

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

Group Making Request: BCMS's Minnesota History Day

Person in Charge: Danielle Kelm, Teacher School: Buffalo Community Middle School

Please check all that apply:

Overnight

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

1. Destination: National History Day at the University of Maryland in College Park, MD

2. Dates of Trip: June 13-19, 2026 Number of School Days Missed: 0

3. Number of Students: Male 1 Female 2

4. Grade Levels Included: 7th and 8th grades

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

a. Staff Accompanying: Danielle Kelm, advisor/coach/teacher

b. Other Adults Accompanying: The MN History Day staff, including our regional coordinator, Ian Cunningham, Mattie Winger (Henry Winger's mom), Anne and Shaun Karson (Dorothy Karson's parents), and Stuart Johanson and Andi Johanson (Elsie Johanson's parents)

6. Describe the purpose and objectives of the trip:

The purpose of this trip is to allow students to participate in the National History Day competition at the national level after successfully advancing through regional and state contests. This experience provides students with the opportunity to showcase their research, analysis, and presentation skills on a national stage.

7. Cost Factors:

a. Trip funded by:

1. School Account
2. Individual student X

Cost per person: \$975 per student, \$1,030 per teacher.

Student

Airfare (includes one regulation-size piece of luggage)	\$268
Airport Transfer (to and from BWI airport)	\$30
Room and Board (Package 1 + additional night)	\$732
Contest Registration Fee (per national qualifier)	\$165
State Program Fee (per national qualifier)	\$45
Sub-Total:	\$1,240
Student Travel Scholarship*	-\$100
Registration Scholarship*	-\$165
<i>*Applicable to National Qualifiers taking part in group travel and dorm experience</i>	

Estimated Student Total: \$975

Teacher

Airfare (includes one regulation-size piece of luggage)	\$268
Airport Transfer (to and from BWI airport)	\$30
Room and Board (Package 1 + additional night)	\$732
Contest Registration Fee (per teacher)	\$65
Sub-Total:	\$1,095
Registration Scholarship*	-\$65
<i>*Applicable to teachers taking part in group travel and dorm experience</i>	

Estimated Teacher Total: \$1,030

- b. What provision has been made for students with financial difficulties? Fundraising activities conducted?

My students' families are currently asking for donations through Venmo to try to get the expenses partially or fully covered. Additionally, we're exploring fundraiser options, including reaching out to the Wright County Historical Society and Hanover Historical Society to see if they'd host a fundraising event where the students could perform their project for local audiences.

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

MN History Day provides two scholarships—the student travel scholarship and registration scholarship—to every MN History Day student to reduce the cost. The director of MN History Day shops for a Sun Country group flight on Halloween; this year, that meant booking the flight for \$268 with luggage included vs. its current price of over \$550 per ticket plus luggage. We stay in the dorms to reduce the lodging expense, and we eat meals in the dining hall on campus as part of the Room and Board package.

- d. 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
- e. Insurance Issues
 - a. Will students need additional medical insurance coverage? YES _____ NO X
 - b. Is group tour insurance being purchased? If so, what is the coverage and cost?
No

8. Transportation Information: How will students be transported?

- a. Bus X Name of Company To be determined; MN History Day is finalizing this now
- b. Plane X Name of Airline Sun Country
- c. School District van(s) _____
- d. School District is not responsible for transportation X
- e. Other – explain In addition to the bus taking Team Minnesota to and from the airport, families may choose to explore Washington, DC, and the College Park area on their own. They are responsible for arranging any additional transportation. Parents of all students will be present throughout the trip.

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), fundraising, adult chaperones, emergency telephone numbers, medical insurance needs, procedure for sending a student home in case of an emergency (medical, disciplinary, etc.) and itinerary. Please see attached pages for a copy of the communication given so far.

Person in Charge Signature Danielle Kelm Date 5/5/26
 Activities Director Signature [Signature] Date 5/5/24
 Superintendent Signature _____ Date _____

For out-of-state/international trip:

Staff Member who will present at the School Board meeting Danielle Kelm

School Board Meeting Presentation Date for Preliminary Approval:

(Out-of-State at least 90 days before trip) Monday, May 11th, 2026

(International at least 180 days before trip) _____