

**Kenyon-Wanamingo Public Schools  
Independent School District #2172  
Kenyon, Minnesota**

**610 FIELD TRIPS – Form B**

**KENYON-WANAMINGO MIDDLE-HIGH SCHOOL  
EXTENDED STUDENT TRIP REQUEST FORM**

This request form must be completed for any proposed student trip which is taken for more than one day and requires an overnight stay. Requests must be submitted to the Principal by May 1st of the year prior to the trip (unless competition related).

Name of Group: FFA Date of application: 5/11/20  
 Teacher/Sponsor: Ms Sauer Destination: Indianapolis Indiana  
 Number of students: 9 Number of adult chaperones: 1  
 Educational Goal or Objective: Career Expo + general sessions

**Please attach an itinerary and supervision plan.**

Departure Date: 10/21/26 Time: 8am Return Date: 10/24/26 Time: 10pm  
 Number of school days: 3 Number of non-school days: 1  
 Is this a recurring trip? yes Date last trip was taken: 2024

Estimated trip cost			
Student fee	\$ <u>0</u>	X <u>9</u>	(number of students) = \$ _____
Adult fee	\$ <u>0</u>	X <u>1</u>	(number of adults) = \$ _____
Total round trip charter miles	<u>+200</u>	X \$ 1.40 per mile	= \$ _____
Total round trip school van miles	<u>1200</u>	X \$ .99 per mile	= \$ <u>1,188</u>
Bus driver time	_____	X \$25.00 per hour	= \$ _____
Substitute teacher	<u>1</u>	X \$175 per day	= \$ <u>525</u>
Other faculty attending	_____	X \$40 per hour	= \$ _____
Other faculty supervision	_____	X \$40 per hour	= \$ _____
Miscellaneous costs	_____		= \$ _____

Amount of money collected by trip organizer: \$ \_\_\_\_\_

Cost to student: \$ \_\_\_\_\_

Cost to the district: \$ 1,713

Budget code(s) to be charged: FFA Activity Account

List chaperone cell phone numbers:  
920-422-2823

**\* Please notify school nurse to plan for special student needs.**

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(This section to be completed by Principal)

Transportation contact date: \_\_\_\_\_ Vehicle(s): \_\_\_\_\_

Comments: \_\_\_\_\_

Principal confirmation of transportation: \_\_\_\_\_ Date: \_\_\_\_\_

- School Board Policy 610 states that field trip approval will be dependent upon a plan that suggests an orderly and safe environment, clear learning objectives, reasonable cost to the participant or district, and minimal impact of an absence on scholastic performance and the overall operation of the school. Every reasonable effort must be made to avoid missing instructional days.

**If a fundraiser is going to help defray the cost, please attach a Request for Fundraiser Form.**

Approved     Disapproved      *AV*   Activities Director    Date   5/13/26  

Approved     Disapproved      *M.R.*   Principal    Date   5-11-26  

Approved     Disapproved      *PH*   Superintendent    Date   5/12/26  

Approved     Disapproved    \_\_\_\_\_ School Board Clerk    Date \_\_\_\_\_

cc (if approved): Trip coordinator, school office staff, and food service director.