



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 5/6/26

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 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: FBLA - Nat'l Leadership Conference Submitted by: Barb Schult
(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 [Signature]</u>		Date <u>5/4/26</u>
Chief Financial/Operating Officer Approval	<u>[Signature]</u>		Date <u>5/6/26</u>
Board of Directors Approval			Date

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America request to attend and compete at the FBLA National Leadership Conference, June 28 – July 3, 2026, San Antonio, TX.

Purpose: What is the purpose of this field trip/work site visit?

The FBLA National Leadership Conference is the culmination of competitive events, keynote speakers, workshops and election of national officers for eligible FBLA members. Students have competed in events at the district and state level against other state chapters and are now eligible to advance and compete at the National level. This event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school. Students will also represent the local Linn-Mar Chapter and Iowa State Chapter during National voting sessions.

Pre-Planning: How are you planning to maximize the learning experiences of students on this field trip/work site visit?

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students have attended many individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers are present at these sessions and have input to help the students achieve to the best of their ability. Students with prejudged projects submitted their projects to the Iowa Professional Division for review. Professional Division members send feedback and suggestions for changes prior to the student's final submission for the National Competition.

Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?

FBLA NLC participants will share their experiences with the Linn-Mar High School student body during the activity fair and membership drive in the fall of the 2025-2026 school year. Throughout the school year the NLC participants will continue to inform and educate FBLA members about FBLA's mission, the benefits provided through membership, meetings, conferences and competitions. During the District and State Leadership conferences students will help other students prepare to compete in competitive events. Students will receive their scores/critique from the judges. Students can begin to prepare for competition the following year.

Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?

Student will compete against other students from across the world. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top ten are recognized during the Awards Ceremony.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

Funds from the 2025-2026 Aramark Concessions fundraising efforts will be applied toward the conference costs. Students will fund a portion of the conference.

Common Experience: What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience "real life" situations that will better prepare them for the business world. They also will participate in the election and installation of their National and Regional officers.

Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

Students will be able to use verbal and written skills developed in other disciplines to help in competing in their events. Many of the skills learned in their Math and English classes will help in producing quality work. Experiences in leadership roles for other organizations will also benefit them in their efforts.

Overnight Accommodations

Hotel Valencia, 150 E. Houston Street, San Antonio, TX 78205

<https://www.hotelvalencia-riverwalk.com/>

June 28-July 3 (5 nights) \$1450.00 cost per room x 5 rooms=\$7,250.00 Total Cost

Mode of Transportation

Airline Information

11:00 AM, Sunday, June 28, 2026-Parents drop off students at the Cedar Rapids Airport (CID).

June 28, 2026

Departing Flight	Flight #1	Arrival	
American Airlines	AA2384		
Cedar Rapids CID	12:40 PM	Dallas-Fort Worth DFW	2:55 PM
Dallas-Fort Worth DFW	4:30 PM AA2374	San Antonio SAT	5:40 PM

July 3, 2026

Departing Flight	Flight #2	Arrival	
American Airlines	AA2266		
San Antonio SAT	6:00 AM	Dallas-Fort Worth DFW	7:21 AM
Dallas-Fort Worth DFW	9:34 AM AA2384	Cedar Rapids CID	11:35 AM

11:45 AM, Friday, July 3, 2026-Parents will pick up students at the Cedar Rapids Airport (CID).

Conference Expenses Per Person

Student Conference Registration, payable to Iowa FBLA-\$220.00 x 11=\$2,420.00

Adviser Conference Registration, payable to Iowa FBLA- \$150.00

Transportation Cost-American Airlines-\$641.65 x 12=\$7,699.80

Baggage-\$90 x 11=\$990.00

Lodging \$1450 (5 nights) x 5 rooms=\$7,250.00

Shuttle Service-\$500.00 (approximately)

NLC Group Activities \$72.00 x 12=\$864.00

Total Expense: \$19,873.80/11=\$1,806.71

**11:00 AM, Sunday, June 28, 2026-Parents drop off student's at Cedar Rapids Airport.
Airline Information**

Departing Flight		Departure	Flight #1	Arrival	
Date		June 28, 2026		June 28, 2026	
Airline		American Airlines	AA2384		
		Cedar Rapids CID	12:40 PM	Dallas-Fort Worth DFW	2:55 PM
		Dallas-Fort Worth DFW	4:30 PM	San Antonio SAT	5:40 PM
Return Flight					
Date		July 3, 2026	Flight #2	3, 2026 July	
Airline		American Airlines	AA2266		
		San Antonio SAT	6:00 AM	Dallas-Fort Worth DFW	7:21 AM
		Dallas-Fort Worth DFW	9:34 AM	Cedar Rapids CID	11:35 AM

Shuttle from Airport to Hotel/Hotel to Airport

Pick-up date	June 28, 2024
VIA Metropolitan Transit Route 5 from San Antonio Airport to downtown arriving close to Valencia Hotel, 150 E Houston St., San Antonio.	
Departure date	July 3, 2024
TIMEVIA Metropolitan Transit Route 5 from Valencia Hotel, 150 E Houston St., San Antonio to San Antonio Airport.	

