

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

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

1. Destination: Dallas, TX for the Balfour Intensity Yearbook Workshop  
2. Dates of Trip: Sept 20-22 Number of School Days Missed: 1  
3. Number of Students: Male \_\_\_\_\_ 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: Reida Lazer or Shannon Hart will be accompanying and staying in the same hotel as a chaperone for female students. They are our Balfour account executives.

7. Describe the purpose and objectives of the trip:

The trip and workshop are for taking the yearbook to a higher level. We will learn from experts, see how our book is made and meet the people who make it. We will also spend time being critiqued and creating our cover and yearbook pages.

8. Cost Factors:

a. Trip funded by:

1. School Account   
2. Individual student

b. Cost per person \$0

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

Balfour Publishing is covering the cost of the entire trip except for a rental vehicle, which will be paid for by Ryan McCallum.

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

\_\_\_\_\_  
\_\_\_\_\_

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 X Name of Airline Sun Country American

c. School District van/s \_\_\_\_\_

d. Private vehicle driven by responsible adult I will be driving a rental car. My insurance covers this

e. Other \_\_\_\_\_

f. School District not responsible for transportation \_\_\_\_\_

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 [Signature]

Date 8-3-2013

Activities Director Signature [Signature]

Date 8/8/2013

Superintendent Signature [Signature]

Date 8-2-13

# balfour's 2013

# INTENSIVITY

## workshop just sayin'...

Sept 21-23



IMPROVE YOUR DESIGNS, LADDER ORGANIZATION & STORY IDEAS

LOCATION: Balfour Plant • 1550 West Mockingbird Ln. • Dallas, TX 75235  
\$120.00 per person to attend workshop • a lunch provided both Saturday & Sunday

### TENTATIVE SCHEDULE

#### Saturday

September 21

- 9:00 – Noon Work Session
- Noon – 1:00 pm Lunch Provided
- 1:00 – 4:30 pm Work Session
- 5:00 pm Dinner on Your Own

#### Sunday

September 22

- 9:00 – Noon Work Session
- Noon – 1:00 pm Lunch Provided
- 1:00 – 4:30 pm Work Session
- 5:00 pm Dinner on Your Own

#### Monday

September 23

- 8:30 – 10:30 am Work Session

### HOTEL ACCOMODATIONS:

#### WYNDHAM HOTEL

\$120.00 per night (tax & breakfast included)  
3300 West Mockingbird Lane  
Dallas, TX 75235

### REGISTER ONLINE:

<http://www.balfour.com/13-Intensivity>

HAVE QUESTIONS?  
NEED MORE INFORMATION?

CONTACT Jeff Moffitt:  
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(214) 819-8292

Mail or Fax: (214) 631-4222  
Balfour Yearbooks  
ATTN: Jeff Moffitt  
1550 West Mockingbird Lane  
Dallas, TX 75235

### PLEASE PRINT

Name \_\_\_\_\_ Cell \_\_\_\_\_

School \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School email \_\_\_\_\_

Summer email \_\_\_\_\_

Customer Account # \_\_\_\_\_ Sales Representative \_\_\_\_\_