

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

School Buffalo High School Group Making Request Yearbook

Principal Mark Mischke Person in Charge Ryan McCallum

1. Destination: Dallas, TX - Balfour Publishing's Intensity Workshop

2. Dates of Trip: 8/14 - 8/17 2018 Number of School Days Missed: 0

3. Number of Students: Male 1 Female 3

4. Grade Levels Included: 12

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

a. Staff Accompanying: Ryan McCallum

b. Other Adults Accompanying: Shannon Hart - Balfour Publishing Representative

7. Describe the purpose and objectives of the trip:

Tour the printing facilities; work with designers, business specialists, photographers, and industry professionals; develop the yearbook and receive individualized critiques + feedback; meet other successful programs, understand the deadline and printing process.

8. Cost Factors:

a. Trip funded by:

1. School Account ☐ Balfour Publishing
2. Individual student ☐

b. Cost per person \$0

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

Balfour pays all expenses for this invitation-only camp.

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

See previous answer

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 ☒ Name of Airline Delta

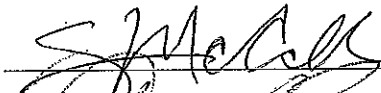
c. School District van/s _____

d. School District not responsible for transportation _____

e. Other - explain Students will meet at the airport + be picked up from 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.

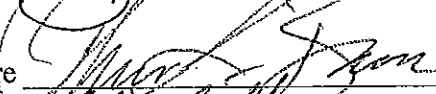
Person in Charge Signature



Date

6/26/18

Activities Director Signature



Date

6/26/18

Principal Signature



Superintendent Signature



Date

6/26/18