

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

School Phoenix Learning Ctr. Group Making Request PHX staff

Principal Kris DeClerk Thompson Person in Charge Kris DeClerk - Thompson
Tracy Johnson - teacher

1. Destination: Wolf Ridge - Environmental Learning Center - Finland, MN

2. Dates of Trip: Oct 8-10, 2025 Number of School Days Missed: 3

3. Number of Students: Male 10 Female 10

4. Grade Levels Included: 10-12

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

a. Staff Accompanying: TRACY JOHNSON

ANN KOLODZIK

KRIS THOMPSON

b. Other Adults Accompanying: (TBD MALE CHAPERONE)

Ben Harvey

7. Describe the purpose and objectives of the trip:

SEL STANDARDS CONNECTED TO OUR 1st HOUR & ADVISORY
CURRICULUM, RELATED TO SELF-AWARENESS, LEADERSHIP DEVELOPMENT,
CONFLICT RESOLUTION.

8. Cost Factors:

a. Trip funded by:

1. School Account ☐

2. Individual student ☐

b. Cost per person TBD BASED ON SCHOLARSHIP (NO MORE THAN \$319 EACH)

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

SCHOLARSHIPS REQUESTED BASED ON STUDENT FINANCIAL NEEDS

d. ... What efforts have been made to acquire the most cost effective price?

CONNECTING WITH WOLF RIDGE FUND, IN THE PAST

WE'VE HAD STUDENT TUITION AND PART OF BUS FEE COVERED

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 purchase? If so, what is the coverage and cost?

NO

9. Transportation Information: How will students be transported?

- a. Bus ☒ Name of Company VISION TRANSPORTATION
b. Plane _____ Name of Airline _____
c. School District van/s _____
d. School District not responsible for transportation _____
e. Other – explain _____

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 Tina Johnson

Date 8-21-2025

Ann Kolodziej

8-21-2025

Activities Director Signature

John J. [Signature]

Date 8/25/25

Superintendent Signature

Scott Thibault

Date 9/8/25