



Excursions and Trips Request Form

Exhibit 1007.3

Code 603.3-R2

Date Request Received by CFO/COO: 1/7/26

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: LINN-MAR BASEBALL
(Examples: Robotics, FBLA, etc.)

Submitted by: Kyle RODENKIRK
(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			Date <u>1/7/26</u>
Chief Financial/Operating Officer Approval			Date <u>1/7/26</u>
Board of Directors Approval			Date

Kyle Rodenkirk
Head Baseball Coach
1/7/2026

To whom it may concern:

The varsity baseball team from Linn-Mar High School will be playing a varsity game against North Polk high school on Tuesday June 16th, 2026. After the game, we will then be spending the night at a hotel in West Des Moines, IA. On Wednesday morning June 17th, 2026 we will be traveling to the College World Series in Omaha, NE for the 1pm game. After the game we will be traveling back to Oak Ridge middle school in Marion, IA. We will be taking the varsity roster (24 players), and seniors playing on the JV team, and 8 coaches.

Supervision

*We will have 8 high school baseball coaches on this trip to help with supervision on this trip.

Itinerary

June 16, 2026

*Charter bus picks up the team at 1:30pm from Oak Ridge June 16th and drive to North Polk baseball field for a 6pm game. At the conclusion of the game, we will bus to the hotel in West Des Moines, IA. The players will sleep 4 to a room with a curfew time and bed check performed by the coaches.

June 17, 2026

*Wakeup and eat breakfast at the hotel, check out and depart to Omaha, NE for the 1pm CWS game. Load the bus at 4pm to head back to Oak Ridge middle school. We will stop to grab food quick in Des Moines, IA on our way home.

Cost

*We will be paying for this out of our fundraising account. We do not want any player to pay for this. They will only bring money if they want to purchase excess food or memorabilia. The coaches will be paying for their own personal tickets to the CWS game.

Number of students

*24 varsity players

*JV seniors (Could be up to 10)

*8 high school coaches

Purpose of the trip

*Team bonding as well as creating lifelong memories for our varsity players attending a college world series baseball game.