



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2-18-22

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 school board. In authorizing excursions/trips, the building principal will 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.

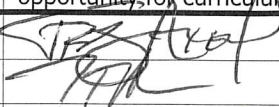

The request will include:

- ✓ 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 will 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: Oak Ridge LEGO League Submitted by: Cathleen Beke
(Examples: Robotics, FBLA, etc.) (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	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>2-17-22</u>
Chief Financial/Operating Officer Approval			Date <u>2-18-22</u>
Board of Directors Approval			Date

PURPOSE AND QUALIFYING: The Oak Ridge LEGO Blasters LEGO League team has qualified and has been invited to attend the Arkansas Razorback Invitational in Fayetteville, Ark., from May 19-22. This Invitational competition is an extension of the FIRST LEGO League season offered to just 80 teams worldwide. It is an annual event. Teams qualify based on success at state competitions. The LEGO Blasters placed third overall at competition at Iowa State University on Jan. 22. The second- and third-place teams at this competition are invited to attend the Arkansas event.

According to the event website, "At the FIRST LEGO League Razorback Open Invitational, teams will experience two full days of competition, two ceremonies, and several opportunities for interaction with other teams. All of this will take place on the campus of a land-grant, flagship, university, with teams having the opportunity to live on campus during the event. Our event will include 80 teams from around the world who have achieved significant recognition in their own region. Our hope is to have 60-65 teams from North America, and the balance from outside North America."

PRE-PLANNING AND FUNDING: The original LEGO Blasters team had 9 members. An initial survey indicated that 6 families were considering attending the multi-day event; four families have committed and will attend. Each student on the team will be chaperoned by at least one family member, as well as Coach Cathy Beke

Costs for the trip include \$1,000 registration fee for the team; travel, hotels, and meals for each team member and family; and for one coach. Student families have the option to stay on the University of Arkansas campus for \$300/night/4 people; most are opting to stay on campus. Families are responsible for travel, hotels, meals, and any incidentals associated with the trip. Families have indicated that they will drive to Arkansas and stay off campus. On-campus housing is available if they change their minds.

To prepare for the trip, students will need to maximize their robot programming and rewrite and finalize their innovative solution presentation to accommodate the number of students attending the event. They will also need to work virtually with another team in advance of the trip, to plan "alliance" competitions. This part of the event is new this year, with more details to come. However, the team will be teamed up with another group from somewhere in the country or potentially abroad, and expected to plan a way to successfully compete against two more teams. This part of the event will encourage teamwork and innovation.

Because families are driving to Arkansas, they will likely leave May 18 to make the 8-hour trip. Team members must be on campus by noon May 19. The complete schedule is below.

Three of the four students attending are 7th graders; they will be able to use their experiences at Razorback to become leaders next season during the LEGO League season that starts Aug. 2022. The eighth grader plans on joining the robotics program at the high school.

Additional information is available at: <https://fillrazorback.com/>

Schedule of Events

Thursday, May 19, 2022

10 am - 5 pm	Competition Check-In and Pits Open Robot Performance Practice Round	Verizon Ballroom International Connections Lounge
10 am - 12 pm	Practice Tables Open	Anne Kittrell Art Gallery
1 pm - 5 pm	Practice Tables Open	Anne Kittrell Art Gallery
2 pm - 3:30 pm	Coaches' Meeting	Arkansas Union Theatre
7 pm - 9 pm	Opening Ceremony	Chi Omega Greek Theatre

Friday, May 20, 2022

7:30 am - 5:30 pm	Pits Open	Verizon Ballroom
7:30 am - 12 pm	Pit Admin Open Practice Tables Open	Verizon Ballroom Anne Kittrell Art Gallery
8 am - 11:55 am	<u>Morning Session</u> Judging Robot Performance Rounds 1-3	Meeting Rooms International Connections Lounge
1 pm - 5:30 pm	Pit Admin Open Practice Tables Open	Verizon Ballroom Anne Kittrell Art Gallery
1:30 pm - 5:30 pm	<u>Afternoon Session</u> Judging Robot Performance Rounds 1-3	Meeting Rooms International Connections Lounge
6 pm - 9 pm	Carnival and Talent Show	HPER Building
9 pm	Judging Callback Schedule Announced	HPER Building

