

# Overnight or Out-of-State Trip Request Form

School Board Adopted: November 7, 2016

Group/Grade Level Requesting trip: CLASS OF 2026 Staff in Charge: JILL BAKKEN

Destination: NORTHERN AIR ACTION PARK - GRAND FORKS, ND

Agency making the arrangements: SENIOR CLASS ADVISOR - JILL BAKKEN

Dates of Trip: MAY 12, 2026

Number of School Days Missed: 8:30AM/3:00PM

Number of Students Participating: ~ 30

Departure/Return Times: \_\_\_\_\_

Goal or purpose of the trip and its relationship to curriculum objectives: \_\_\_\_\_

SENIOR CLASS TRIP

Supervision requirements: one adult for every 8 students. Same gender chaperone must be included for each gender participating.

Staff Accompanying: JILL BAKKEN

Other Adults Accompanying: BELINDA SCHERMERHORN

## Cost Factor:

Trip Funded by:  Student/Parents  Fundraiser  School  Other \_\_\_\_\_

→ AUXILIARY ACCOUNT - SENIOR CLASS

Cost per student: \$ 25.00

This cost includes: Trip cost for student (transportation, meals, lodging, admissions, etc.) \$ 25.00  
Portion of trip cost for adult chaperones \$ \_\_\_\_\_  
Other (please describe) \$ \_\_\_\_\_

What provision has been made for students with financial difficulties? Fund raising activities conducted?

IF STUDENTS CANNOT AFFORD TO GO, THEY MAY MAKE A REQUEST TO THE CLASS ADVISOR.

What efforts have been made to acquire the most cost effective price? \_\_\_\_\_

NEGOTIATIONS W/ THE HOST SITE ARE THE LOWEST AVAILABLE.

Transportation Information: How will students be transported?

Bus \_\_\_\_\_ Name of Company \_\_\_\_\_

Plane \_\_\_\_\_ Name of Airline \_\_\_\_\_

School District bus or van

School District not responsible for transportation \_\_\_\_\_

Other - explain \_\_\_\_\_


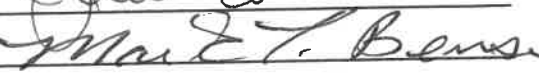
Meal (and lodging if relevant) arrangements (attach additional pages if necessary): STUDENT MEAL

COSTS ARE COVERED AT NORTHERN AIR WITH

THE \$25.00 TRIP COST.

Description of trip plan and routes (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communication – Please attach a copy of the trip itinerary. Include parental and student input in the planning process and all parent meetings conducted to ensure full disclosure of the trip and associated topics to include but not limited to: purpose of the trip, cost (to include spending money), fund raising, adult chaperones, emergency telephone numbers, medical insurance needs, procedures for sending a student home in case of an emergency (medical, disciplinary, etc.) and itinerary.

Person in Charge Signature  Date 4/24/26  
Building Principal Signature  Date 4/27/26  
Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Date School Board Approved \_\_\_\_\_

# SENIOR CLASS TRIP - MAY 12, 2026

## NORTHERN AIR ACTION PARK - GRAND FORKS, ND

### Details:

1. We will leave at 8:30 am on Tuesday, May 12th. We will arrive back in Bagley about 3:00 pm.
2. We will have two hours at Northern Air (10:30 am - 12:30 pm). There will be pizza and pop available at 12:15 pm. We need to leave prior to 1:00 pm.
3. We are not allowed to bring in any outside food or beverages. You may bring an empty water bottle to fill at Northern Air. Pop with lunch will be provided, but purchase of any other beverages or ice cream at Northern Air will be on your own.
4. Attractions available for our use will be:
  - a. Trampolines
  - b. Laser Tag
  - c. Virtual Reality
5. Individual cost for the trip is \$25.00. This includes the cost of attractions and pizza/pop at Northern Air.
6. We will stop at Chick-fil-A on our way home. You will need to bring your own money for purchasing food/beverages at the restaurant.

### If you wish to attend our class trip, you must do the following:

1. **Required paperwork:**
  - a. BHS **Permission Slip**.
  - b. Northern Air **Participant Waiver**. **The link is posted in Google Classroom.**  
**This MUST be completed online.**
  - c. These MUST be completed AND SIGNED to attend our event.
  - d. Permission slips can be picked up and dropped off in the office or directly in Room 415 to Ms. Bakken.
2. **Cost:**
  - a. Bring your **\$25.00** (cash or check) to the office or Ms. Bakken by the end of the day on May 8th.
  - b. Checks can be made to Bagley High School.
3. **Other items:**
  - a. If you have a food allergy, please let Ms. Bakken know asap.
  - b. If it matters to you, please indicate your preferred pizza topping(s) to Ms. Bakken by May 5th.

