

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

Group Making Request World Language Department - German department
Person in Charge Michele Strassburg School BHS

Please check all that apply:

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

1. Destination: Germany

2. Dates of Trip: June 10-16, 2027 Number of School Days Missed: 0

3. Number of Students: Male 6 Female 14

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: Michele Strassburg and Lisa Nordmeyer

b. Other Adults Accompanying: _____

6. Describe the purpose and objectives of the trip:

Students will have the opportunity to expand on and use their German language skills and knowledge in an immersive international and intercultural trip. Students will be able to see historical sites, and see examples of modern life in Germany.

7. Cost Factors:

a. Trip funded by:

1. School Account ☐

2. Individual student ☒

Cost per person \$3950

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

Parents and participants will be allowed to organize fundraising opportunities

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

This trip was organized specifically to keep costs down as much as possible, we have eliminated much of the private bus transportation and focused on public transportation. Secondly the length was slightly reduced because of cost and also to help with students' busy summer schedules.

- c. 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 ☐

- d. 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?
trip insurance is being offered through CETA tours and a partner company and is optional for families to purchase

8. Transportation Information: How will students be transported?

a. Bus ☒ Name of Company public transport and Weiss Blau Bus Transport (in Germany) and Vision Transportation for shuttle to airport

b. Plane ☒ Name of Airline unknown at this time

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 [Signature] Date 6/30/26

Activities Director Signature [Signature] Date 7/1/2026

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) _____