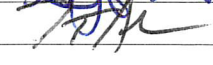
- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist ***must be*** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group:
Student Council
 (Examples: Robotics, FBLA, etc.)

Submitted by:
Honey Sue Healy
 (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	✓
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	✓
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	✓
Common Experience	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	NA
Building Principal Approval			Date <u>9/26/19</u>
Chief Financial/Operating Officer Approval			Date <u>9/27/19</u>
Board of Directors Approval			Date

State Leadership Conference – Des Moines, IA – October 27-28, 2019

Purpose

This is an annual Student Council State Leadership Conference. Its sole purpose is to offer leadership ideas, workshops, skills, and development to students around Iowa who are members of Student Council/Senate in their schools. This conference provides students with the opportunity to collaborate with other schools and students and then bring these new ideas and skills and projects back to their student body and help develop a deeper sense of purpose and achievement that can be carried on to their adult life.

Pre-Planning

The advisors meet with the students attending ahead of time to encourage our students to go to the most applicable sessions that provide practical ideas and help for a large school the size of Linn-Mar High School. As a group, the students are also encouraged to attend a variety of sessions to most effectively learn about new and fresh ways to get the student body excited and to improve our school spirit and climate.

Follow-Up

Because the entire Student Council will not be attending this conference, the follow up plans include bringing ideas and skills back to the whole group for discussion and possible implementation. Conference attendees are also expected to share what they have learned through facilitating a leadership activity during a Student Council meeting or by taking on a lead role in implementing something that was learned at the state conference.

Assessment

Each student that attends the conference will be required to share one idea with the entire Student Council group that they have learned and then plan how to implement this idea at Linn-Mar.

Funding

Student Council funds will cover the conference registration fees for all students and advisors as well as covering the cost of hotel rooms. Individuals will be responsible for the cost of two meals.

Common Experience

This is a State Leadership Conference planned by Iowa Association of Student Council (IASC). The purpose of the organization is to promote student participation in the school and community, provide information and assistance in implementing student council activities, and provide leadership training for members and advisers.

As the itinerary shows, our students will hear a keynote speaker and student TED talks, become involved with a state project, and attend three different breakout sessions. Over twenty topics are available for the breakout sessions with a wide variety of topics including: fundraising, leadership activities, student appreciation ideas, homecoming, volunteering/community service, etc.

State Leadership Conference – Des Moines, IA – October 27-28, 2019**List of attendees**

Honey Sue Heater – adviser

Karla Blakely – adviser

5 members of Student Council

Overnight Accommodations (Hotel) – TBD

Accommodation options are the Quality Inn and Suites Events Center, Embassy Suites DSM Downtown, or Holiday Inn Downtown @ Mercy Campus.

Mode of Transportation – School vans

Transportation request will be submitted upon approval.

Criteria Checklist – included**Itinerary**

Leave Linn-Mar High School at 1 pm on Sunday, October 27 and return to Linn-Mar High School around 3:30 pm on Monday, October 28.

Itinerary for the conference itself has been attached.

IOWA STUDENT LEADERSHIP CONFERENCE 2019 AGENDA

(Times are approximate)

SUNDAY EVENING ACTIVITIES

6:00 - 6:45 PM	Pre -Conference Student Council Exchange	BALLROOM—4 th LEVEL
6:45 - 7:00 PM	Registration	
7:00 - 7:15 PM	Icebreakers —State Officers, District Officers & ILTC attendees	
7:15 - 7:45 PM	"I'm Just an Average Kid" —Clay Garretson & Stephanie Koch	
7:45 - 8:45 PM	"Purposeful Play: Interactive Insights" —Patrick Maurer	
8:45 - 9:20 PM	"Stand in the Light" —Illumination Ceremony—Paul Branagan	

*Please note there is a **10:30 PM curfew**. *

MONDAY MORNING GENERAL SESSION

8:30 AM	Registration	Front of BALLROOM—4 th LEVEL
9:00 AM	Opening General Session	BALLROOM—4 th LEVEL
	<ul style="list-style-type: none"> • Welcome • Presentation of Warren E. Shull Iowa HS Adviser of the Year Award • Presentation of Warren E. Shull Iowa MS Adviser of the Year Award • Presentation of the IASC Administrator of the Year Award • Presentation of Honor Council Awards & National Council of Excellence Awards • Presentation of Kelly Neiber Service Project Award 	
9:30 AM	Keynote Speaker —Patrick Maurer	
10:15 AM	Recognition of Outgoing State Officers & Introduction of New State Officers	
10:20 AM	State Project Presentation--IASC State Officers	
10:25 AM	Presentation by our sponsor Iowa Private Colleges	

