

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

School BHS Group Making Request AVID

Principal Mark Mischke Person in Charge Lacy Schramm

1. Destination: Concordia College, Moorhead, MN

2. Dates of Trip: 09/17-18/2018 Number of School Days Missed: 2

3. Number of Students: Male _____ Female _____ TBD

4. Grade Levels Included: 11-12

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

a. Staff Accompanying: Lacy Schramm + TBD

b. Other Adults Accompanying: _____

7. Describe the purpose and objectives of the trip:

2-3 College Visits to the high interest campuses of
NDSU and Concordia Moorhead. College Fit factors, financial
aid and student reflections.

8. Cost Factors:

a. Trip funded by:

1. School Account ☒ AVID by NWSISD budget
2. Individual student ☐

b. Cost per person 2-3 meals on their own

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

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

Free lodging at Concordia.

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?

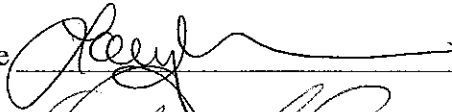
9. Transportation Information: How will students be transported?

based on #

- * 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



Date

5/29/18

Activities Director Signature



Date

5/29/18

Superintendent Signature

Date