

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

School Buffalo High School Group Making Request Spanish Department

Principal Mark Mischke Person in Charge Jess Nickelsen/Laura Ortega

1. Destination: Various Cities in Spain

2. Dates of Trip: June 15-28 Number of School Days Missed: 0

3. Number of Students: Male 5 Female 11

4. Grade Levels Included: 10-12

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

a. Staff Accompanying: Jess Nickelsen, Laura Ortega, TBD (male chaperone)

b. Other Adults Accompanying: TBD (male chaperone)

7. Describe the purpose and objectives of the trip:

Students will travel from the center of Spain and loop through the southern provinces before returning to Madrid. They will tour castles, El Prado art museum, cathedrals, La Alhambra, and sword factory. They will also attend a Sevillian flamenco show and stay with a family for four days in the coastal town of Cádiz.

8. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student

b. Cost per person \$4,869

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

Xperitas travel company has scholarship opportunities for students. Individuals are able to fundraise on their own, as all monies are directly sent to the travel company.

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

We compared trips and costing with a variety of companies and found a discount if we chose Xperitas because the French Department also uses this 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?

Insurance included in student payment includes trip cancelation, minor illness and accident, and liability for leaders

9. Transportation Information: How will students be transported?

a. Bus NO

b. Plane Airline TBD as date approaches

c. School District van/s NO

d. School District not responsible for transportation NO

e. Other – explain Students will arrange independent transportation to and from MSP

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: the 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

Jana Ostry

Date

9/9/19

Activities Director Signature

[Signature]

Date

9/9/19

Superintendent Signature

Date