

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

School High School Group Making Request BPA
Principal Mark Mischke Person in Charge Brenda Dickman

1. Destination: Orlando, FL - National Conference

2. Dates of Trip: May 8-12 Number of School Days Missed: 23

3. Number of Students: Male 1 Female 3

4. Grade Levels Included: 11

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

a. Staff Accompanying: None

b. Other Adults Accompanying: Husband to chaperone boy -
Funds are being covered by himself

7. Describe the purpose and objectives of the trip:

Compete in events qualified for top at state, receive national awards for Torch, and participate in leadership activities

8. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student

b. Cost per person \$950

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

All have paid - some fundraising money was used from senior shirts and car tagging

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

Purchased tickets early - no options for hotels but we are sharing rooms to fill with 4 students in each and advisor also sharing with Annabelle.

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 Sun Country

c. School District van/s _____

d. Private vehicle driven by responsible adult _____

e. Other Rental for airport to hotel & back

f. School District not responsible for transportation Y

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 DeLor

Date 4-25-13

Activities Director Signature

Wesley [Signature]

Date

4/30/13

Principal Mark [Signature]

5/1/13

Superintendent Signature _____

Date _____



Orlando

Wed May/8/2013 - Sun May/12/2013 | Itinerary# 1553-6223-0314

Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

Minneapolis (MSP) → Orlando (MCO)

Wed May/8/2013 - Sun May/12/2013 , 5 round trip tickets

CONFIRMED

Sun Country Airlines AICBMH

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Price Summary

Traveler 1: Adult	\$314.80
Flight	\$272.55
Taxes & Fees	\$42.25
Expedia Booking Fee	\$0.00

Total: \$1,574.00

All prices quoted in US dollars.

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

Traveler Information

Brenda Lee Diekman Adult	No frequent flyer details provided	Ticket # 3377212436072
Marah Moy Adult	No frequent flyer details provided	Ticket # 3377212436073
Rachel Koch Adult	No frequent flyer details provided	Ticket # 3377212436074
Emma Schneider Adult	No frequent flyer details provided	Ticket # 3377212436075
Aaron Hamann Adult	No frequent flyer details provided	Ticket # 3377212436076

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

5/8/13 - Departure Nonstop

Total travel time: 3 h 5 m

Minneapolis	Orlando	3 h 5 m	1,304miles
MSP 7:05am	MCO 11:10am		
Sun Country Airlines 337			
Economy/Coach (Z) Confirm seats with the airline *			

5/12/13 - Return Nonstop

Total travel time: 3 h 20 m



Orlando

Minneapolis

3 h 20 m 1,304miles

MCO 1:00pm**MSP 3:20pm**

Sun Country Airlines 342

Economy/Coach (V) | Confirm seats with the airline *

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.

Need help with your reservation?

Call us at 1-800-EXPEDIA (1-800-397-3342) or 1-404-728-8787

For faster service, mention itinerary # **1553-6223-0314**

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2013 National Leadership Conference Schedule

Name / Contest	Schedule	Date	Time	Section	Location
Aaron Hamann					
Uncover Your Brand	Workshop	5/10/2013	11:00AM - 11:50AM		
Dreams Come True Special Event	Workshop	5/10/2013	6:00PM - 10:00PM		
Honor Recipient Celebration-Guest	Awards	5/10/2013	3:00PM - 4:00PM		D: Pacific Hall B
General Awards Session-Secondary/Middle Level	Workshop	5/11/2013	6:00PM - 9:00PM		
Dress for Success Fashion Show	Workshop	5/8/2013	6:30PM - 7:30PM		
Opening General Session	Workshop	5/8/2013	8:30PM - 10:00PM		
Brenda Diekman					
Making your Learning Modules Mobile!	Workshop	5/10/2013	9:00AM - 9:50AM		
Uncover Your Brand	Workshop	5/10/2013	11:00AM - 11:50AM		
Dreams Come True Special Event	Workshop	5/10/2013	6:00PM - 10:00PM		
Honor Recipient Celebration-Attendee	Awards	5/10/2013	3:00PM - 4:00PM		D: Pacific Hall B
General Awards Session-Secondary/Middle Level	Workshop	5/11/2013	6:00PM - 9:00PM		
Volunteer: Grading Room		5/11/2013	9:00AM - 12:00PM		
Teaching and Learning with the iPad: Discovering Apps for the Business Education Classroom	Workshop	5/8/2013	4:00PM - 4:50PM		
Dress for Success Fashion Show	Workshop	5/8/2013	6:30PM - 7:30PM		
Opening General Session	Workshop	5/8/2013	8:30PM - 10:00PM		
Give Your Students and Program an Edge Through Microsoft, Adobe, Quickbooks, and other Certification	Workshop	5/9/2013	9:00AM - 9:50AM		
How to Offer Industry Certifications in Your Classroom	Workshop	5/9/2013	10:00AM - 10:50AM		
Emma Schneider					
Uncover Your Brand	Workshop	5/10/2013	11:00AM - 11:50AM		
Dreams Come True Special Event	Workshop	5/10/2013	6:00PM - 10:00PM		
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Marah Moy					
			11:00AM -		

Uncover Your Brand	Workshop	5/10/2013	11:50AM		
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Opening General Session	Workshop	5/8/2013	8:30PM-10:00PM		
Rachel Koch					
Uncover Your Brand	Workshop	5/10/2013	11:00AM-11:50AM		
Dreams Come True Special Event	Workshop	5/10/2013	6:00PM-10:00PM		
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