

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

School Buffalo High School Group Making Request Jodie Fitzgerald & Michele Strassburg

Principal Mark Mischke Person in Charge Jodie Fitzgerald & Michele Strassburg

1. Destination: Germany
2. Dates of Trip: 6/12/2017-6/29/2017 Number of School Days Missed: 0
3. Number of Students: Male 6 Female 18
4. Grade Levels Included: 11th & 12th
5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.
 - a. Staff Accompanying: Jodie Fitzgerald & Michele Strassburg (no male available)
 - b. Other Adults Accompanying: none (We have however to teachers in Germany on site that work with us and students are placed in host families.)

7. Describe the purpose and objectives of the trip:

Students learn first-hand about the language and culture they have studied for four or more semesters. They practice what they have learned about the language and culture in families.

8. Cost Factors:

- a. Trip funded by:
 1. School Account
 2. Individual student XXX
- b. Cost per person \$ 1950 + spending money
- c. What provision has been made for students with financial difficulties? Fund raising activities conducted?
Students can fund-raise individually.
- d. What efforts have been made to acquire the most cost effective price?
Michele Strassburg and our partner teachers in Germany do all the planning and organizing, avoiding the cost of a tour company.

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?
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9. Transportation Information: How will students be transported?

- a. Bus - public transportation in Berlin and Munich
b. Plane X Name of Airline Icelandair
c. School District van/s no
d. School District not responsible for transportation XXX
e. Other – explain Students will be transported by their German host families by car also.

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 Michele Strassburg & Jodeen Fitzgerald Date 3-10-17

Activities Director Signature _____ Date _____

Superintendent Signature _____ Date _____