



Excursions and Trips Request Form

Exhibit 905.1

Code 603.3-R2

Date Request Received by CFO/COO: 4/30/25

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.

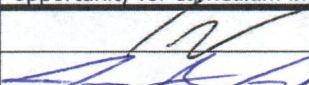

Excursion/Trip Criteria: The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: Linn-Mar Show Choir

(Examples: Robotics, FBLA, etc.)

Submitted by: Trent Buglewicz

(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	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>4/29/25</u>
Chief Financial/Operating Officer Approval			Date <u>5/1/25</u>
Board of Directors Approval			Date

Linn-Mar Show Choir Overnight Trip Request

Gretna East Show Choir Invitational

January 23-24, 2026

1. Purpose

a. Linn-Mar's three competing show choirs will travel to Gretna, Nebraska to enter a show choir competition. At this competition, the three groups, 10th Street, In Step, and Hi-Style, will receive feedback on their shows via score and in-person critique following their performance. The opportunity to compete in Nebraska would provide students with experiences watching performances from other ensembles we don't get to see often in the state of Iowa.

2. Student Supervision

a. Around 250-300 students will be traveling with at least 10 adults on the trip. Students will ride a bus with those adults and be chaperoned throughout the trip by them. The 10 adults will include the high school choir directors and various parents from our community of students.

b. Students will have incredibly specific expectations of behavior that represents our school. They will be given a lights out time at the hotel and will be individually checked by an adult the night they stay. They are not to leave the room until the morning.

3. Cost

a. This trip will be at no cost to students other than food. Our department will absorb the hotel and transportation costs with our fundraised budget.

4. Itinerary

a. Students will depart LMHS in the late afternoon of January 23rd. We will arrive in Gretna around 9pm after having a meal on the way. We will then sleep and wake up early the next morning for the competition. The three groups typically perform throughout the day, then travel home following the evening finals announcements. We anticipate leaving after finals and getting home quite late into the morning hours of January 28th.

Trent Buglewicz

Choir Teacher

Linn-Mar High School