

STUDENT FIELD TRIPS AND EXCURSIONS
(School-Related Student Trip Request Form)

This form is to be submitted at least two weeks prior to trip.

School: Raytown South High School

Faculty Member(s) Sponsoring: Gretchen Kemp, Erin Bonifield, Brandon Ford

Type of Trip (check one)

- Classroom Field/Trip
- Class (i.e., Junior, Senior Trip) specify: _____
- Organization/club Trip, specify: _____
- Other (Athletic, Band, If Applicable): MUSIC
- Out of State In Town Out of Town Overnight

If Overnight Give Name, Address and Phone of Lodging: see Itinerary

Destination

Destination: Colorado Springs, Colorado

Address: Multiple in Colorado Phone: _____

Date(s) of Trip: 4/10-4/14, 2019 Departure Time: 1:00pm Return Time: 8:00am

Purpose/Educational Value: Music Tour

Funding/Billing

(No student shall be denied the trip because of an inability to pay.)

Source of Funding for Trip: Music Accounts - fundraised

- Bill trip expenses to:
- Sponsoring organization School district
 - Board Other: each music account

Mode of Transportation

Is district transportation needed? Yes No *(If yes, attach completed form EEA-AF1)*

Certificated common carrier (please see procedure EEA-AP for further information):
specify Windstar Charter and attach completed form EEA-AF1.

Private vehicle, if allowed by policy: specify driver(s): _____
and attach completed form EEA-AF2.

Individuals Attending

Number of students: ~100

Faculty sponsors: 5

Other chaperones: ~10

Total # of participants: 115

FILE: IICA-AF2
Basic

Supervision (list names of adults accompanying students on trip) Gretchen Kemp,
Erin Bonifield, Brandon Ford, Erin Lillie, ~~Ketty Yelton~~
Shuntan Hammond

Gretchen Kemp
Signature of Faculty Sponsor Date 5/30/18

For Office Use Only

Trip Has Been: Approved Denied

If denied, reason: _____

[Signature]
Signature of Principal/Designee Date 5-31-18

[Signature]
Signature of Superintendent/Designee Date 6/1/18

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required.

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Revised:

Raytown C-2 School District, Raytown, Missouri



Group Name: Raytown South High School
Trip Dates: April 10 – 14, 2019

Director: Gretchen Kemp, Erin Bonifield & Brandon Ford
Destination: Colorado Springs, CO

I. PROPOSAL BASIS

This tour agreement is for the stated number of paying people in your proposal. Any deviations from this number will result in a change of the price per person. Your final payment will be adjusted to reflect the final number of travelers.

II. PAYMENTS

Your signature and deposit confirms your acceptance of this proposal. To allow us to begin booking the transportation, lodging, meals and attractions we will need the tour agreement and deposit June 1, 2018. We cannot guarantee terms of the proposal until we are in receipt of your deposit and signed tour agreement.

Below is the payment outline for your scheduled trip

Payment Details	Due Date	Amount Due
Deposit	June 1, 2018	\$100.00 per person
Second Payment	September 21, 2018	\$175.00 per person
Third Payment	November 15, 2018	\$175.00 per person
Fourth Payment	January 15, 2019	\$175.00 per person
Final Payment	March 15, 2019	Remaining Balance

Payments must be received into our office in accordance with the deadline previously stated. If any payment is not received on time, Bob Rogers Travel reserves the right to cancel your trip and retain fees per the cancellation schedule listed below.

III. ROOMING LISTS

Rooming lists are to be TYPED on the Rooming list template provided to you by Bob Rogers Travel. We will NOT accept written rooming lists. Please note that the sheets are titled FEMALE STUDENTS, MALE STUDENTS AND ADULTS.

Group rooming lists will be due in our office no later than January 15, 2019. If not received by the cut-off date, cancellation of room reservations will occur or penalties will be enforced by the hotel property(ies).

IV. CANCELLATION PENALTIES - LAND PACKAGE

- Prior than 75 days to departure – non-refundable items will be charged
- 75-45 days prior to departure - Half quad cost/person
- 45- 0 days prior to departure - Full quad cost/person

V. PAYMENTS FOR AIRLINE TICKETS

Deposits and payments for airline tickets are handled separate from the rest of the package. The payment schedule for airline tickets varies according to the airline being utilized. You will be informed of the payment schedule when the airline agreement has been signed. All passenger lists must be typed and emailed to travel planner in a 12+ font.

NOTE: Price does not include such things as overweight luggage cost, fuel surcharge and equipment insurance which differ with each airline.

VI. CANCELLATIONS - AIR FARE

Cancellations and refund policies vary with each carrier. You will be informed of the cancellation and refund policy of your carrier once your tickets have been contracted by Bob Rogers Travel.

VII. EQUIPMENT LISTS

Equipment lists are to be TYPED on the Equipment list template provided to you by Bob Rogers Travel. We will NOT accept written equipment lists. Equipment lists will be due in our office no later than (N/A).

