

Brecksville-Broadview Heights City Schools

Application to the Board of Education

Proposal for Overnight/Out of State Trip

Please submit 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: AP Environmental

Staff Member in Charge/Position: Dan Reynolds

Name of Event: AP Environmental End of Year Camping Trip

Destination: Hocking Hills State Park

Departure/Arrival Information:

Leave School Date: 5/17/27 Time: 7:00AM

Return to School Date: 5/18/27 Time: 6:00PM

Date by which response is needed: Next convenient meeting of the Board

Trip Expenses:

1. Transportation:

Mode of Transportation:

X School Bus Number of Buses: 1

X School Van Number of Vans: 1

 Other Transportation -

a. Name of Company: _____

b. Does the carrier have liability insurance? Yes No

c. What kind of liability insurance? _____

d. Are turnpike fees included? Yes No

Total Cost of Transportation: TBD-Prev. year amt. was \$2755.85

2. Lodging Information:

a. Name: Hocking Hills State Park Campground

b. Address: 19852 State Route 664 Logan, Ohio 43138

c. Lodging Contact Name(s): N/A

d. Lodging Phone Number(s): 740-385-6842

Total Cost of Lodging: Roughly \$150

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

All meals are provided by the students.

Total Cost of Meals: \$0

4. Are there any supplementary activities? Are entry fees required?

Ziplining - Based on previous year cost roughly \$80/student

Kayaking - Based on previous year cost roughly \$50/student

**Pricing depends on any increases over the off season as I do not book until January.

Total Cost of Activities: Roughly \$130/student

Calculation of Event Expenses:

1. Transportation:	\$2931.75
2. Lodging:	150 / Roughly \$5/student
3. Food:	0
4. Event Fees:	Roughly \$6400 total OR \$130/student
5. Other:	0
Total:	Roughly \$9,000

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

All necessary medical information is discussed with the school nurse well in advance of the trip.

6. 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?

All Chaperones will have copies, but I am the main contact and will have all necessary medications with me.

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

Guides are provided by Hocking Hills Canopy Tours and carry liability insurance. Parents and students also complete separate waivers for both ziplining and kayaking through the company website.

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

Being that this is an AP Environmental course, the kids get the experience of overnight camping/hiking/ziplining, to gain an appreciation of the outdoors and Earth overall, which we have been learning about the entire school year. As a general rule, in order to truly appreciate the value of something, you have to experience it first hand, and being that too many of our students have never done many of these activities the hope is that they gain an appreciation of the Earth and a desire to protect it for future generations.

9. In what ways will the students benefit? How will the District benefit?

As referenced above, the students gain a lasting lifelong experience and the district benefits in providing rich opportunities for their students to grow and develop as good environmental stewards.

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

Student Feedback through post-trip surveys and reflection - We have been doing this trip for 14 years now and it is always one of the highlights of their high school career.

11. 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?

38, if all attend - Any students not attaining a "C" or higher in the course is unable to participate. Personally, as referenced above, this will be the 14th year we have gone on this trip. Also, being that I've coached our school tennis teams for 20 years, I have experience with overnight trips there as well. Planned staff members are Allison Reynolds and Nick Palumbo.

12. How many chaperones, in addition to staff members, will be going? What are their names and affiliations with the students?

Potentially one - Nick Palumbo's wife Jaclyn occasionally attends and she is certified each year to go with us as needed. I do not see her going this year as our numbers are reasonable for 3 chaperones.

13. 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?

Two - All students will miss these days, which are after all AP testing has concluded.

Emails are sent out a month prior and students are responsible for their missed work. If any teacher has an issue with a student going they are free to let me know, and plans will be made if necessary to have them remain behind.

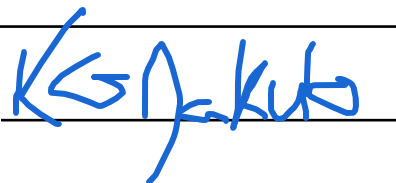
14. Estimated cost to organization and how is this trip funded? How are the funds collected and safeguarded? How will any shortfall be made up or excess funds used?

The bus is provided, as it has been a BOE sponsored trip since inception. All other funds for campsite/activities are paid for by the students. I collect all funds and give to Dara T and if excess is necessary more will be collected from the students. This has never been necessary, as I check my math carefully to make sure all funds are covered accordingly

Date of Submission to Principal/Athletic Director:

8/26/2026

Signature of Principal/Athletic Director indicating endorsement:



Approved by Superintendent

Date

Date Approved by Board of Education