

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

School Buffalo High School Group Making Request Close Up
Principal Mr. Mischke Person in Charge Todd Manninen

1. Destination: Washington D.C.
2. Dates of Trip: 2/19-2/24 Number of School Days Missed: 4
3. Number of Students: Male TBD Female TBD
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: Todd Manninen

b. Other Adults Accompanying: Close Up Provides male and female chaperones and Hotel Security for each floor overnight.

7. Describe the purpose and objectives of the trip:

To Provide students an 'hands-on' civic experience in our nation's Capital. Students get this experience participating with students from other parts of the Country in order to gain different perspectives.

8. Cost Factors:

- a. Trip funded by:

1. School Account ☐
2. Individual student ☒

- b. Cost per person

Approximately \$1,827

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

The opportunity to fundraise was addressed at our Parent meeting.

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

I've compared other Washington D.C. with different organizations.

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?

9. Transportation Information: How will students be transported?

a. Bus _____ Name of Company _____

b. Plane X Name of Airline arranged by Close Up.

c. School District van/s _____

d. School District not responsible for transportation _____

e. Other - explain → Parents will provide transport to and from the airport

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

[Signature]

Date

8/16/16

Activities Director Signature

[Signature]

Date

9/16/16

Superintendent Signature

[Signature]

Date

9/1/16

- we had an informational Meeting in May. just to gauge interest. Parents were given cost details and dates.
- If the board approves the trip, we will have formal meetings to go over emergency details.
- Parents are responsible for paying airfare home due to disciplinary issues.