

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: Hershey, Pennsylvania

Departure/Arrival Information:

Leaving School	Date: Jan 2	Time: 12::00pm
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Return to School	Date: Jan 5	Time: 10:00 pm
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Proposed Date of Trip January 2-5 2027

Date by which response is needed November 1, 2026

1. Trip Expenses:

A. Mode of Transportation (*Name of Company*). Does the carrier have liability insurance?

What kind? Are turnpike fees included?

Two school vans have been reserved for the trip through the BBHCSD Transportation Department. - EZ Pass will be needed to pay for tolls along the approved transportation route. (\$70 per van with associated district EZ Pass terminals)

Total Cost of Transportation: __\$440_Estimated_____

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

Tru by Hilton 204 Hillcrest Rd, Hershey PA 17033 717-531-3400

Total Cost of Lodging: Estimated \$1668.00 dollars based on group room rates.

Rachel Blanchette District Operations Coordinator, has been presented contract

information from Tru by Hilton and is in communication with Tru corporate offices to finalize rates and terms of the stay in accordance with State of Ohio Law and BBHCSD Board of Education Policy.

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

All meals will be provided for by the students themselves. Various meals will be eaten at selected area restaurants, snacks provided by students, or through the tournament vendors on site.

Total Cost of Meals:

\$0 cost to the district or Team 2011 Club account will be incurred.

Individual meal selections by students will be paid for by the student/family at an unknown cost at this time,

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

Registration Fee is \$600 per team. Three Team 2011 competition teams will be entered into the event.

Total Cost of Activities: \$1,800.00 for registration fees will be incurred.

Calculations of Event Expenses:

1. Transportation	\$ 440
2. Lodging	\$ 1,668
3. Food	\$ 0
4. Event Fees	\$ 1,800
5. Other	\$ 0
Total	\$ 3,908

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 secure management, storage, and transportation of all student medications throughout the trip. Mr. Kowatch will also maintain and have immediate access to emergency contact information and specific medication administration instructions for participating students. In the event of a medical or other emergency, Mr. Kowatch will promptly notify BBHHS administration and follow all established district protocols, procedures, and expectations communicated to him prior to departure.

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 Attributes of a Bee and Culture Playbook.

The trip will specifically model all four quadrants of the Attributes of a Bee, 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, Self-Aware, Self-Confident). The Culture Playbook is targeted through Bee Your Best (Actively Engage and Challenge Yourself) and Bee the Future (Act with Purpose and Pursue Your Plan)

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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?

Sixteen students will be attending and competing in the event. I have been leading these trips for Team 2011 for twelve 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 Coaches Craig Kowatch and Casey Kowatch

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, one 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?

\$3,908 - The Team 2011 club pays for the cost of the trip through membership dues, fundraising, and donations.

Submission to Athletic Director/Principal:

Date: **10/7/2026**

Signature of Athletic Director/Principal indicating endorsement

Approved by Superintendent:

Date:

Date Approved by Board of Education:

Date: