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: Brecksville-Broadview Heights Middle School (BBHMS)

Staff in Charge/Position: Principal Todd Rings and Coordinators Steve McCrodden & Mike McNamara

Name of Event: BBHMS 8th Grade Trip to Gettysburg, Pennsylvania and Washington, D.C.

Destination: Gettysburg, Pennsylvania and Washington, D.C.

Departure/Arrival Information:

Leave School	Date: 5/18/2027	Time: 6:30 AM
Return to School	Date: 5/21/2027	Time: 8:00 PM

Proposed Date of Trip: Tuesday 5/18/2027 - Friday 5/21/2027
Date by which response is needed: Next Board Meeting

Trip Expenses:

1. Transportation:
    a. Name of Company: Brecksville Road Transit / Great Day Tours
    b. Does the carrier have liability insurance? Yes
    c. What kind? Commercial General Liability
    d. Are turnpike fees included? Yes

Total Cost of Transportation: $100,000

2. Lodging Information
    a. Name: Hilton Garden Inn (DC / Greenbelt) & Sonesta Select (Greenbelt College Park)
    b. Address:
        i. Hilton: 7810 Walker Dr, Greenbelt, MD 20770
        ii. Sonesta: 6301 Golden Triangle Dr, Greenbelt, MD 20770
    c. Lodging Contact Name(s)
        i. Hilton:
        ii. Sonesta:
    d. Lodging Phone Number(s):
        i. Hilton: 301-441-3311
        ii. Sonesta: 301-441-3311

Total Cost of Lodging: $50,000

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

Tuesday - Lunch/Dinner; Wednesday: Breakfast/Lunch/Dinner; Thursday- Breakfast/Lunch/Dinner; Friday Breakfast/Lunch

Total Cost of Meals: $15,000

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

None

Total Cost of Activities: $5,000

Calculations of Event Expenses:

1.	Transportation		$ 300
2.	Lodging		$ 200
3.	Food		$ 100
4.	Event Fees		$ 100
5.	Other		$ 50
	Total	($170,000)	**$750 per student for everything**

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

Kim Di Rocco, MS Nurse + BBH Health Care Coordinator, will ensure staff is trained at the DC Chaperone meeting. Parents will not give other students any medication. We will be getting a nurse to attend and oversee the trip.

5. 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?

-BBH Crisis Plan will be used and chaperones will have those details in their trip folders.
-Medical info sheets will stay with bus leaders or individual chaperones.

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

Everything is handled through Great Day Tours.

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

Connected heavily to the 8th grade U.S. History standards, with some links to the 10th grade US History standards.

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

-Students will be able to experience first hand many key components to the History of our nation
-BBH will have more well-rounded and well-traveled students, who hopefully participate more in

the democratic process.

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

    Evaluation will be in the form of a student scrapbook / portfolio turned in after the trip. It will provide a view into what students learned + experienced.

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?

    -Potential 220 students
    -No connection as of now to academic problems
    -Staff in charge have 15+ years experience
    -Potential 10-15 BBHMS staff members

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

    -Potential 15-20 parents and first responders.
    -Names will be available closer to chaperone meeting in April

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?

    -Yes, 4 school days will be missed (Tuesday 5/18/2027 - Friday 5/21/2027)
    -Dates for the trip will have been communicated by administration, team leaders, and staff.

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?

    - Cost to pay teachers who may go on trip as chaperones, via the BEA contract
    -Trip is funded via student payments to BBHCSD / Great Day Tours
    -Funds are collected through history class or the main office. No cash is collected in history class and checks are turned into the office on a daily basis.

Date of Submission to Athletic Director/Principal: November 15, 2026

Signature of Athletic Director/Principal indicating endorsement: Todd Rung

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Approved by Superintendent ***Date***

Date Approved by Board of Education _____