

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 High School
Faculty Member(s) Sponsoring: Alex Kolster

Type of Trip (check one)

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

If Overnight Give Name, Address and Phone of Lodging: Hampton Inn Times Square
337 W. 39th St, New York, NY 10001

Destination

Destination: New York City
Address: _____ Phone: _____
Date(s) of Trip: 3/21/19 - 3/24/19 Departure Time: TBD Return Time: TBD
Purpose/Educational Value: Experiencing different cultures, performance opportunities

Funding/Billing

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

Source of Funding for Trip: Parents and Students
Bill trip expenses to: Sponsoring organization School district
 Board Other: Parents / students

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 - only to and from the airport 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: 50-60 Faculty sponsors: 2-3
Other chaperones: 10-15 Total # of participants: 75 - these numbers are estimates

FILE: IICA-AF2
Basic

Supervision (list names of adults accompanying students on trip) Alex Kolster and
Brenda Yeates, other parents

Alex Kolster _____
Signature of Faculty Sponsor Date 5/7/18

For Office Use Only

Trip Has Been: Approved Denied

If denied, reason: _____

[Signature] _____
Signature of Principal/Designee Date 5/9/18

[Signature] _____
Signature of Superintendent/Designee Date 5/11/18

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

17:45

**RAYTOWN HIGH SCHOOL CHOIR, RAYTOWN, MO
TRIP TO NEW YORK – March 21 – 24, 2019
TRIP #19-15011**

Thursday, March 21, 2019

- Morning:** Arrive at the Kansas City Airport and check-in
- Depart on your FLIGHT(s) to New York/New Jersey
- EASTERN TIME-** Arrive at the airport and meet your TOUR MANAGER in the baggage claim area.
- Board your LOCAL MOTORCOACHES and depart for Lower Manhattan (*drop off and store luggage at the hotel*)
- 1:00 PM:** Arrive for lunch on your own at Brookfield Place
- 2:15 PM:** Meet at the 9/11 MEMORIAL MUSEUM- This memorial museum tells the individual stories of the 2,977 people killed in the 9/11 terrorist attacks at the World Trade Center, the Pentagon, and on Flight 93, as well as the six people who perished in the February 26, 1993 World Trade Center bombing. The historical exhibition presents the story of those attacks and particularly, the events as they unfolded on and after 9/11. (*3pm entry time, subject to availability*)
- Also visit the 9/11 Memorial- Experience a moving tribute of remembrance and honor to the victims of 9/11 in this beautiful open air plaza.
- 5:00 PM:** Meet at ONE WORLD OBSERVATORY - Located on the 100th, 101st and 102nd level of the One World Trade Center, One World Observatory will offer views of New York City's iconic sights, surrounding waters and skyline. The experience will go beyond the view as Guests can explore three levels of the Observatory filled with innovation and inspiration
- 6:30 PM:** Walk to dinner
- 7:00 PM:** Arrive for DINNER at PING'S SEAFOOD
- 8:30 PM:** Depart by coach for the hotel
- 9:00 PM:** Arrive at the MIDTOWN MANHATTAN HOTEL and check-in
- PRIVATE NIGHT TIME HOTEL SECURITY**

Friday, March 22, 2019

- 8:00 AM:** BREAKFAST at the hotel
- 9:00 AM:** Depart by coach for the performance
- 10:00 AM:** Arrive at the CATHEDRAL CHURCH OF ST. JOHN THE DIVINE
- PERFORMANCE OPPORTUNITY**

Information regarding optional Travel Protection is available from your Group Leader.

17:45

- 11:00 AM: Depart by coach for the hotel
- 12:00 PM: Arrive at the hotel and change for the afternoon
- 1:00 PM: Depart by coach for Central Park
- 1:30 PM: Arrive at **Central Park** – Explore some of the wooded and landscaped grounds.
- Lunch on your own perhaps at a food cart or **TurnStyle** – A premium selection of restaurants and local food vendors at the Columbus Circle Subway Station.
- 3:00 PM: Meet for your **WALKING TOUR** of Midtown (Central Park focused)
- 5:00 PM: End your tour and depart by coach (or walk) to dinner
- 5:30 PM: Arrive for **DINNER** at **JOHNS PIZZERIA TIMES SQUARE**
- 7:00 PM: Walk to the theater
- 7:30 PM: Arrive at the theater
- 8:00 PM: Enjoy a **BROADWAY SHOW** (subject to 2019 schedule)
- 11:00 PM: After the show, depart by coach for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Saturday, March 23, 2019

