



Excursions and Trips Request Form

Exhibit 807.1

Code 603.3-E

Date Request Received by CFO/COO: 2/9/26

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 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:

- a. Rationale for the excursion/trip including the purpose and objectives
 - b. Clarification if request is dependent upon pre-qualifying for event
 - c. Detailed plans for student supervision
 - d. Proposed itinerary
 - e. Cost and source of funding
 - f. Number of student participants
 - g. 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 - Science & Tech Fair **Submitted by:** Jacob Mayes
(Examples: Robotics, FBLA, etc.) March 26-27, 2026 (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. <i>(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.)</i>	✓
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>Zach Mayes</u> Date <u>2/6/26</u>	
Chief Financial/Operating Officer Approval		<u>[Signature]</u> Date <u>2/10/26</u>	
Board of Directors Approval		Date	

March 26th-27th

State Science and Technology Fair of Iowa

Overview

The State Science and Technology Fair of Iowa (SSTFI) is a statewide academic competition that provides students with the opportunity to showcase original scientific research, engineering design, and technology-based problem solving. Students qualify for the state fair through regional science and technology fairs and present their projects to judges with professional backgrounds in science, engineering, agriculture, and technology-related fields.

Purpose

The purpose of participation in the State Science and Technology Fair of Iowa is to:

- Promote scientific inquiry, critical thinking, and problem-solving skills.
 - Encourage student engagement in authentic research and engineering practices aligned with science and STEM standards.
 - Provide students with experience communicating scientific ideas to a professional audience.
 - Expose students to postsecondary and career pathways in science, agriculture, engineering, and technology.
 - Recognize and celebrate student achievement and innovation at the state level.
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Pre-Planning

Effective preparation is essential for a successful experience. Pre-planning activities include:

- **Student Selection and Eligibility:** Identify and register students who have qualified through regional fairs and meet state fair guidelines.
- **Project Development:** Support students in refining research questions, experimental design, data analysis, and conclusions.
- **Documentation and Compliance:** Ensure all required forms, safety approvals, and project documentation are completed accurately and submitted by deadlines.

- **Presentation Preparation:** Provide practice opportunities for oral presentations, interviews, and poster or display setup.
 - **Logistics:** Coordinate transportation, lodging (if applicable), meals, supervision, schedules, and chaperone assignments.
 - **Parent and Student Communication:** Share expectations, itineraries, costs, and behavioral guidelines prior to the event.
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Common Experience

Participation in the State Science and Technology Fair of Iowa provides a shared, meaningful learning experience for all involved students. Common experiences include:

- Presenting research or engineering solutions to expert judges.
 - Observing peer projects from across the state and engaging in scientific dialogue.
 - Receiving constructive feedback to improve future research and communication skills.
 - Experiencing a professional academic competition environment similar to postsecondary and industry settings.
 - Building confidence, independence, and collaboration skills.
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Assessment

Student learning and program effectiveness will be assessed through multiple measures:

- **Judge Feedback and Scores:** Evaluation rubrics and written comments provided during the fair.
 - **Student Reflection:** Post-event reflections focusing on learning growth, challenges, and future goals.
 - **Presentation Rubrics:** Teacher-assessed rubrics evaluating clarity, scientific reasoning, data interpretation, and communication skills.
 - **Program Review:** Review of student outcomes, awards, and overall experience to inform improvements for future participation.
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Funding

Funding for participation in the State Science and Technology Fair of Iowa may include:

- School or district academic activity funds.
- Career and Technical Education (CTE) or STEM program budgets.
- Booster clubs, parent organizations, or local education foundations.
- Grants, sponsorships, or community partnerships.
- Modest student participation fees, if required.

All expenditures will follow district financial procedures and be documented appropriately.

Follow-Up Plan

Following the fair, the program will include:

- **Student Debriefing:** Group and individual discussions to reflect on the experience and lessons learned.
 - **Project Revision:** Opportunities for students to revise projects based on judge feedback.
 - **Recognition:** School and community recognition of student participation and achievements.
 - **Curriculum Integration:** Use of student projects and experiences as instructional examples in future science and agri-science courses.
 - **Future Planning:** Evaluation of logistics, costs, and student outcomes to strengthen participation in future fairs.
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Summary

The State Science and Technology Fair of Iowa provides a rigorous, authentic, and motivating learning experience that supports academic excellence, career readiness, and student growth. Participation aligns with educational goals by fostering inquiry-based learning, communication skills, and real-world application of science and technology concepts.



2026 State Science and Technology Fair of Iowa

Hilton Coliseum
Iowa State University, Ames, Iowa

Day 1

Thursday, March 26th, 2026

7:00 – 8:00 am	Exhibitor Registration & Project Set-Up	Registration Desk, <i>Outer Concourse</i> (Enter Through South Doors)
8:00 – 8:30 am	Project Reviews SRC Violation Clearance Display and Safety (DSC) Reviews/Clearance	Floor/Outer Concourse of Hilton SRC Booth DSC Booth
8:30 – 9:00 am	Welcome Ceremony & Orientation	Stage, <i>Floor Level</i>
8:30 – 9:00 am	Project Viewing (Judges ONLY) Floor MUST be clear of ALL Exhibitors!	Floor of Hilton
9:00 – 12:00 pm	Interview Judging (Judges ONLY on the Floor)	
9:00 – 12:00 pm	Iowa FFA Agriscience Fair Judging (7th, 8th & HS)	
9:00 – 3:00 pm	Seminar Competition Judging (Scheman Building)	
9:00 – 9:30 am	Hall of Fame Reception	Pete Taylor Media Room
9:30 - 10:30 am	Teacher Workshop – <i>Required for all teachers</i>	Pete Taylor Media Room
12:00 – 1:15 pm	Lunch (<i>on your own</i>)	Food Trucks Available or Around Ames
10:00 – 3:00 pm	Interactive Booths	Floor Level
1:00 – 2:45 pm	Interview Judging Continues	
3:00 – 4:30 pm	Educational Outreach at Iowa State University	Iowa State University
5:00 – 7:00 pm	Professional Awards Ceremony	Stage, <i>Floor Level</i>

Current as of 12/5/2025 – *Schedule Subject to Change



2026 State Science and Technology Fair of Iowa

Hilton Coliseum
Iowa State University, Ames, Iowa

Day 2

Friday, March 27th, 2026

8:30 – 12:00 pm	Interview Judging
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9:00 – 2:45 pm	Category Reception with Sponsors	Pete Taylor, Green Room & Locker Room
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10:00 – 3:00 pm	Public Day and Educational Exhibits	Floor Level
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12:00 – 1:30 pm	Lunch (<i>on your own</i>)	Food Trucks Available
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1:30 – 3:45 pm	Interview Judging Continues
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4:15 – 4:45 pm	Tear down projects	Floor level/Outer Concourse
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5:00 – 7:00 pm	Grand Awards Ceremony	Stage, <i>Floor Level</i>
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Current as of 12/5/2026 – *Schedule Subject to Change