

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

School BHS Group Making Request Vocal Music-Concert Choir  
Principal Mischke Person in Charge Zack Carlson

1. Destination: Concordia College  
2. Dates of Trip: Jan 21-22, '22 Number of School Days Missed: 1  
3. Number of Students: Male 25 Female 39 (maximum students)  
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.

- a. Staff Accompanying: Zack Carlson, Director  
Jill Starr, BHS Music Para / Accompanist  
b. Other Adults Accompanying: Chaperones TBD

7. Describe the purpose and objectives of the trip:

Perform at Concordia College Vocal Festival after  
being invited in 2020. Students will refine  
performance skills and collaborate with multiple high  
school choirs & college choirs.

8. Cost Factors:

- a. Trip funded by:  
1. School Account ☐  
2. Individual student ☒  
b. Cost per person Approx. \$100.00  
c. What provision has been made for students with financial difficulties? Fund raising activities conducted?  
Fall Coffee Fundraiser  
Limited scholarship money available

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

Quotes were received for charter bus company and  
hotel accommodations

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 X Name of Company HOH-Peterson Bus, Lakato, MN  
b. Plane \_\_\_\_\_ Name of Airline \_\_\_\_\_  
c. School District van/s ? maybe needed if #'s exceed bus capacity  
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.

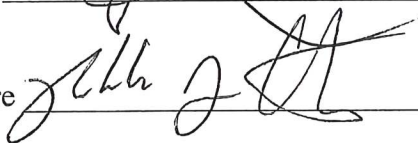
Person in Charge Signature



Date

11/10/21

Activities Director Signature



Date

11/20/21

Superintendent Signature



Date

12/9/21



**Concordia College  
High School Choral Festival**

**BHS Concert Choir**

Moorhead, MN

January 21-22, 2022

\*\*\*DRAFT\*\*\*

**SCHEDULE**

**Friday, January 21**

12:30 p.m. - Load Motor Coach  
1:00 p.m. - Leave for Fargo  
4:00 - 5:30 p.m. - Holiday Inn Express - West Acres, Fargo  
5:30 - 6:30 p.m. - Dinner (included)  
6:30 p.m. - Festival Registration at Concordia College  
7:15 - 8:00 p.m. - Vocal Sectionals  
8:00 - 9:00 p.m. - Mass Rehearsal  
9:00 - 9:30 p.m. - Social Time with Pizza  
9:30 - 10:30 p.m. - Talent Show  
10:30 p.m. - Return to Holiday Inn Express  
11:00 p.m. - Room Check & Lights Out

**Saturday, January 22**

7:30 - 8:30 a.m. - Breakfast at Holiday Inn Express (included)  
9:00 a.m. - Load Motor Coach to Concordia College  
9:45 - 11:00 a.m. - Mass Rehearsal  
11:00 a.m. - Noon - TBA  
Noon - 1:15 p.m. - Lunch at Anderson Commons (included)  
1:15 - 2:00 p.m. - Mini-Concert  
2:00 p.m. - Rehearsal Time for Honor Choirs  
3:15 - 3:45 p.m. - Mass Choir Rehearsal  
4:00 - 5:30 p.m. - Afternoon Concert  
6:00 - 7:00 p.m. - Dinner (included)  
7:00 p.m. - Leave for Buffalo  
10:00 p.m. - Arrive at BHS

