

**Buffalo-Hanover-Montrose Public Schools**  
**Optional Field Trip/Overnight or Out-of-State Trip Form**

School Buffalo High School Group Making Request: Concert Band/Choir/Orchestra

Principal Mark Mischke Person in Charge: M, Knutson/S. Rabehl/M. Walsh

1. Destination: Nashville & Chicago

2. Dates of Trip: April 22-27 Number of School Days Missed: 3

3. Number of Students: Male 67 Female 75

4. Grade Levels Included: 10-12

5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.

a. Staff Accompanying Michael Knutson, Scott Rabehl, Michael Walsh, Jill Starr

b. Other Adults Accompanying: 10-11 parents, TBD

7. Describe the purpose and objectives of the trip:

Each of the groups will receive a clinic at Vanderbilt University and perform in the Windy City Classic Music Festival arranged by Performing Arts Consultants to be held at Dominican University. Students will have the opportunity to experience many of the highlights of two important cultural centers.

8. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student

b. Cost per person app. \$695, lowered by app. \$100 by NOFM & other funds

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

Happenings Books sales, coffee sales, frozen food sale, Cub Food bagging, planting for Dan & Jerry's, Night Out for Music

- d. What efforts have been made to acquire the most cost effective price?  
We have received bids from other companies and selected Performance Tours because of cost and past positive experience on other trips with this company
- 

1. Faculty members may not receive any salary remuneration relating to field trips from outside agencies or arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs? YES NO
2. Insurance Issues
- a. Will students need additional medical insurance coverage? YES NO
- b. Is group tour insurance being purchase? If so, what is the coverage and cost?  
No
- 

9. Transportation Information: How will students be transported?

- a. Bus 4 buses Name of Company \_\_\_\_\_
- b. Plane \_\_\_\_\_ Name of Airline \_\_\_\_\_
- c. School District van/s \_\_\_\_\_
- d. School District not responsible for transportation \_\_\_\_\_
- e. Other – explain \_\_\_\_\_

10. 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, procedure for sending a student home in case of an emergency (medical, disciplinary, etc.) and itinerary.

Person in Charge Signature M. Lambert Date 1/9/14

Activities Director Signature [Signature] Date 1/9/14

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT TRIP MEETING

BHS Music Department  
Monday, December 9, 2013  
8:00 p.m. – PAC

### Agenda Items:

1. Nashville/Chicago 2014 Spring Trip (Tuesday, April 22 - Sunday, April 27)
2. Preliminary Itinerary
  - Trip Cost
  - Package Inclusions: Round trip transportation by deluxe motor coach, 4 hotel nights (1 Nashville; 3 Chicago) in quad accommodations with private security guard (11 p.m.-3 a.m.), and 6 meals (4 hot breakfasts/2 dinners)
  - Performance Inclusions: Master Clinic at Vanderbilt University in Nashville. Perform in Music Festival in Chicago with awards banquet at Drury Lane Theatre which includes dinner and a live performance of Les Miserables.
  - Sightseeing Inclusions: Country Music Hall of Fame Museum, walk around the Opryland Hotel, Chicago Museum Choice (Adler Planetarium, Art Institute of Chicago, Field Museum of Natural History or Museum of Science & Industry), Millennium Park, Lincoln Zoo, Willis Tower Observation Deck (formerly Sears Tower Skydeck), Nighttime Harbor Cruise on Lake Michigan, Navy Pier and Water Tower Place/Michigan Avenue
  - Additional Live Entertainment Options at an additional charge per person: Blue Man Group (\$51/person)
3. Chaperones
4. Fundraising Opportunities and Ideas
  - Happening Books--done
  - Coffee/Tea (Annick's Old World Coffee & Tea)--fall sale done; spring sale begins 3/3/14
  - Cub Foods Bagging Dates: January 18 and February 23
  - Future Fundraisers: The Chip Shoppe (Frozen Food), Dan & Jerry's Planting, and Night Out For Music (March 15)
5. Parent Volunteers
6. Pre-Trip Parent/Student Meeting to go over final itinerary and trip expectations is scheduled for:  
**Monday, April 7, 2014 at 7:00 p.m. in the Gym.**
7. Other

