

## PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip \_\_\_\_\_ English Honors 2019 field trip -Travel  
\_\_\_\_\_

Proposed Departure Date \_\_\_\_\_ 5/29/19 \_\_\_\_\_ Return Date

5/31/19 \_\_\_\_\_

Proposer \_\_\_\_\_ Dayna Hendricks \_\_\_\_\_ Position English Honors Club

Advisor and High School Language Arts Teacher \_\_\_\_\_

Date by which response is needed \_\_\_\_\_ Proposal Date \_\_\_\_\_

A. **Purpose**

1. What is the major place to be visited or event to be attended? Chicago: American Writers Museum, Willis Tower, Navy Pier, Millenium Park, The Art Institute of Chicago, White Sox vs. Cleveland Indians baseball game, Museum of Science and Industry
  
2. How is the trip related to the educational program of the District? The purpose of this trip is for graduating seniors to have a culminating event that exemplifies their experiences at Beaver Local. This will allow students to use their critical thinking skills, communication skills, collaboration and teamwork skills, and problem-solving skills in experiencing real-world situations.
  
3. In what ways will the students benefit? Students will gain valuable experience with exposure to social and travel situations. Some students never have an opportunity to leave Columbiana County and this will allow students to visit a historic era they have heard, read, and learned about in the classroom.

4. In what ways will the District benefit? Our students will act as ambassadors for Beaver Local and promote the district in a positive manner: conduct, social skills, and intellect.
  
  
  
  
  
  
  
  
  
  
5. How will the trip be evaluated to determine the extent to which these benefits were realized? The trip will be evaluated through group discussion and multimedia.

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B. **Students and Staff**

1. Which students, (grade, class, or organization), will be going? The students from grades 10-12 honor students.
  
  
  
  
  
  
  
  
  
  
2. How many students in total? Estimating at 30 students based upon past participation on previous trips. Students who sign up and pay the initial deposit will give us a total exact number.
  
  
  
  
  
  
  
  
  
  
3. How many students are currently experiencing academic problems? No one at this particular time. Which staff member will be in charge? Dayna Hendricks
  
  
  
  
  
  
  
  
  
  
4. What previous experience has the staff member had in conducting overnight or extended field trips? I have chaperoned students to California three times, once to England and Scotland, once to Toronto, Canada and twice to New York City and Williamsburg, Virginia.
  
  
  
  
  
  
  
  
  
  
5. What other staff members will be going? Gianni Colaizzi, Lisa Farmer, and Lori Motry. They would be in charge of 10 students per group. We have all chaperoned previous trips together and separately.

6. How many chaperones, in addition to staff members, will be going? At this time, zero, What are their names and affiliations with the students? How many school days will be missed? Students will miss the last three days of school.
7. How will teachers be advised in advance that the students will be out of school? The staff will be advised through email about the trip.

C. **School Work**

1. How will missed work be made up? Students will be required to complete all missed assignments before the trip.
2. What special assistance will be provided students with academic problems? Students can attend tutoring sessions after school.

D. **Itinerary**

1. What is the destination? Chicago, Illinois
2. What will be the mode of transportation? What liability insurance does the carrier have? Students will travel via motorcoach with arrangements made through C & G Tours. Yes they have liability insurance.
3. Where will the group be housed and fed? Students will be staying in a hotel in Chicago which will include 2 breakfasts and Pizza the first night.
4. What enroute or supplementary activities are planned? See attached itinerary

5. What arrangements have been made for dealing with emergency situations? Chaperones have been trained to handle emergencies. Mrs. Hendricks will have parent authorization to take any student to a medical facility if necessary. Students will be instructed to go to a safe meeting point if an emergency situation should arise. Students and parents will have all chaperone phone numbers so they can contact a chaperone.
  
6. What arrangements have been made for administering necessary medications to students while on this trip? Mrs. Hendricks will carry all medication during the trip and have the school nurse train her and other staff members to properly dispense any and all student medications.
  
7. If tour guides are involved, what liability insurance do they carry? Above \$5,000,000 Tour Liability INSURANCE POLICY with membership held in NTA, ABA, and ASTA

E. **Finances**

1. What is the estimated total cost and cost per student? \$439 - \$535 based upon student choice for room occupancy (See attached contract/itinerary).
  
