

<p>Buffalo-Hanover-Montrose Public Schools Optional Field Trip/Overnight and/or Out-of-State Trip Form</p>
--

Group Making Request: Buffalo High School Music Department

Person in Charge: Scott Rabehl, Zack Carlson-Giving and Kristine Wiese School: BHS

Please check all that apply:

☒ Overnight
☒ Out-of-State or _____ International (requires 2-step approval from School Board)

1. Destination: New York City
2. Dates of Trip: Mar. 28-Apr. 3 Number of School Days Missed: None
3. Number of Students: Male: 29 Female: 51
4. Grade Levels Included: 11th and 12th Graders
5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.
 - a. Staff Accompanying: Scott Rabehl, Zack Carlson-Giving and Kristine Wiese
 - b. Other Adults Accompanying: 5 parents
6. Describe the purpose and objectives of the trip:
 - To give students the opportunity to experience the great art of the world. (2 Broadway shows, Metropolitan Opera, Metropolitan Museum of Art.)
 - To expose children to other parts of the country and other cultures.
 - To have social and team-building experiences that can only happen when you travel.
 - To create lifelong memories.
7. Cost Factors:
 - a. Trip funded by: Individual students
 - b. Cost per person: Estimated cost per student is \$1450... actual cost of \$1700 is reduced by BHS Music Boosters and other sources
 - c. What provision has been made for students with financial difficulties? Fundraising activities conducted? 2 Coffee Sales, 2 Cub Foods Bagging, Coupon Card Sale.
Accommodations for Cost: Students who make a significant effort to fundraise but are in a financial situation that prevents them from going on the trip may apply for a scholarship from the BHS Music Boosters or their branch of the departments 09 Account to help reduce their cost.
 - d. What efforts have been made to acquire the most cost effective price?: We received bids from three different companies that specialize in travel for music groups. After

considering cost and value, we chose to continue working with Performance Tours whom we have been traveling with for several years now.

- e. 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
- f. Insurance Issues
 - a. Will students need additional medical insurance coverage? NO
 - b. Is group tour insurance being purchased? If so, what is the coverage and cost?
No, but individuals are being strongly encouraged to purchase travel insurance from a company suggested by Performance Tours, Inc. The cost is minimal...perhaps \$75.

8. Transportation Information: How will students be transported? We are taking buses and the carrier will be Minnesota Coaches

9. 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.

Tentative Itinerary:

Friday, March 28th:

- Depart for NYC after school.

Saturday, March 29th:

- Late afternoon arrival in NYC
- Dinner and shopping in Time Square
- Metropolitan Opera performance of *Aida*

Sunday March 30th

- Walking tour of Central Park
- Empire State Building
- Lunch in Grand Central Station
- Matinee performance of the musical, *Harry Potter*

Potter

- Dinner/DJ Cruise of New York Harbor

Monday March 31st

- 911 Museum

- Walking tour of downtown Manhattan
- Lunch and shopping in Little Italy & Chinatown

- Metropolitan Museum of Art
- Group Dinner TBD
- Evening performance of Broadway music

Six

Tuesday April 1st

- Tour Radio City Music Hall
- Lunch in Rockefeller Center area
- Ferry past the Statue of Liberty to Ellis Island for a tour

- Head for home

Wednesday April 2nd

- Early evening arrival at BHS

If a student should need to be sent home (the most likely scenario is a health problem) a parent will need to travel to NYC to escort the student home.

Parent handout from October 14 Trip Proposal Meeting

BHS Music Trip to New York City: March 28 - April 3, 2025



What Does the Trip Include?

