

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

Group Making Request: Tara Rosh and Craig Lachowitzer, BHS Social Studies
Department

Person in Charge: Tara Rosh and Craig Lachowitzer **School:** Buffalo High School

Please check all that apply:

X Out-of-State

1. Destination: Washington, D.C. and Gettysburg, PA

2. Dates of Trip: Tentatively planned for March 5-8, 2027 **Number of School Days**

Missed: 0 (March 5th would be a workshop day)

3. Number of Students: We are hoping to get 35 students or more.

4. Grade Levels Included: Grades 10-12

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

- a. **Staff Accompanying:** Tara Rosh, Craig Lachowitzer, other Social Studies teachers
(TBD)

Tracy Hulley has also offered to help.

6. Describe the purpose and objectives of the trip:

The purpose of this trip is for students to experience the history of our nation by visiting Washington, D.C. While in Washington, D.C., our students will see our government in action and learn about the purpose and function of different branches. Other sites like the Smithsonian Museum will allow students more opportunities to learn first hand about our world's history. In addition, visiting Gettysburg will give students a better understanding of the Civil War and the role Minnesotans played in that conflict. All of these opportunities will support and enhance our 10th through 12th grade curriculum.

7. Cost Factors:

a. Trip funded by:

2. Individual students

b. Cost per person:

25 Students- \$2610 per student

26-29 Students \$2490 per student

35+ Students \$2250 per student

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

We are open to student driven fund raising opportunities.

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

EF has historically been the go to organization for school trips. We are open to getting other price quotes if necessary.

e. 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? Chaperones do travel for free based on student travel. EF funds one chaperone per ten students.

f. Insurance Issues

a. Will students need additional medical insurance coverage? No

b. Families will have the option of purchasing additional insurance for the trip.

8. Transportation Information: How will students be transported?

- a. Other – Students will be transported together to the airport for departure. The cost of the bus to the airport will be rolled into the total cost of the trip. We are exploring other options for funding of the bus. Upon return, parents will be responsible for picking up their child at the airport.

9. 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.

See attached documents

Person in Charge Signature Tara Date 11-7-25

Activities Director Signature [Signature] Date 11/7/25

Superintendent Signature _____ Date _____

For out-of-state/international trip:

Staff Member who will present at School Board meeting Tara Rush

School Board Meeting Presentation Date for Preliminary Approval:

(Out-of-State at least 90 days before trip) _____

(International at least 180 days before trip) _____

Attachment:

9. Communications:

Trip itinerary attached.

The parent meeting will be held Monday, January 26th, 2026 during parent teacher conferences.

The cost of the trip includes air travel, lodging, security, tour guides, and breakfast and dinner. Students are responsible for purchasing lunch.

All other information will be collected at the parent meeting and time of registration.

Students must abide by the rules of Buffalo High School while on the trip. Violations of these rules or illegal activity will result in being sent home at the family's expense.

Students will be sent home in case of medical emergency at the family's expense.