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: Varsity Cross Country Team

Staff Member in Charge/Position: Bob Schank

Name of Event: OHSAA Cross Country Championship Meet

Destination: Fortress Obetz

Departure/Arrival Information:

Leave School Date: 11/6/2026 Time: Noon

Return to School Date: 11/07/2026 Time: 4pm

Date by which response is needed: asap

Trip Expenses:

1. Transportation:

Mode of Transportation:

___ School Bus Number of Buses: _____

___ School Van Number of Vans: _____

X 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*:** 0

2. Lodging Information:

a. Name: Hampton Inn & Suites Canal Winchester Columbus

b. Address: 700 West Waterloo Street, Canal Winchester,OH, 43110

c. Lodging Contact Name(s): _____

d. Lodging Phone Number(s): 614-812-0440

Total Cost of Lodging: $700

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

Dinner on 11/6 and 11/7

Total Cost of Meals: $50

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

N/A

Total Cost of Activities: N/A

Calculation of Event Expenses:

1. Transportation: 0
2. Lodging: $700
3. Food: $50
4. Event Fees: 0
5. Other: 0

Total: $750

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

Mother is chaperone

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?

Mother is Chaperone

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

N/A

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

N/A

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

Great publicity for the school and accolades for Anna Costin

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

N/A

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?

1 student - Anna Costin. No academic issues

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

1 coach and Anna's mother

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?

1/2 day missed on 11/6.

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?

HS Athletic Department will cover the cost

Date of Submission to Principal/Athletic Director: 11/4/2026

Signature of Principal/Athletic Director indicating endorsement:

_____ 11/04/2026

Approved by Superintendent ***Date***

Date Approved by Board of Education _____