



Excursions and Trips Request Form

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
(Examples: Robotics, FBLA, etc.)

Submitted by: Jacob Mayes
(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 Muef</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			

Iowa FFA State Leadership Conference

Dates: April 11th- 13th, ~~2026~~ 2027

Destination: Ames, IA

Lodging: Hotel in Ankeny, IA

Chaperones: Jacob Mayes

Overview

The Iowa FFA State Leadership Conference (SLC) is a statewide career and leadership development event designed to build leadership capacity, communication skills, and personal growth in FFA members. Hosted annually by the Iowa FFA Association, the conference brings together students from across the state to participate in leadership workshops, career development events, service activities, general sessions, and networking with peers, advisors, and industry partners.

Purpose

Participation in the Iowa FFA State Leadership Conference is intended to:

- Develop student leadership, teamwork, and communication skills.
 - Strengthen understanding of FFA values, mission, and opportunities.
 - Encourage personal growth, responsibility, and civic engagement.
 - Provide exposure to agricultural education pathways, careers, and postsecondary opportunities.
 - Foster networking and collaboration among FFA members statewide.
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Pre-Planning

Successful participation in the State Leadership Conference requires intentional preparation, including:

- **Student Eligibility and Registration:** Identify and register eligible FFA members according to Iowa FFA guidelines and deadlines.
- **Event Preparation:** Prepare students for workshops, leadership labs, career development events (CDEs), and leadership development events (LDEs).

- **Leadership Training:** Provide instruction in goal setting, teamwork, parliamentary procedure, and professional conduct.
 - **Supervision and Logistics:** Coordinate transportation, lodging, meals, schedules, and chaperone assignments.
 - **Behavior and Expectations:** Review Iowa FFA Code of Ethics, dress code, and professional expectations with students.
 - **Parent Communication:** Communicate costs, schedules, expectations, and emergency procedures with parents and guardians.
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Common Experience

The Iowa FFA State Leadership Conference provides all participants with a shared leadership-focused experience. Common experiences include:

- Participation in leadership workshops and breakout sessions.
 - Engagement in FFA sessions emphasizing personal growth and organizational involvement.
 - Collaboration with peers from across Iowa through team-based activities.
 - Exposure to keynote speakers, agricultural leaders, and industry professionals.
 - Practicing professionalism, responsibility, and independence in a large-scale conference setting.
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Assessment

Student learning and leadership development will be assessed using multiple methods:

- **Student Reflection:** Written or oral reflections focused on leadership growth, teamwork, and goal setting.
- **Advisor Observation:** Evaluation of student engagement, professionalism, and participation during conference activities.
- **Event Performance:** Results and feedback from leadership or career development events, when applicable.

- **Program Review:** Evaluation of overall conference outcomes to guide future participation and improvement.
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Funding

Funding sources for participation in the Iowa FFA State Leadership Conference may include:

- FFA chapter funds or activity accounts.
- School district Career and Technical Education (CTE) funds.
- Student fundraising activities.
- Parent or community contributions.
- Local sponsors or agricultural industry partnerships.

All funds will be managed and documented according to district and chapter financial policies.

Follow-Up Plan

Following the conference, students and advisors will engage in purposeful follow-up activities:

- **Student Debriefing:** Guided discussions to reflect on leadership lessons and experiences.
 - **Goal Setting:** Students apply leadership skills by setting personal and chapter goals.
 - **Knowledge Sharing:** Participants share learning with chapter members through meetings, presentations, or activities.
 - **Chapter Application:** Leadership strategies are implemented in chapter projects, committees, and officer roles.
 - **Future Planning:** Review conference participation, costs, and student outcomes to improve future attendance.
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Summary

The Iowa FFA State Leadership Conference is a cornerstone leadership experience within agricultural education. Participation supports student growth in leadership, communication, and career readiness while reinforcing FFA values and preparing students for success in school, careers, and community involvement.