- Deluxe motor coach transportation
- 3 hotel nights with private security
- 4 meals
- China Town/Little Italy
- Ferry to Ellis Island/Statue of Liberty
- Metropolitan Museum of Art
- Times Square
- 9/11 Memorial & Museum
- Empire State Building
- Central Park
- Tour of Radio City Music Hall
- 2 Broadway Shows: *Harry Potter* and *Six*
- Metropolitan Opera: *Aida*
- Dinner and DJ Dance on an evening
- Cruise around Manhattan

Trip Cost

The final cost of this trip can vary greatly depending on the number of students going. We have to pay for every seat on the buses, whether there is a person in that seat or not. The estimated total maximum cost is approximately \$1450. This assumes a trip cost of \$1700 minus Night Out For Music proceeds and other department resources of at least \$250 per student. Students should also plan to bring money for "on their own" meals as well as shopping. Plan on up to a dozen out of pocket meals.

Payment Schedule

<u>Date</u>	<u>Payment</u>	<u>Account Total (minimum amount in Student Account)</u>
Nov. 1	\$150 deposit	\$150
Dec. 6	\$400	\$550
Jan. 17	\$450	\$1000
Feb. 21	Remaining balance	TBD

Full refund available until Dec. 20

Cancellation between Dec. 20 & Jan. 17, refund minus the deposit

After Feb. 21, no refund

Fundraised money will be sent to Performance before the final payment is due.

DO NOT PAY THE FULL AMOUNT AT THIS TIME!

If you are planning to go on the trip but are having trouble meeting a deposit deadline, you must talk to your child's director. We can't help with your situation if we don't know about it.

Upcoming Fundraising Opportunities

- Coffee/Tea/Cocoa (Annick's Old World Coffee & Tea): 40% Profit, 2 sales - November and early February.
- Coupon Sheets: Students earn \$17.50 per sheet sold, Sale in January
- Cub Foods Bagging: Sun. Nov. 3 & Sat. Dec. 7
- Mattress Referral Fundraiser: January 18
- Night Out For Music: Saturday, March 22, 2025 (raising money for ongoing Music Department Support and Spring Break Trip 2027!)
- You will soon be told how to find out how much money is already in your "account", and how to keep track of future fund-raising proceeds.

Register For Your Trip

1. Use this link or the QR Code to get started:

<https://perftours.grcoll.co/v2/go/buffbconyc2025> Or, use this QR Code:



2. Create an account using the **STUDENT NAME** not the parent name!
3. There are two choices of trip insurance: standard and enhanced. The difference between the two other than the cost is the enhanced version gives you the opportunity to cancel for any reason. You have up until 2 days prior to the trip to cancel for an uncovered reason. If you do, you will get 75% of the non-refundable fees back.
4. If they already have registered on the system, you do not need to create a new account. You can use your previous login information. It will be saved under the email you used previously. If you don't remember your password, you can reset it. You can then register using the trip code: **BUFFBCONYC2025**.
5. Use the site to make your trip deposits and future payments. Again...DO NOT PAY THE FULL COST OF THE TRIP AT THIS TIME!

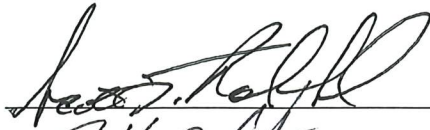
Chaperones

- The music directors will be chaperones.
- In addition to directors, we staff the trip with parent volunteers.
- Chaperone Applications are available tonight.
 - We consider the work they do and the vacation time they need to take to be their payment for the trip.
 - Chaperones don't pay the trip cost, but they are responsible for "on their own" meals and shopping/souvenirs.
- Due by Tuesday, November 9.

Final Trip Meeting

Parent/Student Meeting to go over final itinerary and trip expectations is scheduled for
Tuesday, March 4 at 7 PM p.m. in the PAC

Person in Charge Signature



Date

11-18-24

Activities Director Signature



Date

11/18/24

Superintendent Signature



Date

11/21/24

For out-of-state/international trip:

Staff Member who will present at School Board meeting: Scott Rabehl

School Board Meeting Presentation Date for Preliminary Approval:
(Out-of-State at least 90 days before trip) : Monday, November 25, 2024