

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

Ann L. Brown

Date

8/4/14

Superintendent Signature _____

Date _____