

Date Request Received by CFO/COO: 6/9/25

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
- Within three weeks of the completion of the excursion/trip the sponsor will submit a written summary of the event to the building principal.
 - The building will be responsible for obtaining a substitute teacher if one is needed.
 - 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 4 WEEKS PRIOR TO** the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FFA Submitted by: [Signature]
(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." <i>Reference Board Policy 603.3.</i>	✓
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. <i>Reference Board Policy 603.3.</i>	✓
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>[Signature]</u>	Date <u>6/4/25</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>6/10/25</u>
Board of Directors Approval			Date

Linn-Mar FFA Chapter – Overnight Field Trip Request

Trip Title: FFA Officer Retreat

Dates: July 20th-22nd, 2025

Destination: Bennett, Iowa

Lodging: Tine Ridge Cabin booked through Airbnb

Advisor/Chaperones: Jacob Mayes, Agriculture Instructor

Purpose of the Trip

The FFA Officer Retreat serves as a leadership development and team-building experience for the newly elected Linn-Mar FFA Officer Team. The retreat will focus on goal setting, strategic planning for the upcoming year, enhancing communication and collaboration skills, and building a cohesive officer team that can lead our chapter effectively.

Pre-Planning Activities

- Officer elections and confirmation before the retreat
- Completion of pre-retreat surveys on leadership styles and team roles
- Advisor-President led planning meetings to set retreat objectives
- Preparation of materials for workshops and goal-setting exercises
- Parent and participant information meeting outlining expectations

Follow-Up Activities

- Officers will develop and present a strategic chapter Program of Activities (POA) based on retreat planning, completion of officer binders
- Implementation of leadership roles assigned during the retreat
- Monthly officer check-ins and goal reviews
- Student-led officer reflection presentations to the chapter and/or school board
- Officer retreat reflection assignments

Assessment of Trip Impact

- Pre and post-retreat leadership self-assessments
- Reflection essays by each officer
- Evaluation of group performance during the retreat activities
- Growth in officer participation, communication, and event planning noted over the school year
- Measured the success of chapter initiatives planned during the retreat

Funding and Budget

Item	Cost Estimate
Lodging (2 nights)	\$500
Meals (6 meals x 7 people)	\$300
Transportation (bus/van)	\$250
Supplies & Materials	\$150
Team-Building Activities	\$200
Total Estimated Cost	\$1,400

Funding Sources:

- Chapter FFA Funds
- Possible Community Donations or Sponsors
- Fundraising Events
- Participant Contribution (optional/if needed)

Common Experience & Multidisciplinary Connections

- Leadership: Public speaking, ethics, and servant leadership
- Communication: Active listening, conflict resolution, team dynamics
- Agricultural Education: Strategic planning for FFA events tied to agriscience and community outreach
- Business & Marketing: Planning fundraising, budgeting, and promoting events
- English Language Arts: Written reflections, mission statement drafting, public speaking
- Social Studies: Understanding group behavior and civic responsibility through team activities

Proposed Itinerary

Day 1

- 9:00 AM – Depart from Linn-Mar High School
- 10:30 AM – Arrive & settle in & get room assignments
- 11:00 AM – Team icebreakers & leadership styles workshop
- 12:30 PM – Lunch
- 1:30 PM – Chapter goals & Program of Activities planning
- 4:00 PM – Group outdoor challenge course or industry tour
- 6:00 PM – Dinner
- 7:30 PM – Fireside reflection & team bonding
- 10:00 PM – Lights out

Day 2

- 8:00 AM – Breakfast
- 9:00 AM – Officer role deep dives and goal setting
- 11:00 AM – Team-building simulation
- 12:30 PM – Lunch
- 1:30 PM – workshop: running effective meetings (Basics, Parli Pro)
- 3:30 PM – Free time/hiking or Industry Tour
- 5:30 PM – Dinner
- 7:00 PM – Final planning for FFA year: calendar, committee structure
- 9:00 PM – Movie/relaxation
- 10:30 PM – Lights out

Day 3

- 8:00 AM – Breakfast
- 9:00 AM – Personal mission statements & final reflections
- 11:00 AM – Clean-up and pack
- 12:00 PM – Depart
- 1:30 PM – Arrive back at Linn-Mar High School

Conclusion

This retreat is a key leadership development tool for Linn-Mar FFA. It empowers student leaders to gain essential skills that will be used throughout the school year and beyond. With strong planning, curriculum alignment, and effective assessment, this trip will build a foundation of success for the entire chapter.