

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

School BHS Group Making Request Buffalo FFA

Principal Mark Mischke Person in Charge Gary Wirkus

1. Destination: Indianapolis, IN

2. Dates of Trip: Oct 23-27, 2018 Number of School Days Missed: 3

3. Number of Students: Male 3 Female 3

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 and Abbey Weninger (BHS Ag Teacher Student teacher for second term) _____

b. Other Adults Accompanying: A couple of parents may be attending to watch the Market plan contest but will find their own way to the convention.

7. Describe the purpose and objectives of the trip:

The Buffalo High School FFA chapter's State winning Agriculture Marketing team has qualified for the national competition. Other FFA members will also attend this convention to meet other FFA members from across the United States, attend the career show with hundreds of representatives from colleges, universities and businesses from all facets of industry and students will be able to hear from some of the best motivational speakers in the country.

8. Cost Factors:

a. Trip funded by:

1. School Account X : FFA account and individual student

2. Individual student

b. Cost per person : \$0 for student competing and \$250 for non-competing students.

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

Our FFA alumni organization will help any student with a financial situation. Students can also use individual fruit sales to help offset costs.

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

Our FFA alumni and chapter will pick up 50% of the total cost of trip.

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(X)
2. Insurance Issues
 - a. Will students need additional medical insurance coverage? YES NO(X)
 - 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 _____
- c. School District van/s (Yes)
- 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 _____Gary Wirkus_____

Date 5-29-18

Activities Director Signature _____

Date _____

Superintendent Signature _____

Date _____