

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

School BHS Group Making Request Tatan Ka Yearbook
Principal Mark Mischke Person in Charge Ryan McCallum

1. Destination: Dallas, Texas - Balfour's Intensity Workshop

2. Dates of Trip: August 1-4 Number of School Days Missed: 0

3. Number of Students: Male 0 Female 4
Ella ShuberK
Hannah Park
Lindsay Kauffman
Ali Takkesdal

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:

To learn from industry professionals and see the publishing
process first hand, to meet the people who create our book,
and get next-level criticism reserved for the best programs in
the country.

8. Cost Factors:

a. Trip funded by:

1. School Account Balfour Publishing Company
2. Individual student

b. Cost per person \$0

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?

Balfour pays for all expenses for this invite-only workshop

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?
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9. Transportation Information: How will students be transported?

- a. Bus _____ Name of Company _____
b. Plane _____ Name of Airline TBD
c. School District van/s _____
d. School District not responsible for transportation _____
e. Other – explain _____
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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

6/8/17

Activities Director Signature

[Signature]

Date

6/8/17

Superintendent Signature

Date
