

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

School Buffalo High School Group Making Request FFA

Principal Mr. Mischke Person in Charge Gary Wirkus

1. Destination: Louisville, Kentucky

2. Dates of Trip: 10/27 → 11/1, 2015 Number of School Days Missed: 3

3. Number of Students: Male 3 Female 5

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: Gary Wirkus
Carrie Wirkus

b. Other Adults Accompanying: _____

7. Describe the purpose and objectives of the trip:

Annual leadership convention for PPA members. Buffalo PPA is receiving the National Chapter award + Zara Wirkus has qualified for National PPA Choir.

8. Cost Factors:

a. Trip funded by:

1. School Account

2. Individual student

b. Cost per person \$250

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

We charge PPA students \$250, PPA pays \$250 and PPA Alumni pays \$250 for each student. We sell fruit to help students pay for trip.

Superintendent Signature _____ Date _____
 Activities Director Signature [Signature] Date 9/11/15
 Person in Charge Signature [Signature] Date 9-27-15

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.

- c. School District van/s
- d. School District not responsible for transportation
- e. Other - explain

9. Transportation Information: How will students be transported?
 a. Bus
 Name of Company Holt Bus + Charter Service
 b. Plane
 Name of Airline _____

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 purchased? If so, what is the coverage and cost? NO

d. What efforts have been made to acquire the most cost effective price?
we will be traveling with Region 4 PPA coach.