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: Youth & Government

Staff Member in Charge/Position: Nate Elliott/ Advisor

Destination: Hyatt Regency- 350 N. High St. Columbus, Ohio 43215

Departure/Arrival Information:

Leaving School	Date: 4/15/2027	Time: 8:00 A.M.
Return to School	Date: 4/17/2027	Time: 2:00 P.M.

Proposed Date of Trip: April 15-17, 2026

Date by which response is needed: October 31, 2026

1. Trip Expenses:

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

   Transportation will be provided by the BBHCSD Transportation Center.

   Total Cost of Transportation: Approximately $3,600.00.

   B. Lodging Information (*Include addresses, contact names and phone numbers)*.

Hyatt Regency- 350 N. High St. Columbus, Ohio 43215, Mary Burleson 1(517)639-4480

Total Cost of Lodging: Approximately $18,000.00

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

At least one lunch and one dinner is provided. All other meals will be the responsibility of the students.

Total Cost of Meals: Provided meals included in conference fees.

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

No.

Total Cost of Activities: N/A

Calculations of Event Expenses:

1. Transportation		$3,600.00
2. Lodging		$18,000.00
3. Food		$0
4. Event Fees		$0
5. Other		$0
	Total	$21,600.00

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

All arrangements will be communicated with students and parents prior to the conference. All medications will be stored and distributed, per board policy, by the advisor.

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?

The advisor will retain all medical information sheets and will handle situations, as they arise, accordingly.

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?

Students demonstrate civic engagement and attend the conference to push for the passage of the resolutions they have crafted prior to the conference.

6. In what ways will the students benefit? How will the district benefit?
   Students will benefit by demonstrating leadership qualities and collaboration with others to solve real-world issues. The district benefits as it meets the attributes of a bee, such as future ready and globally responsive.

7. How will the trip be evaluated to determine the extent to which these benefits were realized?
   Benefits will be realized by the performance of students. This would include passage of bills, potential election of officers, or awards that can be won.

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?
   Approximately 35 students will attend. Both the advisor and chaperone have been on this trip, and other overnight trips in the past. Bonnie Monteleone and Chirs Bartzis will serve as an additional chaperone.

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

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?

    Two school days will be missed. Prior to the trip, an email will be communicated to the school, informing staff members of the students attending the conference. Staff, along with students will be aware that students are responsible for all missed work due to the conference.

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?

The conference will cost approximately $18,000.00 and travel expenses will cost approximately $3,600.00. Students will pay a conference fee with a transportation fee. Funds will be collected in line with board policy.Shortfalls will be addressed with current funds within the account. Excess funds will be applied toward future conferences.

Date of Submission to Athletic Director/Principal 10/7/26

Signature of Athletic Director/Principal indicating endorsement KGAHS

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Approved by Superintendent ***Date***

Date Approved by Board of Education _____