

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

Group Making Request Buffalo BPA (Business Professionals of America)

Person in Charge Rebecca Karna School BHS Please

check all that apply:

Overnight

Out-of-State or International (requires 2-step approval from School Board)

1. Destination: Nashville, TN 2. Dates of Trip: May 6-10 Number of

School Days Missed: 3 3. Number of Students: Male 0 Female 2

4. Grade Levels Included: 12

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

a. Staff Accompanying: Rebecca Karna

b. Other Adults Accompanying: Jesse Karna \

6. Describe the purpose and objectives of the trip:

National Leadership Conference - Avery Lowe is competing in Fundamental Desktop Publishing and Kylie Kelm is competing in Integrated Applications and Intermediate Word Processing. They both qualified from the State Leadership Conference in March. They will have opportunities to network and attend leadership and services activities.

7. Cost Factors:

a. Trip funded by:

1. School Account

2. **Individual student**

b. Cost per person estimated \$1,500

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

Our chapter has participated in fundraising and will complete a few other fundraising opportunities this spring. They have done grocery bagging, a sock fundraiser, and have

applied for donations from organizations.

- d. What efforts have been made to acquire the most cost effective price? ___ The 2 students are sharing a room with 2 students from the Annandale chapter to help with cost.
- 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 NO ___
- f. 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?
NA _____

8. Transportation Information: How will students be transported?

- a. Bus Name of Company
- b. Plane Name of Airline - Southwest Airlines
- c. School District van(s)
- d. School District not responsible for transportation
- e. Other – explain

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 Rebecca Karna _____ Date 3/16/2026 _____

Activities Director Signature _____ Date _____

Superintendent Signature _____ Date _____

For out-of-state/international trip:

Staff Member who will present at School Board meeting

School Board Meeting Presentation Date for Preliminary Approval:

(Out-of- State at least 90 days before trip)

(International at least 180 days before trip)