### Financial Picture:

The cost of the Nashville/Chicago trip is approximately \$695 per student. However, each student going on the trip will receive some money from Night Out For Music and other department sources which we anticipate will bring the cost down to \$595. Funds can be earned through fundraisers or paid by personal checks. All money should be placed in an envelope with student name, amount, group name, and purpose clearly marked. These envelopes go in the purple collection box in the main office. Please use the following payment schedule as your guide (but feel free to deposit money into student's account at any time):

<u>Date</u>	<u>Payment</u>	<u>Account Total</u> <u>(amount in Student Account)</u>
Nov. 26	\$100 deposit	\$100
Jan. 17	\$150	\$250
Feb. 18	\$150	\$400
Mar. 17	\$100	\$500
Apr. 9	Remaining balance*	

Student account balance information will be mailed out in January and in April before the trip.

\*Night Out For Music and other department sources will be contributed to each student's account. The amount from the Music Dept. for each group will be determined by April 1, with the final payment balance due mailed out.

## BHS Band/Choir/Orchestra 2013-14 FUNDRAISER SCHEDULE

Fundraiser	Type	Profit / Earnings	Working Dates	Kick Off	Orders Due	Delivery Date	Miscellaneous Info
Happening Books	Sales	\$10/book; sell 3 get 1 book free		Thurs., 9/5/13 Fri., 9/6/13	Unsold Books turned in Mon., 9/23/13	Books on hand Money due Fri., 9/27/13	*Students check out books *Sell 10 books and receive a \$10 Caribou or Chipotle gift card
Annick's Old World Coffee & Tea	Sales (Fall)	40%		Tues., 11/5/13 Wed., 11/6/13	Mon., 11/25/13	Del. Week of 12/9/13 Money due Thurs., 12/19/13	*Order forms handed out in class *Money collected upon delivery * Checks payable to BHS *2-3 Parents to help on delivery day (afternoon 2 hrs.)
The Chip Shoppe (Frozen Foods)	Sales	40% + incentive prizes		Mon., 1/13/14	Mon., 1/27/14	Del. Week of 2/10/14 Money due Fri., 2/21/14	*Catalogs/order forms handed out in class *Money collected upon delivery *Checks payable to BHS *3-4 Parents to help on delivery day (afternoon 2 hrs.)
Cub Bagging	Donations	\$12-15/hour	Sat., 1/18/14 Sun., 2/23/14	2.5 hour shifts			*2 Parent Volunteers needed/shift *8-9students/shift; 2 shifts/day
Dan & Jerry's Greenhouses	Planting 8 a.m. - 4:30 p.m. Monticello site	Appr. \$70-80 student/8 hr. day	Dates TBA / 3-4 Saturdays				*Sign up *7 students + 1 parent each Saturday
Annick's Old World Coffee & Tea	Sales (Spring)	40%		Mon., 3/3/14 Tues., 3/4/14	Mon., 3/17/14	Del. Week of 4/1/14 Money due Fri., 4/11/14	*Order forms handed out in class *Money collected upon delivery * Checks payable to BHS *2-3 Parents to help on delivery day (afternoon 2 hrs.)
Night Out For Music	7:00 p.m. Concert and Dessert Extravaganza during Intermission	Profit after expenses goes into band/choir/orchestra fund for bi-annual trip	Sat., 3/15/14	Tickets: \$10/adult \$ 8/senior or student	Silent Auction: On trip years		*Advance ticket sales *Elegant desserts donated *Coffee/flavoring donations *Students helped with serving * Jazz Ensemble I, BHS Singers, Treble Singers, and Chamber Orchestra perform

\* All checks should be made payable to BHS.

\* Students should put orders and money in the purple box in the office.



**Buffalo High School  
Mixed Choir, Concert Band and String Orchestra  
Performing Tour to New York City  
April 22 – 27, 2014**

**Proposed/Tentative Itinerary**

*(Dates and times for all activities outlined below are subject to change)*

**DAY ONE: Tuesday, April 22, 2014**

- 2:00 p.m. – 3:00 p.m.** Load luggage and instruments into the buses (4)  
- Remain seated at all times when the bus is moving.
- 3:00 p.m. – 8:00 p.m.** Travel to Madison, WI (302 miles/5 hours of straight driving)  
Stop at Eastbound I-94, milepost 124 for a 15 minute rest stop in Black River Falls at the Rest Facility
- 8:00 p.m. – 9:00 p.m.** Dinner stop at the East Towne Mall - Food Court (student expense)
- 9:00 p.m.** Depart for Nashville, TN (620 miles/9 hours of straight driving)
- 1 hour** Restroom stops, driver changes and fuel stop
- 1 hour** Dinner stop (student expense)