Saturday, May 21, 2022

7:30 am - 6:15 pm	Pits Open	Verizon Ballroom
7:30 am - 12 pm	Pit Admin Open Practice Tables Open	Verizon Ballroom Anne Kittrell Art Gallery
8 am - 11:35 am	<u>Morning Session</u>	
8 am - 11:35 am	<u>Morning Session</u> Judging Callbacks	Meeting Rooms
1 pm - 5:30 pm	Practice Tables Open	Anne Kittrell Art Gallery
1 pm - 6:15 pm	Pit Admin Open	Verizon Ballroom
1 pm - 5:30 pm	<u>Afternoon Session</u> Judging Final Questions Robot Performance Rounds 4-5	Meeting Rooms International Connections Lounge
5:30 pm - 6:15 pm	Pit Load-Out	Verizon Ballroom
6:45 pm - 7 pm	Robot Alliance Challenge Coaches' Meeting	Verizon Ballroom
7 pm - 10 pm	Robot Alliance Challenge	Verizon Ballroom

Sunday, May 22, 2022

8:30 am - 10:30 am	Closing Ceremony	Chi Omega Greek Theatre
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Excursions and Trips Request Form

March 31-April 2
Exhibit 805.2 2022

Code 603.3-R2

Date Request Received by CFO/COO: 2/28/22 (50)

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.

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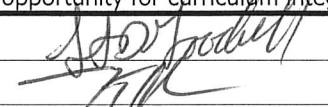
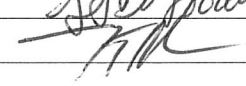
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Excursion/Trip Criteria: The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements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

Group: FBLA Submitted by: Barb Schult
(Examples: Robotics, FBLA, etc.) (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.	.
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Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	.
Building Principal Approval			Date <u>2/28/22</u>
Chief Financial/Operating Officer Approval			Date <u>2/28/22</u>
Board of Directors Approval			Date

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend and compete at the FBLA State Leadership Conference
March 31-April 2, 2022, Coralville, IA

Purpose: What is the purpose of this field trip/work site visit?

This conference is the culmination of the work, learning and experience of the students in FBLA. Students compete in events against other state chapters to become eligible to advance and compete at the National FBLA Conference. This event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school. Students will also represent the local Linn-Mar Chapter and Iowa State Chapter during State voting sessions.

Pre-Planning: How are you planning to maximize the learning experiences of students on this field trip/work site visit?

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students have attended many individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers are present at these sessions and have input to help the students achieve to the best of their ability. Students with prejudged projects participated at the FBLA Regional Competition in January. Professional judges provided feedback and suggestions for changes prior to the students' final submission for the State Competition.

Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?

Students who attend SLC will share their experiences with membership during the "Membership Drive" in the fall of the next school year. During the State Conference planning, students will share their experiences at SLC with other students who choose to compete in the same event. They pass on their knowledge.

Students will receive their scores/critique from the judges. Students can begin to prepare for competition the following year.

Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?

Student will compete against other students from across the state. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top six are recognized during the Awards Ceremony and advance to national competition.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

Booster Club funds help students offset some of the registration costs. Proceeds from working Iowa Hawkeye Football concessions and Aramark events contribute to funding the conference. Many choose to fund the conference themselves.

Common Experience: What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience “real life” situations that will better prepare them for the business world. They also will participate in the election and installation of their State officers.

Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

Students will be able to use verbal and written skills developed in other disciplines to help in competing in their events. Many of the skills learned in their Math and English classes will help in producing quality work. Experiences in leadership roles for other organizations will also benefit them in their efforts.

