

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

BHS Activity

School BHS Group Making Request BPA
Principal Mischke Person in Charge Brenda Diekmann

1. Destination: Boston, MA - National BPA Conference/Competition
2. Dates of Trip: May 5-9, 2016 Number of School Days Missed: 3
3. Number of Students: Male _____ Female 6
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: Brenda Diekmann, Advisor ; Rebecca
Karna, Assistant Advisor
b. Other Adults Accompanying: _____

7. Describe the purpose and objectives of the trip:

Students will participate in competitions they qualified for @ State Conference. Students will attend educational sessions from BPA University. 4 Students will receive their awards for Torch. One Student is participating in National Internship. Students will also gain cultural/historical awareness through tours and some will gain education in transportation as they have never flown,

8. Cost Factors: or taken public transportation.

- a. Trip funded by:
1. School Account ☐
2. Individual student ☒
b. Cost per person \$150 (Before fundraising profit applied)
c. What provision has been made for students with financial difficulties? Fund raising activities conducted?

Schwans, SERIP, Yankee Candle, Men's Warehouse.
Cub bagging

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

Going 1 day late since 1st went is 6th. Sharing hotel rooms with Wayzata & Annandale to fill & split costs.

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 *Not field trip, Activity*

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 ✓ Name of Airline Delta

c. School District van/s _____

d. School District not responsible for transportation _____

e. Other – explain Parents responsible to get to 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 Brenda Dulinan

Date March 21, 2016

Activities Director Signature [Signature]

Date March 24, 2016

Superintendent Signature [Signature]

Date 3/31/16

Business Professionals of America (BPA) National Conference Overnight Request

Advisors: Brenda Diekman (763) 442-7430 & Rebecca Karna (701) 739-2050

National Conference location: Sheraton Boston Hotel & Hynes Convention Center

50th Anniversary of BPA Grand Celebration location: Fenway Baseball Park

Dates: May 4 - 9 (We will go May 5-9 as our events don't start until the morning of the 6th.)

Hotel: Sheraton Boston Hotel

39 Dalton St.

Boston, MA 02119

Phone: 617-236-2000

Internet is complimentary

Students will be sharing rooms with other schools to fill each room to 4 students to help keep costs down.

Purpose of trip:

- Students will participate in events they qualified for at state.
- Students will attend educational sessions provided by BPA University.
- Students who have completed the national Torch requirements will receive their awards.
- One student has signed up to be an intern during the conference.
- Increase cultural / historical awareness
- Learn to negotiate through transportation including flying, city bus, city trolley, train system.
 - Students are expected to pack in carry-on luggage only.

Itinerary:

Thursday, May 5, 2016		
7:00 am	Flight -	Delta
12:00 pm	Duck Boat Tour	
2 pm - 6 pm	Emblem Building Ceremony Team Competition	S: ROOM TBD
6:30 pm - 7:30 pm	State Meeting	S: Back Bay Ballroom C
8:30 pm - 10:00 pm	OPENING SESSION	Hynes Convention Center Arena
Midnight	CURFEW	
Friday, May 6, 2016		
9 am - 4 pm	Open Events	S: Republic Ballroom
8 am - 12:00 pm	Graphic Design Promotion - prelims	S: Room TBD
	National Leadership Academy	S: Grand Ballroom
9 am - 9:50 am	BPA University: SMM #1: Social Media 101	S: Berkeley
10 am - 2 pm	50th: Legacy Open Events (Shorthand, Typing)	S: Liberty B/C
12 pm - 4 pm	2015 NLC Exhibitors Showcase- Pick up your NLC Pin HERE	S: Constitution Ballroom
2 pm - 2:50 pm	BPA University: SMM #4: Creating Your Digital Profile for College & Job Search	S: Berkeley
3 pm - 8 pm	Tours (Freedom Trail, Museums)	

