

**Brecksville-Broadview Heights City Schools**  
**Application to the Board of Education**  
**Proposal for Overnight/Out of State Trip**

***Please submit an application to the building Principal/Athletic Director for initial approval before submission to the Board of Education.***

Please provide all of the following information:

Group or Organization: Robotics Team 2011

Staff Member in Charge/Position: Craig Kowatch

Destination: Tridelphia, West Virginia

Departure/Arrival Information:

Leaving School                      Date: Jan 29                      Time: 3:00pm

Return to School                      Date: Jan 31                      Time: 9:00 pm

Proposed Date of Trip Jan 29-31

Date by which response is needed Jan 1

1. Trip Expenses:

- A. Mode of Transportation (*Name of Company*). Does the carrier have liability insurance?  
What kind? Are turnpike fees included?

Parent Transportation \_\_\_\_\_ +

***Total Cost of Transportation:***

0 \_\_\_\_\_

- B. Lodging Information (*Include addresses, contact names and phone numbers*).  
Hampton Inn 795 National Rd. Wheeling, West Virginia 46003 800-497-2175

***Total Cost of Lodging:*** \$3,240.00 \_\_\_\_\_

- C. Meals (List all meals included in the trip. Please note how many meals will be participants' responsibility)

All are responsibility of students.

**Total Cost of Meals:** \$0

- D. Are there any supplementary activities? Are entry fees required?

\$260x3 teams

**Total Cost of Activities:**

\$780

**Calculations of Event Expenses:**

1. Transportation	\$ <u>0.00</u>
2. Lodging	\$ <u>3,200.00</u>
3. Food	\$ <u>0</u>
4. Event Fees	\$ <u>780</u>
5. Other	\$ <u>0</u>
<b>Total</b>	\$ <u>\$3,980</u>

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

The school nurse will be given the participant list two weeks in advance of the trip to be able to direct the preparation and guidelines for the administration of both over-the-counter and prescription medications

3. What arrangements have been made for dealing with emergency situations? Who will be responsible for all medical information sheets? How will the forms be stored and transported?

Trip director Craig Kowatch will be responsible for the management and transportation of all medications. Mr. Kowatch will manage emergency contact information and medication directions. Mr. Kowatch will contact the BBHHS administration in the event of any emergency and follow the guidelines/expectations laid out to him.

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

N/A

5. How is the trip related to the educational program of the district?

The Robotics program and associated competitions promote essential elements of the district goals outlined in the Portrait of a Graduate and Culture Playbook. The trip will specifically model all four quadrants of the P.O.G including Future Ready (Core Technical Skills, Problem Solver, Communication and Listening Skills), Self-Reliant (Resourceful), globally-Responsible (Team Collaborator), Emotionally Prepared (Resilient, adaptable, and flexible, Growth Mindset.

6. In what ways will the students benefit? How will the district benefit?  
Competitions promote students interacting with other students from other districts across the state, region, and nation in a fun, safe, and competitive environment. Students will be able to test their designs and measure the success of their preparation against some of the top teams in the region.  
The district will benefit as Team 2011 members are engaged students who learn to balance a significant commitment with the schedule and demands of the robotics program. Additionally, students are able to demonstrate transferable academic skills in a problem-solving setting.
7. How will the trip be evaluated to determine the extent to which these benefits were realized?  
Each tournament is evaluated at the conclusion of the event with Monday team meetings to breakdown the trip from the teams outcomes, review of programming and design success, and an evaluation of how students performed in a competitive environment.
8. How many students in total? Are any students experiencing academic problems? What previous experience has the staff member had in conducting overnight or extended field trips? What other staff members will be going?  
26 Students will be attending. I have been leading these trips for Team 2011 for 11 years now. Students are all in good standing both behaviorally and academically at BBHHS. If students do not demonstrate appropriate behavior or academic progress they are not permitted to attend the trips.
9. How many chaperones, in addition to staff members, will be going? What are their names and affiliations with the students?  
Two staff members will be going who are both approved coaches by the BBHHS BOE and appropriately credentialed. Varsity Coach Craig Kowatch , Casey Kowatch MS Coach
10. Will any school days be missed? If so, how many? How will teachers be advised in advance that the students will be out of school? How will missed work be made up? What special assistance will be provided to students with academic problems?  
Yes, 1 day of school will be missed. Students complete study hours while on the trip to avoid falling behind significantly from lost instructional time. Students are advised of the absence procedure and make-up policy for work. They are expected to make arrangements with all teachers to complete any assignments or assessments given while students are at competition. Teachers are also made aware of trip participants in advance to help coordinate academic workload and requirements in advance of the trip.

11. Estimated Cost to Organization and how is this trip funded? How are the funds collected and safeguarded? How will any shortfall be made up or excess funds used?

\$4,554.80 - The Team 2011 club pays for the cost of the trip through membership dues, fundraising, and donations.

**Date of Submission to Athletic Director/Principal** \_\_\_\_\_ 12-7-25 \_\_\_\_\_

**Signature of Athletic Director/Principal indicating endorsement** \_\_\_\_\_ 

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**Approved by Superintendent**

\_\_\_\_\_  
**Date**

**Date Approved by Board of Education**

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