

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

School High School 1 Group Making Request BPA

Principal Mischke Person in Charge B. Diekmann

1. Destination: Dallas, Tx - Grapevine actually

2. Dates of Trip: May 10-13 Number of School Days Missed: 2

3. Number of Students: Male — Female 4

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: Staff advisor Brenda Diekmann

b. Other Adults Accompanying: None

7. Describe the purpose and objectives of the trip:

Compete @ national level in events they qualified for at State Competition. Participate in speakers, special awards ceremonies for Torch winners and in business meeting and election of new officers. One is also a Region representative who will ~~represent~~ represent Region 1 in all state activities.

8. Cost Factors:

a. Trip funded by:

1. School Account ☐

2. Individual student ☒

b. Cost per person \$540 (\$17 extra for students wanting a t-shirt - optional)

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

Offered to do activities, none have chosen to participate, have opportunities to work concessions at Minneapolis venues. Some students will be exploring Buffalo Community organizations as well.

d. What efforts have been made to acquire the most cost effective price? Going 1 less day to save hotel.
Adviser will share room with multiple other advisers. We
booked flights for great deal. Shirts are optional. B. Dukeman
is paying for ^{some of} her own expenses.

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?

No

9. Transportation Information: How will students be transported?

a. Bus _____ Name of Company _____

b. Plane ✓ Name of Airline American Airlines and Spirit

c. School District van/s _____

d. School District not responsible for transportation ✓

e. Other - explain Parents get to/from airport

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 Brenda White Date 3-15-18

Activities Director Signature Mark Whittle Date 3/16/18
John Brown

Superintendent Signature _____ Date _____

Parent communication has been through Remind at this point. Agreed to go Thursday instead of Wednesday to save a night at hotel. Coordinated flight too. Will have our banquet/meeting for final coordination the week before we leave.

Thursday - Flight
5:00 - Alayna Computer

Rh

Friday - Zoe Computer
Chloe Taylor special Awards
Dukeman: Grade Excel competition
Dinner: BPA Special Event: Hoedown

Saturday: Awards Session
Sunday: Fly home.