

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

School BHS Group Making Request Music Dept.

Principal Mischke Person in Charge Mike Knutson

1. Destination: Eau Claire

2. Dates of Trip: 4-1-22 Number of School Days Missed: 0

3. Number of Students: Male TBD Female TBD

4. Grade Levels Included: 11-12

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

a. Staff Accompanying: Zack Carlson, Mike Knutson, Scott Rabehl,  
Jill Starr

b. Other Adults Accompanying: TBD

7. Describe the purpose and objectives of the trip:

Spend the morning at UWEC working with college directors, receiving  
masterclasses, and going on a campus tour. The remainder of the day  
will be spent at Action City (trampoline park, go-cart, arcade, VR games)  
and going to a movie at Alamo (Woodbury). The purpose is to do a  
mini one-day Spring trip in lieu of our usual New York City trip.

8. Cost Factors:

a. Trip funded by:

1. School Account ☐

2. Individual student ☒

Buses will be paid for with Night Out  
for Music money.

b. Cost per person ≤ \$65

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

We have 2 coffee fundraisers this year + are exploring  
other fundraising options

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

We have looked at a variety of "fun" options for after our time at UWEC and chosen ones we think are the most cost effective

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?

9. Transportation Information: How will students be transported?

- a. Bus ✓ Name of Company Holt  
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.

Person in Charge Signature

[Signature]

Date 1-7-22

Activities Director Signature

[Signature]

Date 1/10/22

Superintendent Signature

Date \_\_\_\_\_

Music Department Trip  
For Concert-level Groups  
Friday, April 1, 2022

5:30 - Students arrive and load bus  
6:00 - Depart for Eau Claire  
9:00 - Arrive at UWEC

At UWEC	Concert Band	Concert Choir	Concert Orchestra
9:00	Unload bus	Unload bus	Unload bus
9:30	Campus Tour	Arrive/Warm up	Masterclass
10:00	Campus Tour	Performance/Clinic	Masterclass
10:30	Warm up	Performance/Clinic	Campus Tour
11:00	Performance/Clinic	Masterclass	Campus Tour
11:30	Performance/Clinic	Masterclass	Warm up
12:00	Masterclass	Campus Tour	Performance/Clinic
12:30	Masterclass	Campus Tour	Performance/Clinic
1:00	Load bus/depart	Load bus/depart	Load bus/depart

1:30 Lunch at Oakwood Mall Food Court (in Eau Claire)  
2:30 Trampoline, Go-Cart, Laser Tag, etc at Action City (in Eau Claire)  
5:30 Travel to Alamo Drafthouse for Dinner and a Movie  
7:00 Dinner and Movie at Alamo (in Woodbury)  
10:00 Depart for Buffalo High School  
11:15 Arrive at Buffalo High School