

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

School Buffalo High School Group Making Request DECA

Principal Mark Mischke Person in Charge Jennifer Kremers

1. Destination: DECA International Career Development Conference  
Anaheim, CA

2. Dates of Trip: 4/24/13 - 4/28/13 Number of School Days Missed: 3

3. Number of Students: Male 1 Female       

4. Grade Levels Included: 11

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

a. Staff Accompanying: \_\_\_\_\_

Jennifer Kremers - Advisor

b. Other Adults Accompanying: \_\_\_\_\_

DECA District Advisors - John Rasmussen from  
Sauk Rapids will serve as "male" advisor/chaperone

7. Describe the purpose and objectives of the trip:

Austin Maffei has qualified to compete at the  
National Level for Virtual Business Retailing

8. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student

b. Cost per person \$900

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

Fund raising: Cub Foods Bagging Donations  
Kwik Trip Gas Cards

- d. What efforts have been made to acquire the most cost effective price?  
 • We have watched flight prices to determine most cost-effective option
- Hotel rooming options range from single occupancy to quad rooms
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 **NO**
- a. Will students need additional medical insurance coverage? YES
- 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 United - MSP to LAX via Denver US Airways
- c. School District van/s \_\_\_\_\_
- d. Private vehicle driven by responsible adult I will drive to airport
- e. Other \_\_\_\_\_
- f. School District not responsible for transportation \_\_\_\_\_
- LAX  
MSP  
via  
Phoenix

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.

- Rebecca Maffei has been highly involved in fund raising, flights + hotel throughout the year.

Person in Charge Signature Jennifer Kremers Date 3/7/13

Activities Director Signature [Signature] Date 3/15/13

Superintendent Signature [Signature] Date 3/18/13