

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

School BHS Group Making Request BHS Unified Music

Principal Mr. Mischke Person in Charge Zack Carlson-Giving

1. Destination: Milwaukee, Wisconsin (Exact location TBD)
2. Dates of Trip: February 26-27. Number of School Days Missed: 1.5
3. Number of Students: Male TBD based on family avail Female TBD based on family avail
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: Zack Carlson-Giving, Carrie Schmitt, Jessa Rakotz

b. Other Adults Accompanying: Paraprofessionals, families of Unified Music classmates

7. Describe the purpose and objectives of the trip:

Unified Music has been selected to present and perform at the Regional American Choral Director's Association Midwestern Conference. Buffalo High School has been a leader in inclusive music programming for five years and this honor is a testament to what truly inclusive spaces can look like in music education.

8. Cost Factors:

- a. Trip funded by:

1. School Account ☒
2. Individual student ☐

- b. Cost per person \$200-245.00

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

Group fundraising, grant writing, and individual fundraising efforts are all underway to make this as cost effective as possible for families and students.

- d. What efforts have been made to acquire the most cost effective price?  
We have se Group fundraising, grant writing, and individual fundraising efforts are all underway to make this as cost effective as possible for families and students.

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 X Name of Company Minnesota Coaches LLC
- 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.

Due to the nature of this opportunity we are collaborating with families on a one-on-one basis to accurately assess the opportunity and whether or not it will work for each student. Our final Trip Meeting will be at 7:35pm on Monday, January 26, 2026.

## Communication

### Trip Itinerary (attached)

A copy of the detailed trip itinerary is attached. The Unified Music Ensemble will travel to Milwaukee, Wisconsin, to present at the Midwestern American Choral Directors Association Regional Convention on **Friday, February 27, 2026.**

#### Outline:

- **Thursday, February 26, 2026**
  - Depart Buffalo High School – 12:00 p.m.
  - Lunch en route
  - Check in at Hyatt Regency Milwaukee – 6:45 p.m.
  - Dinner together – 7:30 p.m.
- **Friday, February 27, 2026**
  - Breakfast – 8:30 a.m.
  - Session warm-up – 10:00 a.m.
  - Performance session – 10:45 a.m.
  - Depart Milwaukee – 12:00 p.m.

- Early dinner on the way home
- Return to Buffalo High School – approximately 7:00 p.m.

### Parental and Student Input

Families and students have been involved in the planning process from the beginning. A **Unified Music Family Input Form** was distributed, allowing parents and guardians to indicate:

- Their interest in student participation
- Preferred transportation arrangements (family or school-provided)
- Financial need for hotel costs (self-funded, partial assistance, or full assistance)
- Willingness to chaperone or assist in coordination

Each case manager has communicated directly with families to ensure full inclusion and accessibility in planning.

### Parent Meetings and Communication

Parent meetings and email communication will be conducted to ensure full transparency. The final meeting will be on Monday, January 26th at 7:35pm. The initial correspondence and meetings will address:

- **Purpose of the trip:** To perform and represent Buffalo High School Unified Music at a prestigious regional convention, providing an inclusive and professional performance experience for all students.
- **Costs:** Families will be informed of the total cost (including hotel, meals, and spending money). Fundraising opportunities will be provided to help offset costs for families needing support. *Updates will be provided regarding grant applications when we hear correspondence from granting agencies.*
- **Fundraising:** Group fundraising efforts are planned to make the trip accessible for all participants.
- **Adult Chaperones:** Staff members and approved adult volunteers will travel with students.
- **Emergency Contact Information:** A list of chaperone phone numbers and a 24-hour emergency contact number will be provided to all families prior to departure.
- **Medical Insurance Needs:** Families will be reminded to ensure current medical and insurance information is on file with the school.
- **Emergency Procedures:** If a student must return home early due to illness, medical emergency, or disciplinary reasons, arrangements will be coordinated by school staff and administration, with parental notification and direct supervision throughout the process. This is in line with what the BHS Music Department has done in the past.

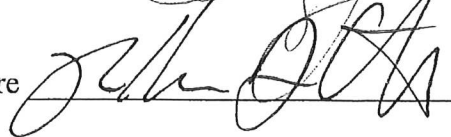
Person in Charge Signature



Date

10/31/25

Activities Director Signature



Date

11/7/25

Superintendent Signature

Date

preliminary 11/25/25