

Bucyrus City School District

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Performing Arts/Players High School Show Choir Summer Camp

Proposed Departure Date: July 17, 2025      Return Date: July 18, 2025

Date by which response is needed: As soon as possible      Proposal Date 5/5/2025

A. Purpose

1. What is the major place to be visited or event to be attended?  
The camp will take place at BSS July 14-18 with one overnight lock in taking place the last night of camp on the evening of the 17th into the morning of the 18th.
2. How is the trip related to the educational program of the District?  
This camp will give students time to prepare performance materials for the upcoming 2025-2026 season and for team building activities.
3. In what ways will the students benefit?  
Students will be able to prepare in advance for early summer and fall performances and to create teamwork and leadership skills needed for the show choir program.
4. In what ways will the District benefit?  
The District will benefit by helping to give students experiences that help them build social and leadership skills, as well as to improve their musical skills.
5. How will the trip be evaluated to determine the extent to which these benefits were realized?  
During the camp, dialogue and reflection will take place about the team building, leadership, and performance preparation that is taking place. Student recruitment and retention will also be evaluated by advisors to evaluate the effectiveness of the camp benefits.

B. Students and Staff

1. Which Students, (grade, class, or organization), will be going?  
The Bucyrus Players Show Choir, including students grades 9-12
2. How many students in total?  
Approximately 10.
3. How many students are currently experiencing academic problems?  
All students in the group are currently academically eligible and maintain a 2.0 or higher.
4. Which staff member will be in charge?  
Kaitlyn Dunfee
5. What previous experience has the staff member had in conducting overnight or extended field trips?

Kaitlyn Dunfee has led a Bucyrus Players trip to Cincinnati and Memphis, TN. She has assisted with ten marching band camp trips with BSS, as well as out of state overnight band trips.

6. What other staff members will be going?  
Karolyn Rebon, who has experience with the New York and Memphis trips, among many others.
7. How many chaperones, in addition to staff members, will be going?  
The exact number is currently unknown, but guardians have expressed interest for volunteering to assist where needed.
8. How many school days will be missed?  
Zero.
9. How will teachers be advised in advance that the students will be out of school?  
School is not in session.

#### C. School Work

1. How will missed work be made up?  
N/A
2. What special assistance will be provided to students with academic problems?  
Study tables are available during the school year to any students with academic concerns.

#### D. Itinerary

1. What is the destination?  
Bucyrus Secondary School
2. What will be the mode of transportation? What liability insurance does the Carrier have ?  
N/A
3. Where will the group be housed and fed?  
The group will stay at BSS, primarily in the commons, little theater, and choir room.
4. What enroute or supplementary activities are planned?  
Students will engage in musical and social activities planned by directors and student members.
5. What arrangements have been made for dealing with emergency situations?  
Final forms are completed for all participating students.
6. What arrangements have been made for administering necessary medications to students while on this trip?  
All medications taken by students must be on the students' final forms. All medications will be given to Kaitlyn Dunfee. A parent note must accompany any over the counter medications before they can be administered. All medication will be held by Kaitlyn Dunfee and all medications administered will be well documented.
7. If tour guides are involved, what liability insurance do they carry?  
N/A

E. Finances

1. What is the estimated total cost and cost per student?  
Zero.
2. What is the source of funds?  
N/A
3. How will the funds be collected and safeguarded?  
N/A
4. How will any shortfall be made up or excess funds used?  
N/A
5. What provision has been made for students who are financially unable to pay any necessary costs?  
N/A

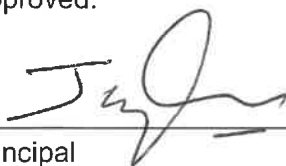
F. Communications

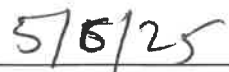
1. How will you communicate to parents prior to, during, and after the trip?  
Prior to the trip, communication will happen through emails, letters home, and phone calls. During and after the trip, communication will happen through email, and through phone calls as needed.
2. List telephone numbers at destination and where the group will be housed.  
(419) 562-7721
3. What information will be provided to the media and the community?  
Information will be released through the BCS media process to advertise our upcoming show choir theme and students' work throughout the week at camp.

  
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Signature of the Requestor

  
\_\_\_\_\_  
Date

Approved:

  
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Principal

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education

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Date