- 8:30 AM: **BREAKFAST** at the hotel
- 9:30 AM: Depart by coach for the cruise
- 10:30 AM: Arrive at **South Street Seaport** and board your **ONE HOUR ZEPHYR STATUE OF LIBERTY EXPRESS CRUISE**– Climb aboard this fun express ride to view the Statue of Liberty from the unique perspective of the waterfront and learn more about New York’s historic skyline - all narrated by knowledgeable and entertaining guides! (*11am cruise time, subject to availability*)
- 12:00 PM: After your cruise, depart by coach for Chinatown
- 12:30 PM: Arrive at **Chinatown** – The largest Chinese settlements outside Asia. The heart of this multicultural “city within a city” is at the intersection of Canal and Mott streets.
- Also visit **Little Italy** – Populated by Italian immigrants in the late 19th century.
- Lunch on your own
- 2:30 PM: Depart by coach for Times Square
- 3:00 PM: Arrive at **Times Square** – The heart of the Theater District; where New Yorkers celebrate New Year's Eve. View the skyscrapers and glittering marquees.

Information regarding optional Travel Protection is available from your Group Leader.

17:45

- 5:45 PM: Meet for DINNER at ELLEN'S STARDUST DINER
- 7:15 PM: Walk to the theater
- 7:30 PM: Arrive at the theater
- 8:00 PM: Enjoy a BROADWAY SHOW (subject to 2019 schedule)
- 11:00 PM: After the show, depart by coach for the hotel

PRIVATE NIGHT TIME HOTEL SECURITY

Sunday, March 24, 2019

- 8:30 AM: BREAKFAST at the hotel and check-out
- 9:30 AM: Depart by coach for the market
- 10:30 AM: Arrive at **Chelsea Market** - In just fifteen years Chelsea Market has become one of the greatest indoor food halls of the world, with more than thirty-five vendors purveying everything from soup to nuts, wine to coffee, cheese to cheesecake as well as books, clothing, and other global shops. It is one of the most trafficked, and written-about, destinations of any kind in New York City. Chelsea Market is a neighborhood market with a global perspective.

Lunch on your own

Also visit the nearby **High Line** – This public park was built on an historic freight rail line elevated above the streets on Manhattan's West Side. It is owned by the City of New York, and maintained and operated by Friends of the High Line; it is an extraordinary public space for all visitors to enjoy.

- Afternoon: Depart for the airport
- Arrive at airport and check-in
- Depart on your return FLIGHT(s) home
- CENTRAL TIME-** Arrive at the airport

IN CASE OF EMERGENCY OR TO LEAVE A MESSAGE, PLEASE CALL 1-800-654-4560. PLEASE LEAVE ALL PERTINENT INFORMATION INCLUDING NAMES AND PHONE NUMBERS

Information regarding optional Travel Protection is available from your Group Leader.

17:45

TRIP FEATURES
RAYTOWN HIGH SCHOOL CHOIR, RAYTOWN, MO
TRIP TO NEW YORK – March 19 – 24, 2019
TRIP #19-15011

THE TOUR INCLUDES

- * Round trip air transportation priced separately
- * Local transportation provided aboard first class, air-conditioned motorcoaches
- * First-class accommodations for three nights at the Midtown Manhattan hotel
- * Three breakfasts and three dinners
- * Statue of Liberty Express Cruise / 9/11 Museum & Memorial
- * One World Observatory
- * Central Park / Walking Tour
- * Two Broadway Shows
- * Chelsea Market / High Line / Times Square
- * Private nighttime hotel security
- * Group Travel Videos Package for each student and group leader(s)
- * All trip planning and arrangements
- * \$4,000,000 Liability Insurance and SYTA Consumer Protection Plan Coverage
- * Post Departure Travel Protection Plan - Includes Accident and Sickness, Trip Interruption, and Travel Delay protection for all participants. This does not include Cancellation Protection.
- * Services of our company tour manager for your entire stay in New York/ New Jersey
- * All gratuities and fuel surcharges included
- * 800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind, while the trip is in progress

Optional additional Travel Protection, which includes Cancel For Any Reason protection, is available for purchase and follows Educational Tours, Inc.'s cancellation policy.

Educational Tours is a member of the Student Youth Travel Association

Trip inclusions are based on prices as of 9/25/17 and subject to availability and rates at the time of finalizing the Travel Agreement.

Information regarding optional Travel Protection is available from your Group Leader.