VIII. PERFORMANCES, WORKSHOPS, CLINICS

Bob Rogers Travel will assist you in the arrangements for performances, workshops and clinics. The responsibility lies with the group for any fees associated with these activities. (Unless otherwise stated in your proposal) (i.e. clinician honorarium, application fees, room rental, etc.)

IX. TAXES

All taxes and service charges are included as of the date of your proposal. These taxes and charges are subject to change in the event of any increase prior to departure.

X. LIKENESS WAIVER

Bob Rogers Travel is given permission to utilize individual and group photographs, video and audio recordings, likeness, artwork, profile and/or story in any future publications, web pages and other promotional materials produced, used by or representing Bob Rogers Travel. The circulation of said materials may be worldwide and there will be no compensation to the group or individuals for this use.

XI. MANDATORY PERMISSION & MEDICAL RELEASE FORM

A copy of the Mandatory Permission & Medical Release Form needs to be saved by the school for each traveler and accessible for 5 years from the date of the trip.

XII. DISCLAIMER

BOB ROGERS TRAVEL, Inc. and its agents act only in the capacity of agents for the participants in all matters pertaining to accommodations, tour activities, meals and transportation. It is not liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may happen by default of any hotel, motel, restaurant, bus, airplane, company or person rendering any of the services involved or by natural forces. No responsibilities are accepted for any damage or delay due to illness, pilferage, labor dispute, machinery breakdown, quarantine, governmental restraints, weather, or other causes beyond their personal control. In the event that it becomes necessary to cancel or alter a tour or any aspect of that tour, such alterations will be made.

BOB ROGERS TRAVEL, INC. and _____ (Group Name) agree to the above proposal and conditions effective on the date signed below.

I, _____ (Group Leader Name), agree to adhere to the provisions in the agreement regarding payment schedule, room list deadline, final itinerary and equipment list for airline where applicable, and any other pertinent information to help us make our trip more successful. I understand this proposal is based on _____ paying people and if our numbers increase or decrease it could have an effect on the "TOUR PACKAGE COST".

BOB ROGERS TRAVEL, INC.

Bob Rogers Travel Representative

Date 5/31/18

SCHOOL

Signature of Authorized Representative

Date 5/30/18



**RAYTOWN SOUTH HIGH SCHOOL MUSIC DEPARTMENT
ERIN BONIFIELD, BRANDON FORD, & GRETCHEN KEMP, DIRECTORS
DESTINATION: COLORADO SPRINGS, CO
DATES: APRIL 10 – 14, 2019**

**SUGGESTED ITINERARY
AS OF
MAY 25, 2018
Sarah McVeigh, Travel Consultant**

WEDNESDAY, APRIL 10

- 12:00 PM** 2 56-passenger Windstar motor coaches arrive at **Raytown South High School**;
begin loading
8211 Sterling Avenue, Raytown, MO 64138
- 1:00 PM CST** Depart for **Colorado Springs, CO** (599 miles; 10 ½ hours allotted for drive time, plus 1
hour for dinner (student cost) and breaks, minus 1 hour for time change)
- 11:30 PM MST** Arrive at the **Drury Inn & Suites Colorado Springs**; check-in and rest!
1170 InterQuest Parkway, Colorado Springs, CO 80921
~ Meet your Professional BRT Tour Director at the hotel ~

SHS-Orchestra
Band
Vocal Music



Making Moments That Matter

since
1981

THURSDAY, APRIL 11

8:30 AM Enjoy breakfast at the hotel

9:30 AM Load motor coach; depart for the Air Force Academy
2306 Sijan Drive, US Air Force Academy, 80840

10:00 AM Arrive at the Air Force Academy Cadet Chapel

10:30 AM Raytown South High School Choir performs at the Cadet Chapel (based on availability and acceptance)
*Sacred a cappella music ONLY
*10 minute performance
*No National Anthem permitted

10:45 AM Choir experience a guided tour of the Chapel (30-40 minutes)
*Choir members walk to the Visitor center and enjoy time to explore after the Cadet Chapel tour
Band and Orchestra, meet your clinicians and move to your clinic location

11:15 AM Raytown South High School Band and Orchestra participate in a clinic with a member of the US Air Force Academy Band (based on availability)

12:15 PM Clinic ends; band and orchestra members transfer to the Visitor Center to join the choir

12:15 PM Distribute boxed lunches (Included)

12:30 PM Load motor coach; depart for Garden of the Gods
1805 N. 30th Street, Colorado Springs, CO 80904
*Enjoy Boxed lunch en route

1:00 PM Arrive at Garden of the Gods Visitor Center; prepare for performance

1:30 PM Raytown South High School Band, Orchestra, and Choir perform at the Garden of the Gods Visitors Center (based on availability)
*20 minute per ensemble concert
*Outdoor venue – weather permitting
*Stand in formation on the Visitor Center Plaza – no chairs provided
*Bring your own music stands

