

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

School BHS. Group Making Request Buffalo FFA
Principal Mark Mischke Person in Charge Gery Wirken / Jacob Wilts

1. Destination: Pipestone National Monument MN

2. Dates of Trip: 8/13 - 8/14, 2023 Number of School Days Missed: 0

3. Number of Students: Male 3 Female 5

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: Donna Socha, Jacob Wilts, Gery Wirken

b. Other Adults Accompanying: _____

7. Describe the purpose and objectives of the trip:

Buffalo FFA officer retreat to plan the
2023-2024 Program of Activities. We will
also be touring an agriculture business.

8. Cost Factors:

a. Trip funded by: Buffalo FFA Alumni

- 1. School Account
- 2. Individual student

b. Cost per person 0

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

Buffalo FFA Alumni organization will be
funding the trip.

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

None needed

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?

9. Transportation Information: How will students be transported?

a. Bus _____ Name of Company _____

b. Plane _____ Name of Airline _____

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 [Signature]

Date 6-9-2023

Activities Director Signature [Signature]

Date 6/13/23

Superintendent Signature [Signature]

Date 6/26/23

FFA Officer Itinerary

Sunday Aug 13, 2023

Noon – 1 pm: BHS Ag Room: 1st Officer Meeting

1:30: Leave for Pipestone National Monument

4:30: Tour National Monument

6 pm: Dinner

7:30 pm: Arrive at hotel

8 – 10pm: 2nd meeting

11 pm: lights out

Monday Aug 14, 202

8 – 10 am 3rd meeting at hotel

10:30 am Leave for Agriculture tour (TBD)

1 pm: Lunch

2 pm: Leave for home

5 pm: Arrive back to BHS