

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

Group Making Request: **"The HERD" Summer Marching Band**

Person in Charge: **Scott T. Rabehl** School: **BHS**

Please check all that apply:

Overnight  Out-of-State  International

1. Destination: **Boston**
2. Dates of Trip: **July 2-8, 2024** Number of School Days Missed: **0**
3. Number of Students: Male ? Female ?
4. Grade Levels Included: **Rising 9<sup>th</sup> Graders through 2024 Graduates**
5. Supervision requirements: one adult for every 12 students. Same gender chaperone must be included for each gender participating.
  - a. Staff Accompanying: **Scott Rabehl (Director), Andy Richter (Assistant Director), Crystal Allen (Color Guard Instructor), James Swanson (Drumline Instructor)**
  - b. Other Adults Accompanying: **Parents to complete a staffing ratio of one adult for every 10 students.**
  - c. **In addition...Private security guard to walk the halls of the hotel every night from 11:30 PM-3:30 AM. This allows our students to feel safe and supervised, and allows our staff and chaperones to sleep so that they can be good decision makers during the day.**
6. Describe the purpose and objectives of the trip:
  - a. **Generally, we travel to perform in larger events. This year, the objective is the opposite. The students will be "star attractions" at small town Independence Day celebrations.**
  - b. **To expose children to other parts of the country and other cultures.**
  - c. **To have social and team-building experiences that can only happen when you travel.**
  - d. **To create lifelong memories.**
7. Cost Factors:
  - a. Trip funded by **Individual Students**
  - b. Cost per person: **\$1525 is the best estimate as of 1-17-24**
    - i. **In addition...11 out of pocket meals (approx. \$110)**

- ii. **In addition...souvenir money (varies by child)**
- c. What provision have you made for students with financial difficulties?  
Fundraising activities conducted?
  - i. Fundraising Opportunities: **Mattress Sale, 2 Coffee Sales, Coupon Book sale, Bagging Groceries**
  - ii. 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, the BHS Music Boosters or the "The HERD" Activity Account to help reduce the cost.**
- d. 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 15 years to develop a level of trip-content and value that provides a quality experience yet is affordable.**
- 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**
- f. Insurance Issues
  - i. Will students need additional medical insurance coverage? **NO**
  - ii. Is group tour insurance being purchased? If so, what is the coverage and cost? **No, however every student was STRONGLY encouraged to purchase trip insurance at a cost of around \$60.**
- g. Is group tour insurance being purchase? If so, what is the coverage and cost? **NO**

8. Transportation Information: How will students be transported? **Coach Buses-Likely to be Holt/Peterson...2 drivers per bus.**

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	<u>Scott T. Rabehl</u>	Date	<u>1-17-24</u>
Activities Director Signature	<u>[Signature]</u>	Date	<u>1/17/24</u>
Superintendent Signature	<u>Scott Thielman</u>	Date	<u>1/18/24</u>

For out-of-state/international trip:

Staff Member who will present at School Board meeting: **Scott T. Rabehl**

School Board Meeting Presentation Date for Preliminary Approval: **Monday, Jan. 22**