



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 7/12/22

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 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: HS Show Choir - 10th Street Edition **Submitted by:** Trent Buglewicz
 (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.	attached
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.	✓
Building Principal Approval		<u>Kimberly Buecht</u>	Date 7/12/22
Chief Financial/Operating Officer Approval		<u>David Nicholson</u>	Date 7/13/22
Board of Directors Approval			Date

Purpose:

The Linn-Mar Varsity Show Choir, 10th Street Edition, requests to attend a national-level competition. We will be watching groups from around the country perform, getting valuable feedback on our own performance, and gaining experience in performing on one of the top stages in the world, the Grand Ole Opry.

(charter buses)
Pre Planning: Around 90 Students will depart on Thursday, March 23rd. This includes 61 singers and dancers, as well as crew and band (members yet to be determined.) We will also bring all 3 choir directors as well as a handful of chaperones (3-6.) Students will stay at the Opryland hotel on site to make supervision and transportation as easy as possible. Our first performance will be Friday morning, with results on Friday night. If the group is accepted into the finals round, they will perform Saturday Morning and get results Saturday night. There is a full competition combined celebration afterwards that the competition hosts. We will depart for home Sunday morning. The package cost at the highest quote is \$530 per student for all aspects of the competition included. I am working to lower this cost.

Follow up: Students will be asked to gather knowledge of other performing styles after watching groups from all regions of the country. We will reflect on this new knowledge when we return.

Assessment: Students will through our activity in the future have a better understanding of what is involved in competitive show choirs across the country. They will be better prepared for competition in the future.

Funding: Using our Supernova fund, we hope to offset a portion of the total cost for each of our students. This way, they won't be responsible for footing the entirety of the bill.

Common Experience: Our students have rarely been able to see competitive show choir outside of our state. This opportunity lets them see what else is out there and gather a more worldly view of their activity.

Multi-disciplinary: Watching others perform this art form exposes students to things far beyond singing and dancing. The stories told on stage can host a plethora of multi-disciplinary cognitions for our students and improve their ability to take on understanding in many areas.