**RAYTOWN HIGH SCHOOL CHOIR, RAYTOWN, MO
TRIP TO NEW YORK – March 21 – 24, 2019
TRIP #19-15011
(AIR AGREEMENT ADDENDUM IS SEPARATE)**

COST: (Individual Payment Plan)

TYPE OF ROOM	Range of PASSENGERS, UPGRADES, and COMPS									
	TO		TO		TO		TO		TO	
	46	50	51	55	56	60	61	65	66	70
QUAD	\$1,509		\$1,475		\$1,546		\$1,516		\$1,488	
TRIPLE	\$1,591		\$1,557		\$1,628		\$1,598		\$1,570	
DOUBLE	\$1,755		\$1,721		\$1,792		\$1,762		\$1,734	
SINGLE	\$2,247		\$2,213		\$2,284		\$2,254		\$2,226	
# Adults Upgraded to Doubles	8		8		8		8		8	
# Adults Upgraded to Singles	2		2		2		2		2	
# Comps	2		2		2		2		2	

All students to be housed in quad rooms with overflow in a triple or double. Adults/Chaperones are upgraded to double/single rooms as specified above at the quad rate. Additional requested triple, double, and single rooms over the specified numbers above will be charged the respective occupancy rate. *If your trip participant numbers fall outside of the above ranges, the costs will need to be recalculated.*

- Above prices include the specified number of comps as detailed in the chart. (Your current price range is highlighted.)
- At your current range, there is a maximum of 110 motorcoach seats available for your group.

**Before going over the 110 passengers (2 full motorcoaches), please confirm with the ETI office that an extra motorcoach is available to accommodate the additional passengers.

THE TOUR INCLUDES:

- * Round trip air transportation (\$350.00 allotted per person)
- * Local transportation provided aboard first class, air-conditioned motorcoaches
- * First-class accommodations for three nights at the Midtown Manhattan hotel
- * Three breakfasts and three dinners
- * Statue of Liberty Express Cruise / 9/11 Museum & Memorial
- * One World Observatory
- * Central Park / Walking Tour
- * Two Broadway Shows (\$260.00 allotted per person)
- * Chelsea Market / High Line / Times Square
- * Private nighttime hotel security
- * Group Travel Videos Package for each student and group leader(s)
- * Individual Payment Processing and Handling Included
- * All trip planning and arrangements
- * \$4,000,000 Liability Insurance and SYTA Consumer Protection Plan Coverage
- * Post Departure Travel Protection Plan - Includes Accident and Sickness, Trip Interruption, and Travel Delay protection for all participants. This does not include Cancellation Protection.
- * Services of our company tour manager for your entire stay in New York/ New Jersey
- * All gratuities and fuel surcharges included
- * 800-654-4560 Emergency phone service, answered 24 hours, provided for your peace of mind, while the trip is in progress

~Optional additional Travel Protection, which includes Cancel For Any Reason protection, is available for purchase and follows Educational Tours, Inc.'s cancellation policy.

~Educational Tours is a member of the Student Youth Travel Association.

~Trip inclusions are based on prices as of 9/25/17 and subject to availability and rates at the time of finalizing the Travel Agreement.

~If there are swimming opportunities available, there may not be a lifeguard on duty. ETI is not responsible for the supervision or safety of students.



**RAYTOWN HIGH SCHOOL CHOIR, RAYTOWN, MO
TRIP TO NEW YORK – March 21 – 24, 2019
TRIP #19-15011
(AIR AGREEMENT ADDENDUM IS SEPARATE)**

CONTACT: Alex Kolster

ADDRESS: 6019 Blue Ridge Blvd., Raytown, MO 64133-934

SCHOOL PHONE: (816) 268-7300

SCHOOL FAX: (816) 268-7315

HOME PHONE:

CELL PHONE:

E-MAIL ADDRESS: Alex.Kolster@raytownschools.org

Finance/ Booster:

Address/Email:

Phone:

INDIVIDUAL PAYMENT PLAN SCHEDULE

PLEASE NOTE: The airline deposit of approximately \$50.00 per person is due to ETI within one week of confirmation of the airline space. Your Travel Consultant or Trip Coordinator will contact you when the air request is confirmed.

	DUE DATE	AMOUNT
1 st PAYMENT	09/01/18	\$310.00 per person
2 nd PAYMENT	10/01/18 (non-refundable after this date)	\$310.00 per person
3 rd PAYMENT	11/01/18	\$310.00 per person
4 th PAYMENT	12/01/18	\$310.00 per person
AIR, ROOM LIST & FUNDRAISING	12/16/18 (93 DAYS)	AIR, ROOM LIST & FUNDRAISING MONIES TO BE APPLIED
FINAL PAYMENT	01/18/19 (60 DAYS)	\$ Balance-based on actual numbers – TBD from Room list numbers

BALANCE DUE - to be adjusted on numbers submitted on rooming list no later than 93 days prior to departure.