**DAY TWO: Wednesday, April 23 2014**

- 1 hour** Breakfast stop (student expense)
- 9:00 a.m.** Arrive in Nashville, TN
- 9:00 a.m. – 11:30 a.m.** Visit the Country Music Hall Of Fame Museum
- 11:30 a.m. – 11:45 a.m.** Travel to Broadway Street
- 11:45 a.m. – 1:00 p.m.** Lunch on own on Broadway Street located in downtown Nashville (student expense)
- Afternoon** Master clinic for the choir, band and orchestra at Vanderbilt University School of Music
- 4:00 p.m. – 5:00 p.m.** Check into the \_\_\_\_\_ Hotel

P.O. Box 490577  
Minneapolis, MN 55449-0577  
(763) 576-6909 · Fax (763) 322-0351  
[www.perftours.com](http://www.perftours.com)

## DAY TWO: Wednesday, April 23, 2014 (continued)

- 5:00 p.m. – 5:30 p.m. Travel to Opry Mills Shopping Center (\_\_\_ miles/\_\_\_ minute drive)
- 5:30 p.m. - 6:30 p.m. Dinner on own in the Opry Mills Shopping Center (student expense)
- 6:30 p.m. – 6:45 p.m. Travel to the Texas Troubadour Theatre
- 7:00 p.m. – 9:00 p.m. Attend a live performance of "Tribute To The King" – Elvis Presley  
- I have requested they offer this performance on this evening. This request will take a couple of weeks to be confirmed.
- 9:15 p.m. – 9:30 p.m. Travel to the Opryland Resort & Convention Center
- 9:30 p.m. – 10:15 p.m. Free time to walk around the Opryland Resort & Convention Center
- 10:15 p.m. - \_:\_ p.m. Travel back to the hotel (\_\_\_ miles/\_\_\_ minute drive)
- 11:00 p.m. – 3:00 a.m. Private security guard to watch the Buffalo High School sleeping rooms

## DAY THREE: Thursday, April 24, 2014

- 6:30 a.m. – 8:30 a.m. Breakfast served in the \_\_\_\_\_
- 8:30 a.m. - 9:00 a.m. Check out of the hotel and load the buses
- 9:00 a.m. – 5:00 p.m. Travel to downtown Chicago (472 miles/7 hours of straight driving)
- 1 hour Lunch stop (student expense)
- 5:00 p.m. – 6:00 p.m. Free time for shopping in Navy Pier (student expense)
- 6:30 p.m. – 7:00 p.m. Board the Spirit of Chicago
- 7:00 p.m. – 9:00 p.m. Buffet dinner and DJ dance cruise on Lake Michigan
- 9:15 p.m. – 10:00 p.m. Travel back to the hotel (32 miles/45 minute drive)
- 10:15 p.m. Check into the Hilton Lisle/Naperville  
3003 Corporate West Drive  
Lisle, IL 60532  
630-505-0900 – Phone  
630-505-8948 – Fax  
- The hotel rooms have hairdryer, coffee maker, iron and ironing board.  
- Unpack (**DO NOT LEAVE** money in your hotel room!!!)

## DAY THREE: Thursday, April 24, 2014 (continued)

- 10:15 p.m.** Check into the Hilton Lisle/Naperville (continued)  
- Swim in the indoor pool (**6:00 a.m. – 11:00 p.m.**)  
\* The deepest part of the hotel pool is 5 feet, 6 inches deep.  
\* The hotel does not have a lifeguard on duty.  
\* Anyone that swims in the pool is swimming at their own risk.
- Till 11:00 p.m.** Swim in the hotel's indoor pool
- 11:00 p.m. – 3:00 a.m.** Private security guard (1) will watch your group's hotel rooms

