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: BBHHS Vocal Music- Treble Voices

Staff Member in Charge/Position: Emily Garlock/ BBH Vocal Music

Name of Event: Invention City Choral Festival

Destination: Cuyahoga Falls, Ohio

Departure/Arrival Information:

Leave School Date: June 8, 2027 Time: TBD

Return to School Date: June 11, 2027 Time: TBD

Date by which response is needed: ASAP. Individual deposits due October 15.

Trip Expenses:

1. Transportation:

Mode of Transportation:

NA School Bus Number of Buses: _____

NA School Van Number of Vans: _____

X Other Transportation -

a. Name of Company: TBD- Baron or Anderson.

b. Does the carrier have liability insurance? X Yes ___ No

c. What kind of liability insurance? (Festival holding Commercial General Liability)

d. Are turnpike fees included? ___ Yes NA No

Total Cost of Transportation: NA. Bussing included in festival cost.

2. Lodging Information:

a. Name: Sheraton Suites

b. Address: 1989 Front St, Cuyahoga Falls, OH 44221

c. Lodging Contact Name(s): Trip coordinator: Shara Cocchiola

d. Lodging Phone Number(s): 330-257-9131

Total Cost of Lodging: Total cost $750- $1750 (depending on room occupancy)

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

   Day 1: Banquet dinner provided. Ice cream evening party.
   Day 2: Breakfast and dinner provided. Lunch on own.
   Day 3: Breakfast, Dinner, Snack provided. Lunch on own.
   Day 4: Breakfast provided. (event ends at noon)

   Total Cost of Meals: $20-$30

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

   Yes there are supplemental activities, but the costs are included for most of them. Additional activities with added cost are optional.
   **Akron Rubber Ducks Game, Rock and Roll Hall Of Fame, Cleveland Zoo.*

   Total Cost of Activities: NA.

Calculation of Event Expenses:

1. Transportation:	NA
2. Lodging:	$750-$1750
3. Food:	Approx $20-$30
4. Event Fees:	NA
5. Other:	NA
Total:	$770- $1780

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

   Two BBH staff members (Emily Garlock and Melanie Sipusic) will be administering meds.

   In previous trips, we have also had licensed medical professionals as chaperones who have been cleared by the district to also help with distribution of meds. However- with only 30+ students, this will not be necessary.

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?

   Two BBH staff members (Emily Garlock and Melanie Sipusic) will be handling all confidential medical information. Digital and Hard Copies of all pertinent medical forms will be handled by Mrs. Garlock and Mrs. Sipusic. Forms will be kept on the person of both staff members, as will necessary meds.

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

No tour guides will be a part of this trip. Each director is in charge of their own students.

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

This trip has been selected as it caters to some of our most talented Treble voiced singers. Many festivals require mixed ensembles (women and men collectively). This is one of the only festivals available to only Treble voices, and aligns with the district's Mission Statement: The BBHCSD exists to rigorously educate our students to the highest standards, to boldly empower our school family with exciting learning experiences, and to collaboratively engage our community to cultivate productive future citizens of a global society.
Students will meet peers from other countries, as well as students from the US.

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

The students will benefit from learning from one of the most esteemed choral composers in the country (Jim Papoulis), experience singing a piece of music written specifically for them, meet students from around the world, learn how to perform in a new space with new peers, and learn how to be good stewards of the BBH community.

The District will benefit because this learning opportunity takes place outside of the school year, which provides extra learning for students who want to excel at their craft. They will carry the District's logo and pride with them to meet new people and show all of the amazing things that make BBH a destination district.

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

Post-trip, students and families will fill out a survey to see how it was perceived. These surveys (which we send out after every trip) help us to determine the next trip with our students.

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?

We are inviting approx 45 students. We anticipate taking 30-35.
None of the invited students are being academically watched out of concern.
Mrs. Garlock has taken 8 overnight/ out of state trips (6 of them here at BBH).
Mrs. Sipusic has taken multiple overnight/ out of state trips, and dozens of daytime trips.
Both faculty members take trips with over 200+ students yearly.

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

Chaperone trips will be offered to all registered students at the same room rate as the students. The list of chaperones has yet to be determined as we have not paid down-payments until the trip is approved.

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?

No school days will be missed. This trip is after the school year ends.

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?

All costs of this trip are paid by the invited students and their families. There are zero costs to the district. Any additional unforeseen costs will be offset by the Vocal Music Booster organization in alignment with our bylaws.

Date of Submission to Principal/Athletic Director: Oct 1. 2026

Signature of Principal/Athletic Director indicating endorsement: K Gjaka

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Approved by Superintendent ***Date***

Date Approved by Board of Education _____