



Excursions and Trips Request Form

Exhibit 807.2

Code 603.3-E

Date Request Received by CFO/COO: 8/28/26

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:

- 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: Jacob Mayes
(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 Mayes</u>	Date <u>8/27/26</u>
Chief Financial/Operating Officer Approval		<u>[Signature]</u>	Date <u>9/9/26</u>
Board of Directors Approval			Date

National FFA Convention

Trip Title: National FFA Convention

Dates: October 20-24th, 2026

Destination: Indianapolis, Indiana

Lodging: Drury Inn

Advisor/Chaperones: Jacob Mayes, Agriculture Instructor

Students Attending: TBD closer to event

Purpose of the Trip

The National FFA Convention & Expo is one of the largest student leadership conferences in the United States, bringing together over 90,000 members from across the nation. Participation in this event provides Linn-Mar FFA members the opportunity to expand their leadership skills, engage in career exploration, and build connections with peers, industry leaders, and agricultural professionals.

Purpose and Objectives:

- Expose students to diverse career pathways in agriculture, food, and natural resources.
- Inspire students through keynote speakers, workshops, and motivational sessions.
- Provide competitive event participants with the chance to represent Linn-Mar FFA at the national level.
- Strengthen team bonding and chapter pride through shared experiences.
- Develop lifelong leadership, communication, and networking skills.

Pre-Planning Activities

- Selection and registration of student attendees.
- Pre-convention orientation meetings with students and parents to review expectations, schedules, and travel details.
- Team practice for students competing in Career Development Events (CDEs) or Leadership Development Events (LDEs).
- Budget review and fundraising activities to support trip costs.
- Completion of permission slips, medical forms, and code of conduct agreements.
- Tours of higher-level institutions (University of Illinois Urbana-Champaign, Purdue University)
- Hotel Rooms reserved- Drury Plaza Hotel (9625 N Meridian St, Indianapolis, IN 46290)
- Industry tours including John Deere, Fair Oaks Dairy Farms, and Indianapolis International Speedway.

- Leave will be requested in iVisions and Frontline for 4 days... October 29-November 1. A substitute teacher will be requested. We will leave on Tuesday, October 22nd and return on Saturday, October 26th.
- A transportation request has been sent to the Transportation Department requesting 1 rental van.
- Online convention registration opens on September 11th and will remain open through the convention. Names of participants can be made on site, but the fee increases per member added or changed. At the September FFA chapter meeting (Early September), we will inform members of convention opportunities and present them with the required paperwork to participate. The paperwork deadline is October 1st.
- Mayes has reviewed the **schedule and tentatively determined the schedule that all participants will follow**. Refer to the online schedule at ffa.org. Participants will have a pre-planning meeting, going over the various activities and the purposes and expectations of the trip. Students attending will also have a say in the workshops, business sessions, career show activities, competition finals, etc., that they want to participate in or attend. Students will also determine an agribusiness tour that they want to go on Thursday afternoon of the convention.
- **Virtual Option** - 2025 Virtual Program (*Includes access to Virtual FFA Blue Room, Live Streaming of all Sessions, and On-demand Student and Teacher Workshops*). There is no registration or fee needed for the 2025 virtual program.

Follow-Up Activities

- Student reflections on their convention experience presented during a chapter meeting.
- Presentations to agriculture classes and the school board/community about lessons learned.
- Chapter discussions about how new ideas can be applied to local FFA activities.
- Officer and member goal setting based on convention inspiration.

Assessment of Trip Impact

- Student surveys before and after the trip to measure growth in leadership confidence and agricultural awareness.
- Evaluation of chapter participation in workshops, tours, and sessions.
- Tracking of CDE/LDE performance results at the national level.
- Advisor and student reflections used to improve future participation.

Funding and Budget

Item	Cost Estimate
Lodging (3 nights)	\$2000

Meals	\$TBD
Transportation (bus/van)	\$200
Afternoon Activities	\$400
Total Estimated Cost	\$2600

Funding Sources:

- Chapter FFA Funds
- Possible Community Donations or Sponsors
- Fundraising Events
- Participant Contribution

Common Experience & Multidisciplinary Connections

- **Agricultural Education:** Reinforces agricultural literacy, advocacy, and leadership.
- **Career & Technical Education:** Provides career exploration and hands-on industry connections.
- **Business & Economics:** Students manage budgeting, fundraising, and marketing of their chapter.
- **English Language Arts:** Students develop communication and presentation skills through reflections and workshops.
- **Social Studies/Civics:** Engages students in leadership, community involvement, and cultural diversity.
- **STEM:** Many exhibitors and workshops highlight agricultural science, engineering, and technology.

Conclusion

The National FFA Convention & Expo is a transformative experience that equips Linn-Mar FFA members with real-world skills, leadership growth, and career exploration opportunities. Through careful planning, meaningful participation, and reflective follow-up, this trip will strengthen not only the individual students but also the chapter and school community.