FBLA STATE LEADERSHIP CONFERENCE AGENDA

Thursday, March 31

- 1:00pm CDT Registration
- 4:00pm CDT State Officer Candidate Briefings
- 4:00pm CDT Leadership Lounge: Games & Activities
- 4:00pm CDT Objective Test Computerized Testing
- 4:30pm CDT Local Chapter Annual Business Report
- 4:30pm CDT Public Speaking
- 5:00pm CDT Mobile Application Development
- 5:00pm CDT First Year Member Social
- 5:00pm CDT Adviser Meeting
- 5:30pm CDT Coding & Programing
- 5:30pm CDT Computer Game & Simulation
- 5:30pm CDT Parliamentary Procedure
- 5:30pm CDT Parliamentary Procedure Prep
- 6:00pm CDT 3-D Animation
- 6:30pm CDT Senior Social (Class of 2022 Only)

Exhibitors

- 7:45pm CDT Doors Open for Opening Session
- 8:00pm CDT Opening Session
- 9:30pm CDT Dance
- 11:30pm CDT Curfew

Friday, April 1

- 8:30am CDT Objective Test Computerized Testing
 - 9:00am CDT Former National President Workshop
 - 9:00am CDT The Power of a Program of Work
- Speaker** - Max Provencher, National Treasurer, FBLA
- 9:00am CDT Junior Breakfast
 - 9:00am CDT Data Analysis
 - 9:00am CDT Help Desk
 - 9:00am CDT Entrepreneurship
 - 9:00am CDT Hospitality & Event Management
 - 9:00am CDT Introduction to Event Planning
 - 9:00am CDT Management Info Systems
 - 9:00am CDT Broadcast Journalism
 - 9:00am CDT E-Business
 - 9:00am CDT Public Service Announcement
 - 9:00am CDT Graphic Design
 - 9:00am CDT Website Design
 - 9:00am CDT Publication Design
 - 9:00am CDT Leadership Lounge: Business & Career Fair

Exhibitors

- 9:00am CDT Social Media Strategies
- 9:30am CDT Introduction to Business Presentation
- 10:00am CDT Financial Literacy Bootcamp
- 10:00am CDT How to Apply Agile in Business & Life

Speaker

Sheri Kerr, Scrum Master, John Deere

- 10:00am CDT Battle of the Chapters Advanced
- 10:00am CDT Local Chapter Exhibit

11:00am CDT How to Apply Agile in Business & Life
11:00am CDT A Glimpse into the Life of a CPA
11:30am CDT Battle of the Chapters
12:00pm CDT Public Speaking 101
12:00pm CDT Business Management
12:00pm CDT Client Service
12:00pm CDT Creed Oration
12:00pm CDT Marketing
12:00pm CDT Network Design
12:00pm CDT Business Ethics
12:30pm CDT Job Interview
1:00pm CDT Q&A with a CPA

Exhibitors

1:00pm CDT Workshop A
1:00pm CDT Vocab Relays Advanced
2:00pm CDT ABI Workshop
2:00pm CDT Workshop A
2:00pm CDT Digital Video Production
2:15pm CDT Vocab Relays
2:30pm CDT Banking and Financial Systems
2:30pm CDT Impromptu Speaking
2:30pm CDT International Business
2:30pm CDT Introduction to Social Media Strategy
2:30pm CDT Sports & Entertainment Management
2:30pm CDT Introduction to Public Speaking
2:30pm CDT Future Business Leader
2:30pm CDT Electronic Career Portfolio
2:30pm CDT Community Service Project
2:30pm CDT Sales Presentation
3:00pm CDT Former National President Workshop
3:00pm CDT March of Dimes Workshop
3:15pm CDT Pin & Shirt Design Drop Off
3:30pm CDT Spelling Relays
4:45pm CDT Spelling Relays Advanced
8:00pm CDT State Awards Ceremony
9:30pm CDT Hypnotist
11:30pm CDT Curfew

Saturday, April 2

8:00am CDT Partnership with Business Project
8:00am CDT March Of Dimes Mini Walk
8:00am CDT American Enterprise Project
8:00am CDT Business Financial Plan
8:00am CDT Business Plan
9:45am CDT Doors Open for Business & Awards Ceremony
10:00am CDT Business & Awards Session
11:00am CDT Lunch
12:30pm CDT Doors Open for Awards of Excellence Ceremony
1:00pm CDT Awards of Excellence Ceremony