

2340 F5/page 1 of 5

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip National FFA Convention  
 Proposed Departure Date October 25th, 2022 Return Date October 28, 2022  
 Proposer Emily Turner / Brautigam Position Ag Teacher, FFA Advisor  
 Date by which response is needed ASAP Proposal Date Sep 15, 2022

A. Purpose

1. What is the major place to be visited or event to be attended?

**National FFA Convention & Expo  
 Indianapolis, Indiana  
 Louisville, Ky**

2. How is the trip related to the educational program of the District?

**This trip os related to the educational program of the district because it allows for students to explore career opportunities, attend tours and create relationships/ network with other FFA members from across the country.**

3. In what ways will the students benefit?

**Students will be able to experience things they wouldn't normally be able to in Mercer County, they will be more motivated to become involved in FFA and explore other career opportunities related to the industry of agriculture.**

4. In what ways will the District benefit?

**The District will benefit by producing more well rounded students to enter to world upon graduation.**

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

**Students will complete a presentation on class about their experiences at National Convention to their peers to encourage them to become more involved in FFA & agriculture.**

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?  
**Celina FFA**
2. How many students in total?  
**21 studnets**
3. How many students are currently experiencing academic problems?  
**0 students, but will check on their progress as it gets closer**
4. Which staff member will be in charge?  
**Emily Turner Brautigam**
5. What previous experience has the staff member had in conducting overnight or extended field trips?  
**National FFA Convention, Ohio FFA Camp, Mission Impact Leadership**
6. What other staff members will be going?  
**N/A**
7. How many chaperones, in addition to staff members, will be going?  
**N/**
8. What are their names and affiliations with the students?  
**Cara Muhlenkamp: Parent**  
**Ryan Muhlenkamp: Parent**  
**Alicia Knapke: Sibling**
9. How many school days will be missed?  
**4 days**
10. How will teachers be advised in advance that the students will be out of school?

**Students will be required to have a paper signed (created by Mrs. Turner) ahead of time by each teacher at least 2 weeks ahead of time to allow for their teaches to have ample notice of their missing class.**

C. School Work

1. How will missed work be made up?

Students will be advised to stay for AA upon return from our trip to complete their assignments / classwork that was missed.

2. What special assistance will be provided students with academic problems?

Students with academic problems will not be permitted to attend.

D. Itinerary

1. What is the destination?

See attached.

2. What will be the mode of transportation? What liability insurance does the carrier have?

Rented Vans through Cara Muhlenkamp

3. Where will the group be housed and fed?

Wingate Inn - Indianapolis Airport 5797 Rockville Road Indianapolis, IN 46224.  
Hampton Inn Louisville-North/Clarksville, 1501 Broadway Street, Clarksville, IN, 47129

4. What enroute or supplementary activities are planned?

See attached.

5. What arrangements have been made for dealing with emergency situations?

I will have a meeting with parents ahead of time for all students attending. All parents will have my cell phone number in case of emergency. There are also medical stations at Convention.

6. What arrangements have been made for administering necessary medications to students while on this trip?

I will meet with all of the parents of students attending to go over any medication requirements/ needs.

7. If tour guides are involved, what liability insurance do they carry?

N/A

**E. Finances**

1. **What is the estimated total cost and cost per student?**  
**See attached.**
  
2. **What is the source of funds?**  
**Celina FFA, student out of pocket**
  
3. **How will the funds be collected and safeguarded?**  
**Deposited into the Celina FFA account**
  
4. **How will any shortfall be made up or excess funds used?**  
**The Celina FFA will cover any shortfalls. Excess funds will be given back to students.**
  
5. **What provision has been made for students who are financially unable to pay any necessary costs?**  
**This trip is not mandatory for any students. The Celina FFA is covering portions to make it more affordable for students & families.**

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

I will set up a parent meeting ahead of time in person.  
I will be posting via social media.  
All parents will have my cell number on hand.

2. List telephone numbers at destination and where group will be housed.

1-317-495-6600  
812-280-1501

3. What information will be provided to the media and the community?

The students reporter will be writing news articles. The VP of Public Relations will be posting via social media.

Andy T  
Signature of the Requestor

SEP 15, 22  
Date

Rene Kramer  
Principal

9/19/22  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date