FINAL PAYMENT must be made 60 days prior to departure. Late payments or late rooming lists may result in an increase in cost. All balances must be paid in full prior to departure.

INDIVIDUAL PAYMENTS ARE NON-REFUNDABLE & NON-TRANSFERABLE after 10/01/18. Prior to this date, cancellations are refundable LESS a 3.5% per person processing fee and LESS any non-refundable deposits made. If Individual Trip participants are not CURRENT on their payments, they will not be allowed to be on the Room List as ETI must prepay all trip costs. **If a group leader asks for an exception, the group leader/group will be held responsible for the balance owed if it is not paid. If there is an individual cancellation made AFTER the Room List has been submitted, the group leader/group will be responsible for the balance due.**

Since all payments are Non-Refundable and Non-Transferable after 10/01/18 with Individual Billing, ETI highly recommends that you have Travel Protection provided as part of your trip package. However, since you are electing not to have this protection provided, please initial below to waive the Travel Protection. By initialing below, you agree to the following:

1. I waive ETI from providing cancellation travel protection on the participants' behalf.
2. I acknowledge that I accept the responsibility to inform my administration and all parents/guardians that it is my decision to waive the protection.
3. I will distribute the Travel Protection forms provided by ETI to all participants regarding purchasing the Travel Protection on an individual basis.



TRAVEL AGREEMENT

19:11

**RAYTOWN HIGH SCHOOL CHOIR, RAYTOWN, MO
TRIP TO NEW YORK – March 21 – 24, 2019
TRIP #19-15011
(AIR AGREEMENT ADDENDUM IS SEPARATE)**

4. I will reference that all payments are Non-Refundable and Non-Transferable after 10/01/18 as indicated on the Participant Letter.

(Initials re: Travel Protection Waiver) _____

ENTIRE TRIP CANCELLATION / REFUND POLICY / PENALTIES – Entire Trip Cancellation made prior to 50 days (01/28/19) is fully refundable LESS a 3.5% per person processing Fee *and* LESS non-refundable deposits or payments made prior to cancellation deadlines. Checks will be made payable to Trip Participants and sent to the school for distribution. Credit card payments will be refunded via check. Refunds will be issued within 21 days of cancellation. Entire Trip Cancellation made within 50 to 16 days of departure that may be entitled to a refund of recoupable expenses will be processed within 60 days of notification to ETI. Entire Trip Cancellation made 15 DAYS OR FEWER FORFEITS ALL MONIES PAID.

SOCIAL MEDIA (Initial one option):

_____ I give my permission for ETI to publish pictures of my group on their Social Media formats. I understand that ETI will only list the school name and will NOT tag any individual people in the pictures. Only pictures reflecting the group in a positive manner will be utilized.

_____ I do NOT give my permission for ETI to publish pictures of my group on their Social Media formats.

THIS AGREEMENT IS VALID IF SIGNED BEFORE May 28, 2018.

Dismissal - We reserve the right to refuse to retain any participant on the tour. No refund will be issued to any member who is dismissed. Expenses incurred by the individual after dismissal are the responsibility of that individual only and not the sponsoring organization or Educational Tours, Inc. (The undersigned agrees that students are aware that normal "School Rules" are in effect while on tour.)

Responsibility & Liability - Educational Tours, Inc. and participating tour operators operate the land tours as agents of hotels and sightseeing contractors and are not liable for any act, delay, omission, injury, loss or damage or non-performance occurring in connection with these land arrangements. IATA carriers and other transportation companies whose services are featured in these tours are not to be held responsible for any omission or event during the time passengers are not on board their conveyance. The passage contract in use by these companies shall constitute the sole contract between the companies and the purchaser of these tours.

I the undersigned understand and fully accept the terms and conditions above. Educational Tours, Inc. realizes this agreement may be subject to Administrative or Board approval. Any non-refundable deposit authorized for payment by the Group Leader and paid prior to the Board approval is the financial responsibility of the group.

Expected Board Approval Date (___/___/___)

Initial if approved or no Board approval needed _____

**AUTHORIZED
SIGNATURE:**

TITLE:

DATE:

**TRAVEL CONSULTANT,
EDUCATIONAL TOURS, INC.: Kim Burger**

DATE: 5/1/2018