

End, 7.1  
Sept. 27, 2012

**HORSEHEADS CENTRAL SCHOOL DISTRICT**  
**REQUEST FOR FIELD TRIP**

SCHOOL Horseheads High School

CLASS OR GROUP Students of French, Grades 9-12

TEACHER'S NAME Tiffany Bratz

FIELD TRIP TO Quebec City, Quebec, Canada

CHAPERONES Tiffany Bratz & others to be determined;  
1 chaperone : 10 students.

PURPOSE OF FIELD TRIP Students will be able to experience francophone culture  
first hand while practicing language skills.  
REQUIRED SUBSTITUTES NONE!

DATE OF TRIP January 18-21, 2013

APPROXIMATE NO. OF STUDENTS 40

APPROXIMATE NO. OF MILES (one way) 500 miles

METHOD OF TRANSPORTATION charter bus

IF BY BUS, NO. OF BUSES one

DEPARTURE App. 10pm on 1/18 RETURN TIME app. 9 pm on 1/21  
(Estimated arrival at Horseheads)

Horseheads High School Jr. Lot at 9 o'clock pm  
(Location Pick-up) (Time)

Class list to Attendance \_\_\_\_\_ (Attendance Clerk Initials)

**Bus Transportation** N/A **will be confirmed via email prior to approval by Amy Evans or Ron Holloway.**

Submitted by Tiffany Bratz

Date June 18, 2012

Approved by Amy A. Suggs

Date \_\_\_\_\_

**FIELD TRIPS ARE NOT PERMITTED FOR THE MONTH OF JANUARY AND AFTER MAY 15<sup>th</sup> EXCLUDING WEEKENDS.**

**TEACHER/COACH PETITION FOR OVERNIGHT FIELD TRIP**

I. Group (Sponsor): Tiffany Bratz; Horseheads High School Students of French, grades 9-12

II. Field Trip Supervision: One chaperone per 10 students, male and female based on participation; overnight security guard for only our group each night at the hotel.

III. Purpose: Students will have first-hand exposure to French/Quebecois culture. Students will have the opportunity to practice the French language in an authentic setting with native French speakers.

IV. Number of Students: 25-50; number of students will be finalized by early December.

V. Dates: January 18-21, 2013

VI. Means of Transportation: A private bus company organized through Travelogs, the travel company. Travelogs generally uses Trailways.

VII. I would like to meet with you by Friday, September 14, 2012 to discuss supervision arrangements.

\*\*\*\*\*

**Note: A copy of the letter to parents must be submitted to the administrator prior to approval of the trip.**

**Note: A post field trip conference will be scheduled upon your return.**

\*\*\*\*\*

Bus transportation (if necessary) confirmed with:

N/A

Approved   
(Building Principal/Athletic Director)

Date:

Date:

9/12/12

Approved \_\_\_\_\_  
(Superintendent)

Date:

Approved: February 16, 2012

**FEE INCLUDES:** Round trip motorcoach transportation to Quebec and return; accommodations for two nights at the Delta Quebec, with students in rooms of four or sometimes five and four chaperones sharing two rooms; two breakfasts; two dinners; sightseeing as listed, including required admissions; hockey ticket; all hotel/restaurant taxes and gratuities; gratuity to the guide and the bus driver; one security guard at the hotel each night for six hours.

**NOT INCLUDED:** Meals other than those listed; items of a purely personal nature.

*YOUR SIGNATURE ON THE REGISTRATION FORM INDICATES  
ACCEPTANCE AND UNDERSTANDING OF THE FOLLOWING POLICIES:*

**TRIP INSURANCE:** If you are interested in purchasing trip insurance, including coverage for unforeseen illness, we recommend you visit [www.insuremytrip.com](http://www.insuremytrip.com) for information from various travel insurers. From that list, you may choose the policy that best fits your needs. **PLEASE NOTE THAT MANY TRAVEL INSURANCE POLICIES MUST BE PURCHASED WITHIN TWO WEEKS OF THE INITIAL TRIP DEPOSIT.**

**REGISTRATION:** To register for this program, please complete a Travelogs International registration form and return the white copy, along with a **deposit of \$200**, to your teacher-chaperone no later than ----- (Please keep the yellow copy for your records.) The balance of the program fee will be due **NOVEMBER 19**. You will receive an invoice - **addressed to the registrant** - for the balance due. There is a **LATE CHARGE** of \$25 for payment of balance **AFTER** the due date listed on the invoice.

