

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

School BHS Group Making Request Student Council  
Principal Mark Mischke Person in Charge Karrie Alberts

1. Destination: Cragun Resort in Brainerd, MN  
2. Dates of Trip: Nov 8-9 Number of School Days Missed: 1  
3. Number of Students: Male 8 Female 19  
4. Grade Levels Included: 9-12

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

- a. Staff Accompanying: Karrie Alberts (upon arrival,  
there are countless adult chaperones  
from other schools, male and female as well as  
MASSP staff)  
b. Other Adults Accompanying: numerous from other schools and MASSP./MAHS/MASC

7. Describe the purpose and objectives of the trip:

Cragun hosts the annual fall leadership conference  
which Student Council has attended for  
years. Students meet to determine their service  
projects for the year and share ideas.

8. Cost Factors:

- a. Trip funded by:  
1. School Account ☒  
2. Individual student ☐  
b. Cost per person \$115/student. (includes room & meals)  
c. What provision has been made for students with financial difficulties? Fund raising activities conducted?  
Student council pays for all students,  
in full.

- d. What efforts have been made to acquire the most cost effective price?

room sharing, one bus.

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?

9. Transportation Information: How will students be transported?

- a. Bus X Name of Company Vision Transportation  
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.

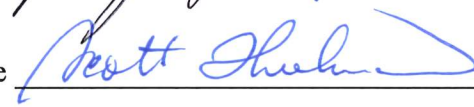
*\*attached  
on next  
page.*

Person in Charge Signature 

Date 10/5/26

Activities Director Signature 

Date 10/7/28

Superintendent Signature 

Date 10/7/26