Hotel Accommodations

Date	Hotel	City, Country	Website	Phone number
June 28, 2026- July 3, 2026	Hotel Valencia	150 East Houston Street, San Antonio, TX 78205	https://www.hotelvalencia-riverwalk.com	210-227-9700

FBLA Conference Schedule

Sunday, June 28, 2026 (Day 1)

4:00 PM-8:30 PM	Early Conference Check-In & Info Desk	
7:00 PM-10:00 PM	FBLA Block Party (Optional Purchase) Sanvi & Harish	Casual Attire
11:00 PM	Curfew	

Monday, June 29, 2026 (Day 2)

7:00 AM-6:00 PM	Conference Check-In & Info Desk	
8:00 AM-6:00 PM	Competitive Events Info Desk Open	
8:00 AM-5:00 PM	Competitive Events	Professional Attire
2:00 pm	Business Ethics	Professional Attire
8:00 AM-5:00 PM	LifeSmarts Competition	Professional Attire
9:00 AM-11:30 AM	Competitive Events Judge Orientation	Professional Attire
9:00 AM-4:00 PM	Workshops	Professional Attire
10:00 AM-4:00 PM	Future Leaders Expo Hall Open	Professional/Casual Attire
6:00 PM-7:00 PM	Pre-Show for Opening Session	Professional Attire
7:00 PM-9:00 PM	Opening Session	Professional Attire
11:00 PM	Curfew	

Tuesday, June 30, 2026 (Day 3)

7:00 AM-5:00 PM	Conference Info Desk Open	
7:00 AM-6:00 PM	Competitive Events Info Desk Open	
8:00 AM-6:00 PM	Competitive Events	Professional Attire
Morning	Coding & Programming	Professional Attire
Morning	Website Design	Professional Attire
Afternoon	Business Ethics Preliminary Round	Professional Attire
Afternoon	Business Plan	Professional Attire
Afternoon	Website Coding & Development	Professional Attire
9:00 AM-4:00 PM	Workshops	Professional Attire
9:00 AM-4:00 PM	Future Leaders Expo Hall & National Officer Candidate Campaign Booths	Professional Attire/Casual Attire
1:30 PM-2:30 PM	Regional Campaign Rally & Recognition Session	Professional AttireDev
11:00 PM	Curfew	

FBLA Conference Schedule

Wednesday, July 1, 2026 (Day 4)

5:00 AM	Competitive Events Finalists Posted	
7:00 AM–5:00 PM	Conference Info Desk Open	
7:00 AM–6:00 PM	Competitive Events Info Desk Open	
8:00 AM–6:00 PM	Competitive Events	Professional Attire
Morning	Business Ethics, Coding & Programming, Website Design Final Round	Professional Attire
Afternoon	Business Plan, Website Coding & Development Final Round	Professional Attire
8:00 AM–9:00 AM	National Officer Q & A Session	Professional Attire
9:00 AM–1:00 PM	Future Leaders Expo Hall Open	Professional/Casual Attire
9:00 AM–2:00 PM	Workshops	Professional Attire
12:00 PM	National Officer Election Voting	
1:00 PM–5:30 PM	Business Achievement Awards Capstone Competitive Review Finals	
1:00 PM–6:00 PM	Certification Lab	Professional Attire
6:00 PM	Optional Social Activity	
11:00 PM	Curfew	

Thursday, July 2, 2026 (Day 5)

12:00 PM	National Officer Election Closes	
4:00 PM–5:00 PM	Pre-Show for Awards of Excellence Ceremony	Professional Attire
5:00 PM–9:00 PM	Awards of Excellence Ceremony	Professional Attire
11:00 PM	Curfew	

Friday, July 3, 2026 (Day 6)

4:00 AM	Depart San Antonio, TX	Arrive in Marion, IA
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Expense-Per Student

FBLA NLC Registration	\$233.64
Transportation	\$699.98
Baggage	\$98.00
Hotel Accommodations	\$659.09
Entertainment	\$72.00
Subtotal	\$1,762.71
Less fundraising	(\$364.64)
Less 4/28/26 Deposit	(\$1,000.00)
Total Expense per Student	\$398.07 Remainder balance due by May 15, 2026, 3:00 PM

Additional Expense for student

Food	\$360.00 (Student's cost-average meal \$20)
Accident Insurance	\$3.00 (Optional)
FBLA Block Party	\$35.00 (Optional)
T-Shirt/Fun Pak	\$30.00 (Optional)
Trading Pins	\$15.00 (Optional)
