

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

School Buffalo High School Group Making Request BHS Singers

Principal Mark Mischke Person in Charge Michael Walsh

1. Destination Drake Univeristy, Des Moines, Iowa

2. Dates of Trip: March 20-21, 2014 Number of School Days Missed: 0

3. Number of Students: Male 9 Female 10

4. Grade Levels Included: 11-12

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

a. Staff Accompanying: Michael Walsh, Jill Starr

b. Other Adults Accompanying: Thomas & Laurie Hoops, Jennifer Rice, Scott Shipley

7. Describe the purpose and objectives of the trip:

BHS Singers was invited to be one of three vocal jazz groups representing the state of Minnesota at the North Central American Choral Directors Association Jazz Experience Day. Students will have the opportunity to hear some the best vocal jazz groups in the Midwest and to work with two different clinicians to improve their own performance.

8. Cost Factors:

a. Trip funded by:

1. School Account (registration fee for festival)
2. Individual student

b. Cost per person app. \$70 (\$500 donation from Rotary Club lowered the cost per person)

c. What provision has been made for students with financial difficulties? Fund raising activities conducted?

Students are all members of the Concert Choir so they may use any of the fundraisers for the Choir/Band/Orchestra trip to raise money for this trip as well.

d. What efforts have been made to acquire the most cost effective price?
Decided to have parents drive to save on bus transportation cost and received several bids for hotel accommodations _____

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 purchased? If so, what is the coverage and cost?
No _____

9. Transportation Information: How will students be transported?

a. Bus _____ Name of Company _____

b. Plane _____ Name of Airline _____

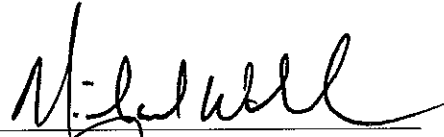
c. School District van/s _____

d. School District not responsible for transportation _____

e. Other – explain Parents and teacher driving

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.

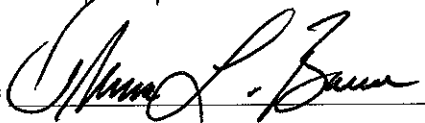
Person in Charge Signature



Date

1/9/14

Activities Director Signature



Date

1/9/14

Superintendent Signature _____

Date _____

BHS Singers Trip to NC-ACDA Jazz Experience Day

Itinerary

Thurs., March 20

- 3:00 p.m. Load cars and leave for Des Moines
Stop for dinner enroute,
- 8:30 p.m. Check in to Econo Lodge Inn & Suites (Fairgrounds), Des Moines, Iowa
1-515-262-2525
Pool is open until 10 p.m.
- 10:00 p.m. Room check
- 10:30 p.m. Lights out

Fri., March 21

- 6:00 a.m. Wake-up call
- 7:00 a.m. Continental Breakfast (included)
- 7:30 a.m. Leave for Jazz Experience Day
- 8:00 a.m. Watch first performance of the day
- 8:30 a.m. Breakout Sessions
- 10:30 a.m. Watch other performances
- 11:30 a.m. Box Lunch (included)
- 12:30 p.m. Q & A with Kirk Marcy
- 1 - 2 p.m. Watch other performances
- 2:05 p.m. Warm-up
- 2:40 p.m. Perform in Sheslow Auditorium – clinic with Kirk Marcy
- 3:15 p.m. Clinic with college director in Turner Hall
- 3:45 p.m. Watch other performances
- 4:30 p.m. Parade of Choirs (all 16 groups perform one selection)
- 6:00 p.m. Dinner in Des Moines (included)
- 7:00 p.m. Leave for Buffalo
- 11:30 p.m. Arrive back at BHS

NCACDA Vocal Jazz Experience Day

Group #	SCHOOL NAME	Group Size	WARM-UP Rm. 204 FAC	Holding Area Sheslow Basement	SHELOW PERFORMANCE	TURNER HALL (FAC) CLINIC	TURNER HALL CLINICIAN
1	Alta-Aurelia High School	16-20	On stage at 7:30 AM		8:00-8:25 AM	8:35 AM	Clinician A
2	Greene County High School	14	7:50 AM	8:20 AM	8:25-8:50 AM	9:00 AM	Clinician B
3	Sparta High School	12	8:15 AM	8:45 AM	8:50-9:15 AM	9:25 AM	Clinician A
4	Apple Valley High School	12	8:40 AM	9:10 AM	9:15-9:40 AM	9:50 AM	Clinician B
5	Brookings High School	16	9:05 AM	9:35 AM	9:40-10:05 AM	10:15 AM	Clinician A
6	Milwaukee High School O.T.A.	13	9:30 AM	10:00 AM	10:05-10:30 AM	10:40 AM	Clinician B
7	Northern State University	12	9:55 AM	10:25 AM	10:30-11:05 AM		
8	University of Mary	16	10:30 AM	11:00 AM	11:05-11:30 AM		
Breakouts! Groups 9 - 12 MONROE (FAC) / Groups 13 - 16 RM. 336 (FAC)							
Breakouts! Groups 13 - 16 MONROE (FAC) / Groups 9 - 12 RM. 336 (FAC)							
Back Stage Helpers -							
Announcer -							
LUNCH ON YOUR OWN							
Meet Kirk Marcy							
9	Columbus High School	18	12:25 PM	12:55 PM	1:00-1:25 PM	1:35 PM	Clinician C
10	Port Washington High School	16	12:50 PM	1:20 PM	1:25-1:50 PM	2:00 PM	Clinician D
11	Bellevue East High School	13	1:15 PM	1:45 PM	1:50-2:15 PM	2:25 PM	Clinician C
12	Aberdeen Central High School	16	1:40 PM	2:10 PM	2:15-2:40 PM	2:50 PM	Clinician D
13	Buffalo High School	18	2:05 PM	2:35 PM	2:40-3:05 PM	3:15 PM	Clinician C
14	Valley High School	16	2:30 PM	3:00 PM	3:05-3:30 PM	3:40 PM	Clinician D
15	University of MN-Duluth	?	2:55 PM	3:25 PM	3:30-3:55 PM		
16	Doane College	16	2:20 PM	3:50 PM	3:55-4:20 PM		
Breakouts! Groups 1 - 4 MONROE (FAC) / Groups 5 - 8 RM. 336 (FAC)							
Breakouts! Groups 5 - 8 MONROE (FAC) / Groups 1 - 4 RM. 336 (FAC)							
Parade of Choirs - all groups sing one more time!							
4:30 PM							