



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 1/6/26

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: Varsity Poms
(Examples: Robotics, FBLA, etc.)

Submitted by: Sami Cruise
(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.	
Building Principal Approval		<u>Joseph M. Just</u>	Date <u>1-5-26</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>1/6/26</u>
Board of Directors Approval			Date

Sami Cruise
Head Poms Coach
1/5/26

To whom it may concern:

The varsity pom team from Linn-Mar High School will be traveling to Orlando, FL to compete in the National Dance Team Competition on February 6th-8th, 2026. We will travel to Orlando, FL on Wednesday, February 4th at 7:00am and compete on February 6th-8th. We will stay at two Airbnb's at the Storey Lake Resort in Kissimmee, Florida – both with coach supervision. We will return on Tuesday, February 10th at 3:00pm. We will be taking the varsity roster (21 athletes) and 3 coaches.

Supervision

*We will have 3 high school pom coaches on this trip to help with supervision.

Itinerary

February 4, 2026

*Flight departs CID at 7:19am. Connection in CLT. Arrive to MCO at 2:43pm. Two rental vans will be driven by coaches to transport the team to the rental houses. Team dinner and practice.

February 5, 2026

*Wakeup and eat breakfast at the house, go to practice at ESPN Wide World of Sports and Dance Mania dance studio. Dinner at the house.

February 6, 2026

*Compete in Large Pom DI and Large Jazz DI preliminary round.

February 7, 2026

*Compete in Large Pom DI and Large Jazz DI semi-final round.

February 8, 2026

*Compete in Large Pom DI and Large Jazz DI final round.

February 9, 2026

*Pack luggage up and clean houses, Celebration at Disney World Resorts, Team dinner

February 10, 2026

*Flight departs MCO at 7:48am. Connection in ORD. Arrive to CID at 3:02pm.

Team made aware that school on February 11th is REQUIRED!!!

Cost

*The cost of the flights, housing, and competition registration are applied to coaches accounts and paid for by fundraisers and remaining expenses are paid by families. All meals are organized and paid for by families.

Number of students

*21 varsity athletes

*3 coaches

Purpose of the trip

*Compete for a national championship against other schools across the nation. Arriving with enough time to practice and get acclimated to the area before competition starts on Friday morning.