## DAY FOUR: Friday, April 25, 2014

- \_ : \_ a.m. – \_ : \_ a.m.** Entire group eats in a hotel meeting room – **exact location To Be Determined**
- 8:30 a.m. – 9:30 a.m.** Travel to downtown Chicago (32 miles/30 - 45 minute drive)
- 9:30 a.m. – 11:00 a.m.** Choice of 1 of the following museums:  
- Adler Planetarium & Astronomy Museum  
- Art Institute of Chicago  
- Field Museum of Natural History  
- Museum of Science and Industry
- 11:00 a.m. – 11:30 a.m.** Travel to Millennium Park
- 11:30 a.m. – 12:15 p.m.** Free time in Millennium Park  
- Group picture with "The Bean: in the background"
- 12:15 p.m. – 12:30 p.m.** Travel to Michigan Avenue
- 12:30 p.m. – 3:00 p.m.** Lunch and shopping on Michigan Avenue (student expense)
- 3:00 p.m. – 3:30 p.m.** Travel to the Lincoln Park Zoo
- 3:30 p.m. - 5:00 p.m.** Visit the Lincoln Park Zoo
- 5:30 p.m. – 7:00 p.m.** Free time for dinner in Navy Pier (student expense)
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- 1:00 p.m. – 2:45 p.m.** **Optional** live performance of Blue Man Group
- 7:00 p.m. – 7:15 p.m.** Travel to the Willis Tower (3 miles/15 minutes of straight driving)
- 7:15 p.m. – 8:45 p.m.** Aerial view of downtown Chicago from the Willis Tower Observation Deck  
- 360 degree view from the 103rd floor
- 8:45 p.m. – 9:15 p.m.** Travel back to the hotel (32 miles/30 - 45 minute drive)
- Till 11:00 p.m.** Swim in the hotel's indoor pool

## DAY FOUR: Friday, April 25, 2014

11:00 p.m. – 3:00 a.m. Private security guard to watch the Buffalo High School sleeping rooms

## DAY FIVE: Saturday, April 26, 2014

\_\_:\_\_ a.m. – \_\_:\_\_:\_\_ a.m. Entire group eats in a hotel meeting room – exact location To Be Determined

\_\_:\_\_ a.m. – \_\_:\_\_:\_\_ a.m. Travel to Dominican University (19 miles/30 - 45 minute drive)

1 hour Lunch location TBD (student expense)

TBD Choir performs in the \_\_\_\_\_ Music Festival

TBD Band performs in the Windy City Classic Music Festival organized by PAC

TBD Orchestra performs in the \_\_\_\_\_ Music Festival

5:30 p.m. – 6:15 p.m. Travel to Oakbrook Terrace, IL (10 miles/30 - 45 minute drive)

6:15 p.m. Arrive at Drury Lane Dinner Theatre

6:30 p.m. – 7:00 p.m. Performing Arts Consultants Music Festivals Awards Ceremony

7:00 p.m. – 8:30 p.m. Dinner

8:30 p.m. – 11:00 p.m. Live performance of Les Miserables

11:15 p.m. – Midnight Travel back to the hotel (32 miles/30 - 45 minute drive)

Midnight – 4:00 a.m. Private security guard to watch the Buffalo High School sleeping rooms

## DAY SIX: Sunday, April 27, 2014

8:30 a.m. – 9:30 a.m. Entire group eats in a hotel meeting room – exact location To Be Determined

9:30 a.m. – 10:00 a.m. Check out of the hotel and load the buses

10:00 a.m. – 12:30 p.m. Travel to Madison, WI (146 miles/2 ½ hours of straight driving)

12:30 p.m. – 1:30 p.m. Lunch stop in the East Towne Mall Food Court student expense)

1:30 p.m. – 6:30 p.m. Travel to Buffalo, MN (302 miles/4 hours and 45 minutes of straight driving)  
- 15 minute rest stop will be made after lunch

6:30 p.m. Estimated arrival time back to Buffalo High School, unload the instruments and luggage. This can vary by hours due to the timeliness of the group, traffic and weather conditions.



## **EMERGENCY CONTACT**

Contact the group's Tour Director Michael Pileggi at the following numbers:

Cell phone               **763-442-6317**

Office phone           **763-576-6909** (Voices messages checked nightly and returned following day)

E-mail                    [michaelp@perftours.com](mailto:michaelp@perftours.com)

## **EMERGENCY SAFETY PROCEDURES**

Emergency at the hotel:

- Everyone in the group should report to the bus parked in the hotel parking lot.

Emergency during the tour:

- Go back to the spot the bus dropped you off at and look for the Tour Director and your Director.