

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

School BHS Group Making Request BPA

Principal Mr. Mischke Person in Charge Brenda Diekman

1. Destination: Indianapolis IN

2. Dates of Trip: April 30- May 4, 2014 Number of School Days Missed: 3

3. Number of Students: Male 3 Female 1

4. Grade Levels Included: 10th & 12th

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

a. Staff Accompanying: Brenda Diekman

b. Other Adults Accompanying: Tyler Shephard, Wayzata Advisor

7. Describe the purpose and objectives of the trip:

Compete in National BPA Competition (we have a State Champion and 3 other top 5 in state participants), Sessions for leadership & business skills and certification are also a part of their competitions and general sessions

8. Cost Factors:

a. Trip funded by:

1. School Account BPA Aect
2. Individual student

b. Cost per person ~~100.00~~ \$1016.48

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

Cub bagging, Senior shirts, Schwans Caves, Gift Card Sales, and asking American Legion in Buffalo & Zimmerman and parent workplace support.

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

Purchase flights asap. Hotel is set by BPA but we are sharing rooms with other schools to fill & cut costs.

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?

no

9. Transportation Information: How will students be transported?

a. Bus _____ Name of Company _____

b. Plane Name of Airline American Airline

c. School District van/s _____

d. Private vehicle driven by responsible adult _____

e. Other Parents to/from airport, Shuttle & tax to/from Airport in INO.

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 Brenda DeLima Date 3-14-14

Activities Director Signature [Signature] Date 3/17/14

Superintendent Signature [Signature] Date 3/19/14

Buffalo BPA National Itinerary

April 30 - May 4 Indianapolis, IN

Hotel
Marriott Indianapolis
Downtown
317-405-6067

National Officers:

- Joe Wathika, President
- Rowena Zhang, VP
- Trevor Finch, Treasurer
- Claire Schiller, Parl.
- Jake Adams, Secretary
- Jason Marshall, Historian

Cash to bring: All meals, tickets and recreation as desired, souvenirs
 Costs for Room, Flight, and Registration covered with payments
 Boys have the room room: Mrs. Diekman will be with Brittany Wilkens (Watertown, Maine) and Stephanie Burg (Royalton)
 Sarah is rooming with Lisa Chao, Morgan Diers, Maya Subramanian (EP & Amanda)

Tentative Schedule

			<i>Open events on your own time.</i>	
Wednesday	30-Apr	5:45 a.m.	Meet at check-in counter for American Airlines	Possibly ride together
		7:50 - 12:00 am	Flight from MSP to CHI to IND	Flights: 4269 / 3048
		12:30	Shuttle Pick-up	Reserv: GRN1643949
		3:00 - 4:00 p.m.	Mrs. Diekman - Proctor Orientation	
		6:00 - 7:00 p.m.	MN State meeting	
			Dinner together as BPA group	
		8:30 - 10:00 p.m.	Opening Session (everyone) Keynote Speaker: Jason Hewlett	
		Midnight	Curfew	
Thursday	1-May	10:00 - 5:00	Day at the Zoo Event	
		8:00 - noon	Sarah - Graphic Design	Submission due March 27
		1:30 - 4:30	Logan / Sam - Computer Network Technology	
		2:00 - 5:00	Mrs. Diekman - proctor - Digital Publishing with InDesign	
		5:00 - 8:00	Aaron - Advanced Spreadsheet	
		7:30 - 10:30	Night at the Museum Event	
		Midnight	Curfew	
Friday	2-May	7:00 - 8:30	Sam - Fundamental Word Processing	
		7:00 - 1:00	Mrs. Diekman - Certification Exams	
		12:30 - 1:30	Success Session: Social Media	
		3:00 - 3:50	Success Session: Type faster than you can text	
		Midnight	Curfew	
Saturday	3-May	8:00 - noon	Sarah - Finals: Graphic Design	
		5:00 - 8:00	Dinner out covered by Mrs. Diekman for her Birthday!	
		8:30 - 11:30 PM	Secondary Awards Session	
		Midnight	Curfew	
Sunday	4-May	5:00 AM	depart for flight	Taxi (\$35 each)
		8:00 - 10:30 AM	Flight from IND to CHI to MSP - American Airline	Flights: 4267 / 4272
		10:30	Pick up at Airport	or share ride home

Other Opportunities:
 Exhibit Hall
 College Fair
 Walk for Special Olympics (Thursday May 9 - \$10)

Flights - carry on only, pack wisely!
 Tag all bags!
 Need Drivers License for check-in