

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

School Buffalo Senior High School Group Making Request Summer Marching Band

Principal Mark Mischke Person in Charge Scott Rabehl

1. Destination: Washington D.C.
2. Dates of Trip: June 30-July 6, 2010 Number of School Days Missed: 0
3. Number of Students: Male 66 Female 84
4. Grade Levels Included: 8-12
5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.  
Staff Accompanying: Scott Rabehl  
Other Adults Accompanying: Assistant Director Andy Richter, Colorguard Instructor Kristine Thompson, Drumline Instructor to be hired later, 11 parents (1 adult for every 10 students).
7. Describe the purpose and objectives of the trip:
  - To perform in larger events.
  - To expose children to other parts of the country and other cultures.
  - To have social and team-building experiences that can only happen when you travel.
  - To create lifelong memories.

8. Cost Factors:

Trip funded by: Individual students

- a. Cost per person: Estimate as of 12-21-10. \$595

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

**Fundraising Opportunities:**

Happenings Books, Frozen Food, Holiday Wrapping and Gift Items, Cub Foods Bagging, Dan & Jerry's planting, Tupperware Sale and others to be determined.

**Accommodations for Cost:** Students who make a significant effort to fundraise but are in a financial situation that prevents them from going on the trip may apply for a scholarship from the Tri M Music Honor Society or the "The HERD" Activity Account to help reduce their cost.

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

Performance Tours, from Anoka, MN, was selected to guide this trip. We have been working with them for two years now to develop a level of trip content and value that provides a quality experience, yet is affordable.

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
2. Insurance Issues
  - a. Will students need additional medical insurance coverage? No
  - b. Is group tour insurance being purchased? No, but individuals may chose to purchase tour insurance from our travel consultant, Performance Tours, Inc.
9. Transportation Information: How will students be transported? 4 buses from Trobec's.
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 12-21-10

Activities Director Signature  Date 12/21/10

Superintendent Signature  Date 12/22/10