

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

Group Making Request French

Person in Charge Jason Swanson / Lisa Nordmeyer School BHS

Please check all that apply:

- Overnight
 Out-of-State or International (requires 2-step approval from School Board)

1. Destination: Québec, Canada

2. Dates of Trip: June 25-28, 2025 Number of School Days Missed: 0

3. Number of Students: Male _____ Female _____ (unknown ~14 anticipated)

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: J. Swanson & L. Nordmeyer

b. Other Adults Accompanying: Unknown at this time - there is both admin. and parent interest

6. Describe the purpose and objectives of the trip:

Full guided tour of Québec City, and Montréal for an experience for students w/out a family stay, less expensive than our France offerings, and a summer travel experience -

7. Cost Factors:

- a. Trip funded by:
1. School Account
2. Individual student

b. Cost per person \$2,400 USD

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

Fund raising will be offered.

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

Tour company price match, compared to independent cost

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? YES NO

f. Insurance Issues

flight and hotel covered

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?

Yes. Details in Prométour Terms

8. Transportation Information: How will students be transported?

a. Bus Name of Company Prométour arranged

b. Plane Name of Airline (likely Air Canada)

c. School District van(s) _____

d. School District not responsible for transportation

e. Other – explain _____

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.

Person in Charge Signature [Signature] Date 10/11/24

Activities Director Signature [Signature] Date 10/11/24

Superintendent Signature _____ Date _____

For out-of-state/international trip:
Staff Member who will present at School Board meeting Jason Swanson

School Board Meeting Presentation Date for Preliminary Approval:
(Out-of-State at least 90 days before trip) 10/28/24

(International at least 180 days before trip) 10/28/24