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: ___BBHMS/EF Tours France/Spain

Staff Member in Charge/Position:__Cathy Roderick- STEM/Science Teacher_____

Departure/Arrival Information:

Leaving School N/A Date: _____ Time: _____

Return to School N/A Date: _____ Time: _____

Proposed Date of Trip ___**Summer 2028**

Date by which response is needed ____ASAP_____

1. Trip Expenses:

   A. Mode of Transportation (*Name of Company*). Does the carrier have liability insurance? What kind? Are turnpike fees included?
   _____Yes- EF tours. See attached. _____

   Total Cost of Transportation: ____Whole Trip ≈

   B. Lodging Information (*Include addresses, contact names and phone numbers).*
   _____TBD–Multiple destination addresses__See attached__
   _____

   Total Cost of Lodging: ___Whole Trip ≈

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

Breakfast and dinner are included. Any other meals or snacks are the student's responsibility

Total Cost of Meals: _

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

Entry fees are included for all planned excursions. _____

Total Cost of Activities: ___Whole Trip ≈ $

Calculations of Event Expenses:

1.	Transportation	$_____
2.	Lodging	$_____
3.	Food	$_____
4.	Event Fees	$_____
5.	Other	$_____
	Total for TRIP	$ 4829

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

Chaperones will share the responsibility of administering any necessary medications to students. A plan for each student will be designed by myself, the parent(s), the student and one other chaperone.

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?

Emergency forms will be transported in a plastic folder. I will have one copy and the chaperone assigned to the student will have the other. Chaperones,parents and students will be in a group on WhatsApp for daily communication. This is how a parent will be contacted along with a call in case of an emergency.
24/7 emergency support
In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

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

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our $50 million General Liability Policy, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and noncontributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such

claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

5. How is the trip related to the educational program of the district?

   Educational Tours works to define the modern educational tour experience. Itineraries are more than places to go and things to see. They build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people,places, and cultures.

6. In what ways will the students benefit? How will the district benefit?

   Tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

   - Expand their knowledge of the world around them
   - Grow more confident and independent
   - Understand new people, places, and cultures
   - Discover more about themselves

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

   Students will complete an evaluation after the trip. The evaluation will ask what the student has learned about themselves through the experience and how the experience changed them.

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?

   _The goal is to get 12-35 students. We will be traveling during Summer 2028, so academic issues will not be applicable.

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

   We will be permitted 1 chaperone for every 6 students registered. Staff members/chaperones will be determined as needed with regards to registered travelers.

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?

    ____No school days will be missed_____

    _____

    _____

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?
    Funds are collected through EF Tours. Each registered traveler gets a webpage. Fundraising is available through the website, if the travelers wish to pursue it.

Date of Submission to Athletic Director/Principal _____11/6/2026_____

Signature of Athletic Director/Principal indicating endorsement _____

_____ _____

Approved by Superintendent ***Date***

Date Approved by Board of Education _____