2. What is the source of funds? Fundraising and student financed
  
3. How will the funds be collected and safeguarded? Mrs. Hendricks will collect deposits and deposit them to the school treasurer's office.
  
4. How will any shortfall be made up or excess funds used? Shortfalls will be made up through the English Honors Club account and excess will be used towards future club trips.
  
5. What provision has been made for students who are financially unable to pay any necessary costs? Opportunities to help pay for the trip will be given through fundraising activity sales. Money individually earned will go toward the cost of the student's trip (candy sales). Group

fundraising events will go towards the overall cost (Chipotle fundraising event) and any fundraising sales/events the parents will hold.

**F. Communications**

1. How will you communicate to parents prior to, during, and after the trip? Meetings, emails, phone calls, Facebook and Remind and the school website page
  
2. List telephone numbers at destination and where group will be housed. Still yet to be determined
  
3. What information will be provided to the media and the community? Daily posts on the high school Facebook Page, Class Remind and a picture submitted to the local newspapers.

\_\_\_\_\_  
Signature of the Requestor

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# C & G Tours

11122 Old Trail Road, Irwin, PA 15642

(724) 864-2141

FAX: (724) 864-3117

Toll Free: (800) 332-5214

## Agreement Per Bus

Dayna Hendricks	CELL: (330) 831-5258	DESTINATION: IL, Chicago
Beaver Local HS 12th Grade	HOME:	PICK-UP: Beaver Local HS
46090 Bell School Rd.	WORK: (330) 386-8700 X 22359	DEPART: Tuesday, May 28, 2019
East Liverpool, OH 43920	FAX: (330) 386-8721	RETURN: Thursday, May 30, 2019

- Video Motorcoach Transportation
- Liability Insurance Coverage
- All Taxes and Gratuities on Included Items
- Security on Duty Throughout the Night
- Free Scratch Card (\$100 Value)
- American Writers Museum
- Admission to Willis Tower (formerly Sears Tower)
- Magnificent Mile (shopping and Sightseeing)
- Tour of Wrigley field
- 2 Breakfasts At Hotel
- 2 Nights Lodging
- Pizza
- Navy Pier and Millenium Park
- The Art Institute of Chicago
- Architecture/River Walk/River Boat Tour
- Admission to White Sox Game
- Museum of Science and Industry
- Buckingham Fountain

\*\*\*All items in this tour package are subject to availability at time of booking, which will be made upon receipt of deposits.\*\*\*

Reservations accepted on a first come basis when accompanied with your initial deposit. Please advise your group that \$150 per person will not be refundable. The remaining balance is non-refundable and non-transferable within 30 days of departure. Balance of payments are refundable only if the cancelling individual notifies C&G Tours (by registered mail) more than 30 calendar days prior to departure. C&G Tours Inc. will not be responsible for delays or missed attractions, as a result of group member(s) being late for any reason. \$50 charge on NSF checks.

<b>55 Passenger Coach Paid/Bus Quad</b>			Include the occupancy option* (See Below) \$ _____			<b>Room Occupancy Additional Per Person</b>
	45-49 \$ 389	35-39 \$ 439	25-29 \$ 535			
50 \$ 369	40-44 \$ 409	30-34 \$ 479	20-24 \$ 619			
<b>Deposit \$150.00 per person</b>	Due: Friday, December 21, 2018				<b>Triple \$19</b>	
<b>2nd Pymt: \$125.00</b>	1/18/2019	<b>3rd Pymt: \$125.00</b>	3/8/2019		<b>Double \$57</b>	
<b>Final Payment Due: 4/26/2019 Amount: TBD.</b>						<b>Single \$171</b>
						<b>Initial _____</b>

Individual Billing available, add \$10.00 Per Person(Must be for entire Group). Master Card/Visa/PayPal.

4 comps per bus. Dbl/occ includes director and/or group leader. May not be redeemed for cash or included in the 'People Paid Totals'. 5 per room is not permitted. Final payment will be based on number of non-refundable deposits. Keep in mind that complimentary, (Free), packages will affect the number of available seating.

**Rooming list due by 3/27/2019**

I have read and understand all aspects of this agreement including pricing and adjustments based on occupancy

Read, sign and return the original, keeping a copy for your files Subject to board approval

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agreement Pricing valid until 12/14/2018. If not signed and returned within this period, or if travel dates change, a new agreement must be issued.**

Not Binding Unless Validated By Officer

Date

Sales Person

Date