8:30 pm - 10:30 pm	MN State Caucus	S: Clarendon
Midnight	CURFEW	
Saturday, May 7, 2015		
8 am - noon	<u>Day of Service</u>	
	A Million Thanks	S: Beacon F
	American Heart Association	S: Beacon A
	American Red Cross Blood Drive	S: Back Bay Ballroom C
	Freerice.com	
	Girl's Inc. Care Packages	S: Beacon C
	NOYS	S: Beacon D
	Special Olympics: Chain of Love	S: Beacon E
10 am - 12 pm	Fundamental Desktop Publishing	Hynes CC Hall D
	NLC Pin & T-shirt Pick Up	S: Registration Desk
12 pm - 1:30 pm	50th: Legends and Leaders Luncheon	S: Constitution Ballroom
2:00 pm - 2:50 pm	BPA University: 3D Animated Characters in Less than 10 minutes	S: Liberty Ballroom B/C
3 pm - 5 pm	Boston tours	TBD
5 pm - 6 pm	Walk for Special Olympics	Sheraton Boston
6:00 pm - 10:00 pm	50th: BPA Celebrates 50 Years. The Golden Celebration @ Fenway Park	
Midnight	CURFEW	
Sunday, May 8, 2015		
8 am - 12 pm	Graphic Design Promotion Finals	S: Jefferson
1 pm - 8 pm	Boston Tours	TBD
8:30 pm - 11:30 pm	CLOSING / AWARDS SESSION	
Midnight	CURFEW	
Monday		
8 am - 3 pm	Boston Tours	TBD
6 pm	Flight Back :(

Parental involvement:

- Flight information shared in early March
- March 12th meeting at BHS.
- Upcoming meeting: 1st Week of April - 6:30 pm for finalizing all plans

Costs:

\$650 per student (Does not include souvenirs or other purchases students choose to make)

- Students have agreed to purchase \$15 food voucher for Fenway Park and anniversary t-shirt for \$18 during our Grand Celebration
- Optional: students can choose to participate in certifications which add an additional cost - none have chosen to do so.

- Optional: GoBoston Card, provides entry to dozens of tourist attractions such as the JFK Library, Museum of Science, Skyway Observatory, Freedom Trail Tour, etc., and trolley system for transportation around Boston for 3 full days - \$109.

Fundraising: Completed Schwan's, SCRIP, and Yankee Candle. May try to set up a Cub bagging day. Will also seek out local support from organizations such as the Lions or Legion.

Guidelines for attendance:

- 1 - Student will communicate with all teachers prior to departure and complete work in agreement with teachers
- 2 - Students will dress appropriately to all events:
 - business professional for all events including competitions, internships, educational sessions, opening ceremony, grand celebration and award sessions
 - proper travel attire including appropriate walking shoes
- 3 - Student will wear official BPA lanyard and name card for all BPA events but NOT when out around Boston
- 4 - Student will follow curfew rules set forth by BPA
- 5 - Student will be respectful to hotel, property, adults and peers at all times. This includes giving others the time and space to be on their own or with other individuals as they need.
- 6 - Student will follow all other BPA rules as set forth on the national site:
<http://www.bpa.org/nlc/preconferencepublication>
- 7 - Student will follow all BHS activity rules and guidelines
- 8 - Student will carry picture i.d. and medical card with them at all times
- 9 - Parent will sign off on this agreement and will provide 2 contact numbers in case of emergencies
- 10 - Parent will provide any special circumstances information on this form.
- 11 - Parent will be responsible for any additional expenses that come up for student including transportation home if rules and guidelines are not followed.

Consequences:

Students who violate any of the rules or guidelines may be restricted from involvement, restricted to hotel, or in severe cases, will be sent home on an earlier flight. Students breaking rules may also be reported to BHS administration for other consequences.

Student PRINTED name

Student Signature

Date

Parent PRINTED name

Parent Signature

Date

Parent phone _____

2nd contact name _____ Phone _____

Other circumstances to be aware of: