



Excursions and Trips Request Form

Exhibit 805.1

Code 603.3-R2

Date Request Received by CFO/COO: 4/25/24

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: FBLA Submitted by: Barb Schultz
(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		<u>Zach Myslaf</u> Date <u>4/24/24</u>	
Chief Financial/Operating Officer Approval		<u>Barb Schultz</u> Date <u>4/25/24</u>	
Board of Directors Approval		Date	

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America request to attend and compete at the FBLA National Leadership Conference, June 28 – July 3, 2024, Orlando, FL.

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

The FBLA National Leadership Conference is the culmination of competitive events, keynote speakers, workshops and election of national officers for eligible FBLA members. Students have competed in events at the district and state level against other state chapters and are now eligible to advance and compete at the National level. 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 National 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 submitted their projects to the Iowa Professional Division for review. Professional Division members send feedback and suggestions for changes prior to the student's final submission for the National Competition.

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

FBLA NLC participants will share their experiences with the Linn-Mar High School student body during the activity fair and membership drive in the fall of the 2024-2025 school year. Throughout the school year the NLC participants will continue to inform and educate FBLA members about FBLA's mission, the benefits provided through membership, meetings, conferences and competitions. During the District and State Leadership conferences students will help other students prepare to compete in competitive events.

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 world. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top ten are recognized during the Awards Ceremony.

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

Booster Club funds help students offset a portion of registration costs. Funds from the 2023-2024 Aramark Concession fundraising efforts will be applied toward the conference costs. Students will fund a small amount of the conference.

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 National and Regional 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.

Overnight Accommodations

HYATT REGENCY ORLANDO

9801 International Drive

Orlando, Florida 32819

407-284-1234

hyattregencyorlando.com

orlando.regency@hyatt.com

June 28-July 3 (5 nights) \$280 per night x 4 rooms x 5 nights=\$5,600.00 Total Cost

Mode of Transportation

Students will be transported to and from the Cedar Rapids, IA, airport by their parents. We will fly Allegiant Airlines from Cedar Rapids, IA (CID) to Orlando, FL (SFB).

Travel dates-June 28, 2024

8:30 a.m.-Meet at Eastern Iowa Airport (CID)

Allegiant Flight #2924 Departure time 10:41 a.m.

Arrival time 2:17 p.m. Orlando Sanford International Airport (SFB)

July 3, 2023

Arrive at Orlando Sanford International Airport (SFB) 6:00 a.m.

Allegiant Flight #1203 Departure time 8:05 a.m.

Arrival time 9:51 a.m. Eastern Iowa Airport (CID)

Parents pick up students

Conference Expenses Per Person

Student Conference Registration, payable to FBLA-PBL $\$215 \times 8 = \$1,720.00$

Adviser & Chaperone Conference Registration, payable to FBLA-PBL $\$120 \times 2 = \240.00

Iowa FBLA Package (Airport Shuttle, T-Shirt, Snack Bag), payable to Iowa FBLA $\$30 \times 9 = \270.00

Trading Pins $\$1.00 \times 120 = \120.00

Transportation Cost-Allegiant Airfare- $\$258.94 \times 9 = \$2,330.50$

Baggage- $\$88 \times 9 = \792.00

Lodging $\$280 \times 4 \text{ rooms} \times 5 \text{ nights} = \$5,600.00$

NLC Group Event-Universal Studios $\$195 \times 10 = \$1,950.00$

Total Expense: $\$13,022.50 / 8 = \$1,627.81$

FBLA Conference Schedule

Friday, June 28, 2024 (Day 1)

2:00 PM–5:00 PM	Early Conference Check-In & Helpdesk	
TBD	State Meetings	Professional Attire
11:30 PM	Curfew	

Saturday, June 29, 2024 (Day 2)

8:00 AM–5:00 PM	Competitive Events Info Desk Open	
8:00 AM–6:00 PM	Conference Check-In & Helpdesk Open	
9:00 AM–5:00 PM	Objective Testing	Professional Attire
10:00 AM–4:00 PM	Workshops	Professional Attire
10:00 AM–4:00 PM	Future Leaders Expo Hall Open	Professional Attire/Casual Attire
6:00 PM–7:00 PM	Pre-Show for Opening Session	Professional Attire
7:00 PM–10:00 PM	Opening Session	Professional Attire
11:30 PM	Curfew	

Sunday, June 30, 2024 (Day 3)

7:00 AM–5:00 PM	Conference Helpdesk Open	
7:00 AM–5:30 PM	Competitive Events Info Desk Open	
8:00 AM–5:30 PM	Community Service Project Preliminary Presentation Events Adelina Garcia & Gaven Ketcham Impromptu Speaking Priyanka Onteru Website Design-Aditya Suri	Professional Attire
9:00 AM–4:00 PM	Workshops	Professional Attire
9:00 AM–4:00 PM	Future Leaders Expo Hall Open	Professional Attire/Casual Attire
11:00 AM	Introduction to Financial Math Manasvi Devi Reddy & Grace Luo	Professional Attire
2:00 PM	Introduction to Marketing Concepts Macy Millhollin	Professional Attire
3:00 PM	Business Law-Mack Millhollin	Professional Attire
11:30 PM	Curfew	

FBLA Conference Schedule

Monday, July 1, 2024 (Day 4)

7:00 AM–5:00 PM	Conference Helpdesk Open	
7:00 AM–5:30 PM	Competitive Events Info Desk Open	
8:00 AM–5:30 PM	Community Service Project Preliminary Presentation Events Adelina Garcia & Gaven Ketcham Impromptu Speaking Priyanka Onteru Website Design-Aditya Suri	Professional Attire
8:30 AM–12:30 PM	Objective Testing (Incl. Open Events)	Professional Attire
9:00 AM–1:30 PM	Future Leaders Expo Hall Open	Professional Attire/Casual Attire
9:00 AM–2:00 PM	Workshops	Professional Attire
5:00 PM–11:00 PM	FBLA Night at Universal Studios (<i>Tickets Required</i>)	Casual Attire
11:30 PM	Curfew	

Tuesday, July 2, 2024 (Day 5)

8:00 AM–5:00 PM	Explore Orlando	Casual Attire
5:00 PM–6:00 PM	Pre-Show for Awards of Excellence Ceremony	Professional Attire
6:00 PM–10:00 PM	Awards of Excellence Ceremony	Professional Attire
11:30 PM	Curfew	

Wednesday, July 3, 2024 (Day 6)

6:00 AM	Orlando, Sanford International Airport, (SFB) Flight departs 8:05 AM	The Eastern Iowa Airport (CID), Cedar Rapids, IA Arrives 9:51 AM
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