

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

School Buffalo High School Group Making Request Student Council
Principal Mark Mischke Person in Charge Emily Schumacher

1. Destination: Cragun's Resort in Brainerd, MN
2. Dates of Trip: 11/5 - 11/10 Number of School Days Missed: 1 (Mon. 11/6)
3. Number of Students: Male 7 Female 20
4. Grade Levels Included: 9-12
5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.
 - a. Staff Accompanying: Emily Schumacher (Buffalo MASC Advisor)
 - b. Other Adults Accompanying: MASSP staff & other student council advisors (MASC) from around MN
7. Describe the purpose and objectives of the trip:
The purpose of this trip is to provide student council students with the opportunity to learn about leadership with other Minnesota student councils around the state. Students will bring the skills and ideas they learn about back to Buffalo High School.
8. Cost Factors:
 - a. Trip funded by:
 1. School Account ☒
 2. Individual student ☐
 - b. Cost per person \$0 per student, (\$100/student reg. - paid by account)
 - c. What provision has been made for students with financial difficulties? Fund raising activities conducted?
N/A

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

N/A

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 X 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

Erin Sun

Date 10/4/23

Activities Director Signature

[Signature]

Date 10/16/23

Superintendent Signature

Scott Shulman

Date 10/18/23