



## Excursions and Trips Request Form

**Code 603.3-R2**

 Date Request Received by CFO/COO: 5/21/25

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 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: Barbara Schult  
 (Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	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	<b>Required</b>	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	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	✓
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	✓
Funding	<b>Required</b>	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 M...</u> Date <u>5/15/25</u>	
Chief Financial/Operating Officer Approval		<u>[Signature]</u> Date <u>5/21/25</u>	
Board of Directors Approval			



# 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, 2025,**

**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 2025-2026 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 2024-2025 Aramark Concession fundraising efforts will be applied toward the conference costs. Students will fund a portion 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**

Embassy Suites by Hilton Anaheim South

11767 Harbor Boulevard Anaheim, CA 92840 [Embassy Suites by Hilton Anaheim South - Google Maps](#)

June 28-July 3 (5 nights) \$290 per night x 3 rooms x 5 nights=\$4,350.00 Total Cost

---

### **Mode of Transportation**

Students will be transported to and from the Cedar Rapids, IA, airport by their parents. We will fly American Airlines from Cedar Rapids, IA (CID) to Los Angeles, CA (LAX). Rental vehicle for the duration in Anaheim.

Travel dates-June 28, 2024

1:00 p.m.-Meet at Eastern Iowa Airport (CID)

American Airlines Flight AA 6273 Departure time 2:40 p.m.

Layover-Phoenix (PHX) 4:03 p.m.

Phoenix Flight AA 2930 Departure time 5:06 p.m.

Los Angeles International Airport (LAX) Arrival time 6:28 p.m.

July 3, 2023

Arrive at Los Angeles International Airport (LAX) 11:00 a.m.

American Airlines Flight AA 1994 Departure time 1:25 p.m.

Layover-Phoenix (PHX) 2:50 p.m.

Phoenix Flight AA 4982 Departure time 3:55 p.m.

Eastern Iowa Airport (CID) Arrival time 8:57 p.m.

Parents pick up students

### Conference Expenses Per Person

Student Conference Registration, payable to Iowa FBLA- $\$220.00 \times 3 = \$660.00$

Student Conference Registration, payable to Iowa FBLA- $\$115.00$  (Aditya Suri-Scholarship recipient)

Adviser & Chaperone Conference Registration, payable to Iowa FBLA-  $\$150.00$

Iowa FBLA Package (T-Shirt, Trading Pins), payable to Iowa FBLA  $\$30 \times 4 = \$120.00$

Transportation Cost-American Airlines- $\$463.37 \times 5 = \$2,316.85$

Baggage- $\$70 \times 5 = \$350.00$

Lodging  $\$290 \times 3 \text{ rooms} \times 5 \text{ nights} = \$4,350.00$

Vehicle rental- $\$350.00$  (approximately)

Self-Parking  $\$25 \times 5 = \$125.00$

NLC Group Event-Universal Studios  $\$250.00 \times 5 = \$1250.00$

Total Expense:  $\$9786.85/4 = \$2,446.71$



## Anaheim, California from June 29 – July 2, 2025

### Experience NLC Itinerary

Saturday, June 28, 2025

2:00 PM - 5:00 PM	Early Conference Check-In & Info Desk Open
6:30 PM	Optional Outing – Los Angeles Angels Baseball Game
12:00 AM	Curfew

Sunday, June 29, 2025 (Day 1)

8:00 AM - 5:00 PM	Competitive Events Info Desk Open
8:00 AM - 6:00 PM	Conference Check-In & Info Desk Open
8:00 AM – 5:00 PM	Production Test & Objective Testing
9:00 AM - 4:00 PM	Workshops
10:00 AM - 4:00 PM	Future Leaders Expo Hall Open
12:00 PM – 4:30 PM	MS Preliminary Presentation Events
4:00 PM – 5:00 PM	State Meeting
6:00 PM – 7:00 PM	Pre-Show for Opening Session
7:00 PM – 9:00 PM	Opening Session
12:00 AM	Curfew

Monday, June 30, 2025 (Day 2)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open
8:00 AM - 5:30 PM	HS Preliminary Presentation Events
8:00 AM - 5:30 PM	Objective Testing
9:00 AM - 4:00 PM	Workshops
9:00 AM - 4:00 PM	Future Leaders Expo Hall Open
	National Officer Candidate Campaign Booths
1:00 PM - 1:45 PM	Campaign Rally (Eastern, Mountain Plains, North Central Regions)
2:00 PM – 2:45 PM	Campaign Rally (Southern and Western Regions)
12:00 AM	Curfew

Tuesday, July 1, 2025 (Day 3)

7:00 AM - 5:00 PM	Conference Info Desk Open
7:00 AM - 5:30 PM	Competitive Events Info Desk Open

## Anaheim, California from June 29 – July 2, 2025

8:00 AM - 5:30 PM	MS & HS Final Presentation Events
8:00 AM – 9:00 AM	State Presidents & State Voting Delegates Q&A Session for the offices of President, Secretary, and Treasurer
9:00 AM – 1:30 PM	Future Leaders Expo Hall
9:00 AM - 2:00 PM	Workshops
12:00 PM	National Officer Election Voting Window Opens
1:00 PM – 1:45 PM	Membership Awards and Partner Awards Recognition Session
12:00 AM	Curfew

### Wednesday, July 2, 2025 (Day 4)

8:00 AM - 4:00 PM	Enjoy Anaheim!
12:00 PM	National Officer Election Voting Window Closes
4:00 PM – 5:00 PM	Pre-Show for Awards of Excellence Ceremony
5:00 PM – 9:00 PM	Awards of Excellence Ceremony