

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

School BHS Group Making Request Yearbook
Principal Mark Mischke Person in Charge Ryan McCallum

1. Destination: Balfour Publishing - Dallas TX
2. Dates of Trip: Aug 15-19 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:

In Dallas we receive focused, differentiated instruction on many areas of yearbook production in addition to time to design our book and tour facilities.

8. Cost Factors:

a. Trip funded by:

1. School Account ☐

2. Individual student ☐

} All expenses paid by Balfour Publishing

b. Cost per person \$0.00

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

All expenses paid by Balfour Publishing

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

Baller pays all expenses and then uses our book
as a national sample.

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

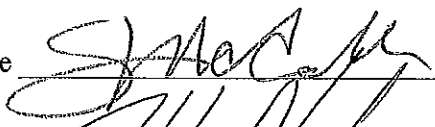
c. School District van/s

d. School District not responsible for transportation !

e. Other - explain Parents driving to + from Airports.

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.

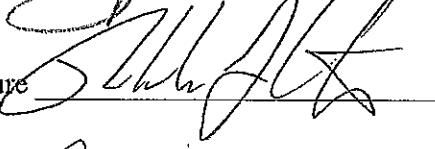
Person in Charge Signature



Date

6/9/16

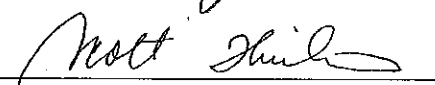
Activities Director Signature



Date

6/29/16

Superintendent Signature



Date

6/29/16