

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

School: Buffalo High School

Group Making Request: BHS Yearbook (The Tatanka)

Principal: Mark Mischke

Person in Charge: Ryan McCallum

1. Destination: Balfour Publishing's Intensity Workshop – Dallas TX
2. Dates of Trip: September 18-21    Number of School Days Missed: 1
3. Number of Students: Male: 1    Female: 2    - It's possible that one more student could attend
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: Shannon Hart – Balfour Publishing representative

7. Describe the purpose and objectives of the trip:

The Intensity workshop is designed to make Balfour Publishing's most capable yearbook programs even better. We will learn from experts, tour the plant, improve our yearbook, learn about trends, become better at photography and graphic design, and meet with the other top-level yearbook programs from around the country.

8. Cost Factors:
- a. Trip funded by:
    1. School Account ☐
    2. Individual student ☐
  - b. Cost per person: \$0 – Balfour Publishing is paying for this trip.
  - c. What provision has been made for students with financial difficulties? Fund raising activities conducted?  
This trip is free for the students who have been invited.
  - d. What efforts have been made to acquire the most cost effective price?

We made sure each student could attend free of charge.

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? NO
2. Insurance Issues
  - a. Will students need additional medical insurance coverage? 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 X \_\_\_\_\_ Name of Airline: Delta
- c. School District van/s \_\_\_\_\_
- d. School District not responsible for transportation \_\_\_\_\_
- e. Other – explain \_\_\_\_\_

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 Ryan McCall Date 8/1/14

Activities Director Signature Cheryl L. Brown Date 8/4/14

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**BALFOUR'S 2014**

**INTENSITY**

**WORKSHOP SEPTEMBER 20-22**

**TAKE A STEP  
FORWARD**

REGISTER ONLINE: <http://tinyurl.com/14-intensity-workshop>

**TENTATIVE SCHEDULE**

**Saturday**

**September 20**

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 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

**Monday**

**September 22**

8:30 – 10:30 am Work Session

**LOCATION**

1550 West Mockingbird Ln  
Dallas, TX 75235

\$125.00 per adviser or staff member  
Lunch provided both Saturday & Sunday.

**HOTEL ACCOMODATIONS:**

**WYNDHAM HOTEL**

\$125.00 per night (tax & breakfast included)  
3300 West Mockingbird Lane  
Dallas, TX 75235

**PLANT TOURS:**

**Monday**

10:30 – Noon  
By appointment only

**NEED MORE INFORMATION?**

**CONTACT:**

**GAYLENE MABRY**

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Dallas, TX 75235

**balfour**