***Immediately after the final announcements students are dismissed to go to Special Interest Sessions on the third floor.**

SPECIAL INTEREST BREAK-OUT SESSIONS

10:40 - 11:10 AM	Session 1	For specific details on each session, go to
11:20 - 11:50 AM	Session 2	www.iowastudentcouncils.org and check out the full program.
12:00 - 12:30 PM	Session 3	Below is the title of each session.

SESSION 1

MS/HS/ADV	<u>"Connecting Communication"</u> (Red wristband required)	BALLROOM
MS/HS/ADV	<u>"Honor Council & Iowa Association of Student Councils"</u>	ROOM 301
ADV	<u>"Advisers Q & A"</u>	ROOM 302
MS/HS/ADV	<u>"Recycling with a (Re)Purpose"</u>	ROOM 303
HS	<u>"Every Bobcat Matters"</u>	ROOM 304
MS/ADV	<u>"MS StuCo 101"</u>	ROOM 305
MS/HS/ADV	<u>"Ideas! Ideas! Ideas!"</u>	ROOM 306
MS/HS/ADV	<u>"Real World Learning for the 21st Century"</u>	ROOM 307
HS/ADV	<u>"Iowa Rapid Reporter"</u>	ROOM 308
MS/HS/ADV	<u>"Creating a Mission Driven Council"</u>	ROOM 309
MS/HS/ADV	<u>"Iowa Leadership Training Camp"</u>	ROOM 310
MS/HS/ADV	<u>"Becoming a Mental Health Ally"</u>	ROOM 320

SESSION 2

MS/HS/ADV	<u>"Connecting Communication"</u> (Blue wristband required)	BALLROOM
HS/ADV	<u>"Fun in Fundraising"</u>	ROOM 301
HS	<u>"Power of Student Voice"</u>	ROOM 302
MS/HS/ADV	<u>"Recycling with a (Re)Purpose"</u>	ROOM 303
MS/HS/ADV	<u>"Student Council Structure"</u>	ROOM 304
HS/ADV	<u>"Warming Up to Your Team"</u>	ROOM 305
MS/HS/ADV	<u>"Ideas! Ideas! Ideas!"</u>	ROOM 306
NS/HS/ADV	<u>"Real World Learning for the 21st Century"</u>	ROOM 307
HS/ADV	<u>"Iowa Rapid Reporter"</u>	ROOM 308
MS/HS/ADV	<u>"Creating a Mission Driven Council"</u>	ROOM 309
MS/HS/ADV	<u>"Stop the Stigma State Service Project 2019 - 2020"</u>	ROOM 310
MS/HS/ADV	<u>"Surviving Stress"</u>	ROOM 320

SESSION 3

MS/HS/ADV	<u>"Connecting Communication"</u> (Yellow wristband required)	BALLROOM
HS/ADV	<u>"Speak Up Speak Out"</u>	ROOM 301
HS	<u>"Power of Student Voice"</u>	ROOM 302
MS/HS/ADV	<u>"Every Bobcat Matters"</u>	ROOM 303
MS/HS/ADV	<u>"Student Council Structure"</u>	ROOM 304
HS	<u>"Warming Up to Your Team"</u>	ROOM 305
HS/ADV	<u>"Mentors in Violence Prevention"</u>	ROOM 306
HS	<u>"Student Council Lock In"</u>	ROOM 307
MS/HS	<u>"How to Make \$10,000 with Casey's Pizza"</u>	ROOM 308
MS/HS/ADV	<u>"Iowa Leadership Training Camp"</u>	ROOM 309
MS/HS/ADV	<u>"Stop the Stigma State Service Project 2019 - 2020"</u>	ROOM 310
MS/HS/ADV	<u>"Surviving Stress"</u>	ROOM 320