

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

School BHS Group Making Request Girls swim/dive
Principal Mr. Mischke Person in Charge Melissa Miller

1. Destination: Clear Lake, IA & Mason City, IA
2. Dates of Trip: Aug. 18 - Aug. 20 Number of School Days Missed: 0
3. Number of Students: Male 0 Female 60
4. Grade Levels Included: 9-12

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

a. Staff Accompanying: Melissa Miller, Rachel Busch, Pam Brophy

b. Other Adults Accompanying: _____

7. Describe the purpose and objectives of the trip:

Team bonding and training. Team and individual goals will be set. Team expectations will also be determined. We will discuss the many facets of being a successful team and an individual student-athlete.

8. Cost Factors:

- a. Trip funded by:
1. School Account ☐
2. Individual student ☒

b. Cost per person _____

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

Booster Club will pay for students with financial difficulties. Girls will participate in fund raising through program ad sales and River Inn pancake breakfast.

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

Research for cheapest (but safe) lodging, transportation, pool use, and food. Going to IA because of Rachel Busch's connections in the area we're traveling to.

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 (A very small amount.)

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 X Name of Company Voight's Bus Service, Inc.

b. Plane _____ Name of Airline _____

c. School District van/s _____

(d) Private vehicle driven by responsible adult May need if more than 52 students.

e. Other _____

f. School District not responsible for transportation Correct.

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

Melissa Miller
Rachel Busch

Date

4-1-14

Activities Director Signature

Charm T. Brown

Date

4-1-14

Superintendent Signature

Date