



Excursions and Trips Request Form

Code 603.3-E

Date Request Received by CFO/COO: 8/28/20

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>Jacob Mayes</u> Date <u>8/27/20</u>	
Chief Financial/Operating Officer Approval		<u>[Signature]</u> Date <u>9/9/20</u>	
Board of Directors Approval		Date	

April 1-2, 2027
Hilton Coliseum
Ames, IA

State Science and Technology Fair of Iowa (SSTFI)

Overview

The State Science and Technology Fair of Iowa (SSTFI) is Iowa's premier student research competition. Students from across Iowa showcase original science, technology, engineering, and mathematics (STEM) investigations while developing research, critical thinking, communication, and problem-solving skills.

Purpose

- Develop scientific inquiry, research, and critical thinking skills.
- Promote innovation and problem-solving through STEM-based investigations.
- Encourage students to communicate scientific findings to judges and peers.
- Provide exposure to STEM careers, college programs, and research opportunities.
- Foster collaboration, creativity, and lifelong learning.

Pre-Planning

- Student Eligibility and Registration: Register qualifying students according to SSTFI guidelines and deadlines.
- Research Preparation: Assist students with project development, data collection, analysis, and documentation.
- Presentation Skills: Prepare students for interviews and project presentations.
- Logistics and Supervision: Coordinate transportation, lodging, schedules, and chaperones as needed.
- Safety and Ethics: Review research ethics, safety procedures, and fair regulations.
- Parent Communication: Share expectations, timelines, costs, and travel information.

Common Experience

- Presenting research projects to qualified judges.
- Participating in project interviews and feedback sessions.
- Observing innovative research from students across Iowa.
- Networking with STEM professionals, educators, and peers.
- Exploring college, industry, and career opportunities in STEM fields.

Assessment

- Student Reflection on research process and learning outcomes.
- Judge Feedback and project scoring rubrics.
- Advisor Observation of professionalism and engagement.
- Program Review to improve future participation.

Funding

- School district STEM or academic activity funds.
- Science department or gifted education budgets.
- Student fundraising activities.
- Parent or community contributions.
- Local business, industry, or educational sponsorships.

Follow-Up Plan

- Student Debriefing and reflection activities.
- Sharing research findings with classes, clubs, or community groups.
- Application of improved research skills to future projects.
- Recognition of student achievements through school communications.
- Evaluation of participation outcomes for future planning.

Summary

The State Science and Technology Fair of Iowa provides an authentic STEM learning experience that encourages inquiry, innovation, and scientific discovery while preparing students for future academic and career success.