

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

Group Making Request Business Professionals of America (BPA)

Person in Charge Mark Tuchscherer School BHS

Please check all that apply:

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

1. Destination: Orlando, Florida

2. Dates of Trip: May 7-11 Number of School Days Missed: 3

3. Number of Students: Male 1 Female 1

4. Grade Levels Included: 11th

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

a. Staff Accompanying: Mark Tuchscherer

b. Other Adults Accompanying: Nicole Tuchscherer

6. Describe the purpose and objectives of the trip:

The NLC is the pinnacle event for BPA members, offering a chance to showcase skills, connect with others, and learn from industry professionals. The students compete in the event they qualified for at State, can participate in service activities, attend leadership workshops, and network with peers and business professionals.

7. Cost Factors:

a. Trip funded by:

1. School Account ☐
2. Individual student ☒

b. Cost per person

\$1,300

- c. What provision has been made for students with financial difficulties? Fundraising activities conducted?
___ Connected with Rotary, Lions, and Legion. Evaluating other options and opportunities.
- d. What efforts have been made to acquire the most cost effective price?
___ There are limited flight options and we are required to stay at the assigned hotel, but are rooming with Annandale and Watertown-Mayer to save cost (all MN schools in the same hotel). Making the best cost effective choices where possible. _____
- 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 X NO _____
- f. Insurance Issues
- a. Will students need additional medical insurance coverage? YES _____ NO X _____
- b. Is group tour insurance being purchased? If so, what is the coverage and cost?

8. Transportation Information: How will students be transported?

- a. Bus _____ Name of Company _____
- b. Plane X Name of Airline Delta
- 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 Mark Tuchscherer Date 3/20/25

Activities Director Signature [Signature] Date 3/21/25

Superintendent Signature _____ Date _____

For out-of-state/international trip:

Staff Member who will present at School Board meeting Mark Tuchscherer

School Board Meeting Presentation Date for Preliminary Approval:

(Out-of-State at least 90 days before trip) _____

(International at least 180 days before trip) _____