2:30 PM Performance ends; load instruments onto motor coach

5-29-18



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- 3:00 PM View **How did those Red Rocks Get There?**
Experience the new movie in the Geo-Trekker Theater. Travel through one billion years in less than 15 minutes! Plunge into hot magma, see dinosaurs, ancient sea monsters, and more. Soar high above the Garden of the Gods and see some of the most awe-inspiring aerial footage in the world. Find out how these famous red rocks got here!
- 3:15 PM Meet Tour Guide; depart for a step-on guided tour of **Garden of the Gods**
- 4:15 PM Guided tour ends; explore the park on foot
- 5:00 PM Load motor coach; depart for **Iron Springs Melodrama Dinner Theatre**
444 Ruxton Avenue, Manitou Springs, CO 80829
- 6:00 PM Enjoy a group dinner
Dinner is a three course meal including a dinner salad, your choice of old fashioned pot roast or herb roasted chicken, green beans, mashed potatoes and gravy, and rice pilaf. Top it all off with coffee or tea and a fruit cobbler for dessert.
- 8:00 PM Enjoy the show
- 9:30 PM Load motor coach; depart for your hotel
- 10:00 PM Arrive at your hotel



FRIDAY, APRIL 12

- 6:00 AM Enjoy breakfast at the hotel
- 7:00 AM Load motor coach; depart for **Pike's Peak Cog Rail**
515 Ruxton Avenue, Manitou Springs, CO 80829
- 7:30 AM Arrive at the Station
- 8:00 AM Board the Manitou/Pike's Peak Railway
Ride through canyons, forest, streams, boulders, wildlife, and falls! Ride to the top of Pike's Peak and back again, and capture some of the most breathtaking views in the world!
- SUGGESTION: Bring a jacket or dress in layers! Pike's Peak Cog Rail is the world's highest and takes you to the 14,110-foot summit.
- 11:10 AM Arrive at the bottom of the Cog Rail
- 11:30 AM Load motor coach; depart for **Downtown Manitou Springs**
- 12:00 PM Enjoy shopping and lunch in Manitou Springs (student cost)
- 2:00 PM Load motor coach; depart for **Cave of the Winds**
100 Cave of the Winds Road, Manitou Springs, CO 80829
- 2:30 PM Depart on your **Lantern Tour**
Travel deep into the darkest parts of the cave where only the light from the lantern you carry lights your path. Learn about the cave folklore and history and hear spooky stories about the cave's past.
- 4:00 PM Tour ends; enjoy **Wind Walker Challenge** and **Bat-a-Pult** attractions
- 5:00 PM Load motor coach; depart for **Springs Orleans**
600 S. 21st Street #180, Colorado Springs, CO 80904
- 5:30 PM Enjoy a group dinner at **Springs Orleans**
- 7:00 PM Load motor coach; depart for your hotel
- 7:30 PM Arrive at the hotel; enjoy the hotel pool and hotel amenities

OPTION

Pizza or pot luck dinner at an area church or the Salvation Army Chapel followed by a performance (all three ensembles) *(based on availability)*



SATURDAY, APRIL 13

- 7:00 AM Enjoy breakfast at the hotel
- 8:00 AM Load motor coach; depart for the **United States Olympic Training Center**
1 Olympic Plaza, Colorado Springs, CO 80909
- 8:30 AM Arrive at the **United States Olympic Training Center**
- 9:00 AM Experience a guided tour of the **Training Center**
The U.S. Olympic Training Center in Colorado Springs is the flagship training center in the U.S. Olympic Committee and the Olympic Training Center programs. USA Swimming and USA Shooting have their national headquarters on campus.
- 10:15 AM Load motor coach; depart for **First & Main Town Center**
3650 New Center Point, Colorado Springs, CO 80922
- 10:30 AM Enjoy an early lunch at the **First & Main Town Center (student cost)**
Select lunch from a variety of restaurants including: Chick-fil-A, Miis Café, Kneaders Bakery & Café, Five Guys, Panera, Chipotle, Paninos, Garbanzo, Pho Grill, Panda Express, KFC, A&W, and more.
- 12:00 PM Load motor coach; depart for **Royal Gorge Bridge and Park Visitor Center (67 miles; 1 ½ hours allotted for drive time)**
4218 County Road 3A, Canon City, CO 81212
- 1:30 PM Visit the **Royal Gorge Bridge**
- 2:30 PM Meet at the visitor center and prepare for performance
- 3:00 PM **Raytown South High School Band, Choir, and Orchestra perform at the Royal Gorge Bridge and Park Visitor Center (based on availability)**
- 4:00 PM Performance ends; enjoy time to explore the park more
- 5:00 PM Load motor coach; depart for **The Airplane Restaurant**
1665 Newport Road, Colorado Springs, CO 80916
- 6:30 PM Enjoy a group dinner at the **Airplane Restaurant**
Feast on your choice of: chicken Caesar salad, Swiss & mushroom burger, BBQ Bomber burger, Teriyaki chicken burger, corned beef or turkey Rubeen sandwich, and fish & chips. Top it all off with a refreshing soft drink.
- 8:00 PM EST Load motor coach; depart for home (599 miles; 10 ½ hours allotted for drive time, plus 30 minutes for a break and driver change, plus 1 hour for time change)

SUNDAY, APRIL 14

- 8:00 AM CST Approximate arrive at **Raytown South High School – WELCOME HOME!**