

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

Group Making Request _____ German _____

Person in Charge _____ Michele Strassburg _____ School _____ BHS _____

Please check all that apply:

Overnight
 Out-of-State or International (requires 2-step approval from School Board)

1. Destination: _____ Germany and Austria _____

2. Dates of Trip: _____ June 2025 _____ Number of School Days Missed: _____ 0 _____

3. Number of Students: Male ___?___ Female ___?___

4. Grade Levels Included: _____ 10-12 _____

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

a. Staff Accompanying: _____ Lisa Nordmeyer _____

b. Other Adults Accompanying: _____

6. Describe the purpose and objectives of the trip:

Students will have the opportunity to expand on and use their German language skills and knowledge in an immersive international and intercultural trip. Students will be able to see historical sites, and see examples of modern life in Germany and Austria. Exact numbers are not known at this time, but as of end of the school year I have 15 students who have filled out applications.

7. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student X

b. Cost per person _____ \$4100 _____

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

Parents and participants will be allowed to organize fundraising opportunities

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

Grant money that has been accumulated in the Germany trip fund will be used to supplement student cost to bring it down to the \$4100 price point for early sign up.

e. 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

f. 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, trip insurance is being offered through CETA tours and a partner company and is optional for families to purchase

8. Transportation Information: How will students be transported?

a. Bus Name of Company unknown

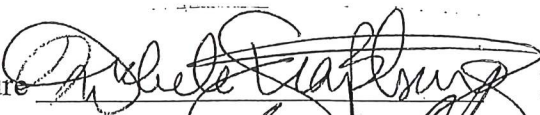
b. Plane Name of Airline unknown

c. School District van(s) _____

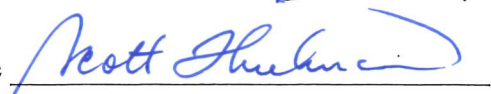
d. School District not responsible for transportation

e. Other – explain _____

9. 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 6/7/24

Activities Director Signature  Date 6/7/24

Superintendent Signature  Date 6/27/24

For out-of-state/international trip:

Staff Member who will present at School Board meeting Michele Strassburg

School Board Meeting Presentation Date for Preliminary Approval:
(Out-of- State at least 90 days before trip) _____

(International at least 180 days before trip) 10-28-2024