

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

School Buffalo High School

Group Making Request ~~Buff~~ Bison Connection / Unified PE

Principal Mark Miskke

Person in Charge Jen Heebink

1. Destination: Washington D.C.

2. Dates of Trip: Feb 9-12th, 2020 Number of School Days Missed: 3

3. Number of Students: Male \_\_\_\_\_ Female 2

4. Grade Levels Included: 9+12

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

a. Staff Accompanying: Jen Heebink

b. Other Adults Accompanying: \_\_\_\_\_

7. Describe the purpose and objectives of the trip:

We will be Advocating with other Unified PE / Champion Unified Schools for the Eunice Kennedy Bill. Learning how to form our speeches + talk to Senators, making appointments to speak to people in charge of the Bill to re-sign for the Bill.

8. Cost Factors:

a. Trip funded by: outside funds -> Special Olympics

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?

None Needed

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

Working with Special Olympics to cover all costs

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 TBA

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 12/18/19

Activities Director Signature [Signature] Date 1/3/20

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