*Attendance for the class trip is not mandatory. If you are not attending our class trip on May 12th, you are expected to be in school.*





# Bagley Junior Senior High School

Mark Bensen  
Principal

1130 Main Ave N.  
Bagley, MN 56621  
Phone: 218-694-3120  
Fax 218-694-3225

John Sutherland  
Dean of Students

## PERMISSION SLIP FOR OFF-CAMPUS ACTIVITIES & STUDENT BEHAVIOR GUIDELINES

ACTIVITY DATE: 5/12/26 ACTIVITY: SENIOR CLASS TRIP

LOCATION: NORTHERN AIR ACTION PARK - GRAND FORKS, ND

PLEASE COMMENT ON ANY SPECIAL HEALTH PROBLEM(S) THAT WE SHOULD BE AWARE OF: \_\_\_\_\_

**APPROPRIATE STUDENT BEHAVIOR IS ESSENTIAL TO PROVIDE A SAFE, MEANINGFUL EXPERIENCE FOR ALL INVOLVED IN SCHOOL SPONSORED ACTIVITIES AND TRIPS. THE FOLLOWING POLICIES WILL BE STRICTLY ENFORCED BY THE ACTIVITY SUPERVISOR AND DESIGNATED CHAPERONES. THESE GUIDELINES ARE FOR DAY/OVERNIGHT ACTIVITIES.**

1. STUDENTS SHALL NOT POSSESS OR USE ALCOHOL, TOBACCO, DRUGS OR DRUG PARAPHERNALIA.
2. STUDENTS SHALL NOT ENGAGE IN ANY MANNER WHICH ENDANGERS, EMBARRASSES, HARASSES, OR VIOLATES THE RIGHTS OF OTHERS, THIS MEANS AT THE ACTIVITY OR ON THE BUS.
3. STUDENTS SHALL NOT VISIT ANY AREAS EXCEPT THOSE DESIGNATED BY THE SUPERVISOR.
4. INITIATIONS OF ANY KIND ARE STRICTLY FORBIDDEN.
5. STUDENTS SHALL REPORT PROMPTLY AND BE PREPARED FOR ALL ACTIVITIES AND BUS SCHEDULES.
6. STUDENTS WILL DRESS TO REFLECT THE OCCASION; THE PURPOSE IS TO LOOK RESPECTABLE AND WELL GROOMED AT ALL TIMES. DRESS SHOULD BE CLEAN, NEAT AND SHOES ARE REQUIRED.
7. STUDENTS WILL BE ASSIGNED TO ROOMS ON OVER-NIGHT TRIPS. ONLY STUDENTS IN THE ACTIVITY AND OF THE SAME SEX ARE PERMITTED TO BE IN THE ROOMS OF OTHER ACTIVITY MEMBERS. WHEN BOYS AND GIRLS WANT TO MEET TOGETHER IT MUST BE IN AN AREA DESIGNATED BY THE ACTIVITY SUPERVISOR.
8. STUDENTS SHALL ADHERE TO CURFEWS AS ESTABLISHED BY THE SUPERVISOR.

**CONTINUED ON  
BACK**

# Bagley Junior Senior High School

5/4/2023 Page 2

9. STUDENTS SHALL NOT LEAVE A LODGING ACCOMMODATION, ACTIVITY AREA OR ANY GROUP ACTIVITY WITHOUT THE PERMISSION OF THE SUPERVISOR.
10. STUDENT ROOMS, LUGGAGE, AND PERSONAL BELONGINGS ARE SUBJECT TO PERIODIC INSPECTION BY THE SUPERVISOR AND DESIGNEE AS DEEMED NECESSARY TO INSURE THE ENFORCEMENT OF THESE POLICIES.
11. STUDENTS WILL BE RESPONSIBLE FOR PAYING THE COST OF ANY DAMAGED PROPERTY.

DISCIPLINARY ACTION SHALL BE TAKEN FOR THE VIOLATIONS OF ANY OF THE ABOVE POLICIES. IF THE SUPERVISOR DETERMINES THAT A VIOLATION OF THESE POLICIES IS INTOLERABLE OR SEVERE, THE STUDENT WILL BE RETURNED OR SENT HOME **PRIOR** TO THE COMPLETION OF THE ACTIVITY OR TRIP, **AT THE EXPENSE OF THE PARENT/GUARDIAN.**

**MY CHILD AND I HAVE READ AND FULLY UNDERSTAND THE POLICIES LISTED ABOVE AND AGREE TO COMPLY WITH THEM, AND BY SIGNING BELOW MY CHILD AGREES TO ACCEPT RESPONSIBILITY FOR HIS/HER BEHAVIOR. I/WE FURTHER UNDERSTAND THAT ALL POLICIES AND DISCIPLINE ISSUES ARE GOVERNED BY THE STUDENT HANDBOOK.**

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE

TELEPHONE NUMBER: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER: \_\_\_\_\_

PLEASE READ, SIGN AND RETURN COPY BY: 5/8/26 \_\_\_\_\_  
DATE

TO: \_\_\_\_\_



ACTIVITY SUPERVISOR SIGNATURE