**CANCELLATION POLICY FOR INDIVIDUAL REFUNDS:**

Between deposit and 100 days before departure:	penalty \$25
Between 99 - 70 days before departure:	penalty \$200
Between 69 - 22 days before departure:	penalty 50% of program fee
Within 21 days of departure:	NO REFUND

Any cancellations resulting in refunds must be made in writing to Travelogs International, 950-A Union Road, #22, West Seneca, NY 14224. The amount of your refund will be determined by the postmark date of your cancellation notice. Refund checks will be issued within four weeks of written notification. Your teacher-chaperone must also be notified of your cancellation. **The cancellation penalties are in effect regardless of the reason for cancellation including unforeseen illness, disciplinary action taken by the school/organization or cancellation of the entire group by the school/organization for any reason.** Please contact Travelogs directly for replacement policy. There are **absolutely no replacements within 72 hours of departure**. For cancellation of an entire group at that group's own request, any nonrefundable payments or contractual commitments made by Travelogs on behalf of the group are nonrefundable to program participants. In addition, Travelogs reserves the right to include an administrative fee in any cancellation charges to program participants. Neither Travelogs nor the school/organization is financially responsible for any charges to program participants for cancelled trips due to (but not limited to) illness, weather related events, civil strife, or national/international events.

**REQUIRED IDENTIFICATION for travel to Canada: Student ID requirement:** students up to the age of 19 traveling with a school group may choose one of the following five forms of identification: (1) passport (2) pass card (3) enhanced driver's license (4) NEXUS card (5) birth certificate. **Adult ID requirement:** adults traveling with a student group may choose one of the following four forms of identification: (1) passport (2) pass card (3) NEXUS card (4) enhanced driver's license. **Birth certificates will NOT be accepted as required identification for anyone 19 years old and older.** Passengers without proper identification will not be allowed to board the motorcoach. **NO EXCEPTIONS!** Non-United States citizens are responsible themselves for correct identification required to enter Canada and return to the US.

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Southgate Office Complex  
 950-A Union Road, # 22  
 West Seneca, New York 14224  
 Telephone: (716) 674-1560 · (800) 887-5647  
 Fax: (716) 674-5973  
 www.travelogsinternational.com

## PROGRAM REGISTRATION

Please print legibly. Enclose payment with this registration form according to the guidelines listed on your program itinerary. Cancellation/invoicing policies are listed on your program itinerary and on the reverse side of this registration form. Please be certain you understand and agree with the payment/cancellation policies for your trip before signing and submitting this form. Please note that there is a \$25 charge for returned checks and a \$25 late fee assessed for payments after invoice due date. Your signature on this registration form confirms that you have read your program itinerary and accept the cancellation/invoicing policies for your program.

**OFFICE USE ONLY:**

Client #: \_\_\_\_\_

Amt Rec: \_\_\_\_\_

Date Rec: \_\_\_\_\_

Check #: \_\_\_\_\_

Invoice #: \_\_\_\_\_ / \_\_\_\_\_

Please read the *Travel and Booking Terms and Conditions* on reverse side, and then complete this registration form and sign below where indicated.

(PLEASE PRINT)

**NAME** \_\_\_\_\_  

Last name
First name
M.I.

**STREET ADDRESS** \_\_\_\_\_

\_\_\_\_\_  

City
State
Zip Code

**TELEPHONE ( )** \_\_\_\_\_

**MALE** \_\_\_\_\_ **FEMALE** \_\_\_\_\_

**BIRTHDATE** \_\_\_\_\_ **STUDENT** \_\_\_\_\_ **ADULT** \_\_\_\_\_

**SCHOOL / ORGANIZATION** \_\_\_\_\_ **DESTINATION** \_\_\_\_\_

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS AS STATED ON THE BACK OF THIS FORM AND ON MY PROGRAM ITINERARY**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE IF AT TIME OF REGISTRATION APPLICANT IS UNDER AGE 18  
 APPLICANT SIGNATURE IF CURRENT AGE IS 18 OR OVER

**NAME OF PARENT/GUARDIAN** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **HOME TELEPHONE** \_\_\_\_\_

\_\_\_\_\_ **CELL TELEPHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **WORK TELEPHONE** \_\_\_\_\_

White copy: TRAVELOGS    Yellow copy: CLIENT

# TRAVEL AND BOOKING TERMS AND CONDITIONS

YOUR SIGNATURE ON THIS REGISTRATION FORM INDICATES ACCEPTANCE AND UNDERSTANDING OF THE FOLLOWING POLICIES

**TRIP INSURANCE:** If you are interested in purchasing trip insurance, including coverage for unforeseen illness or unexpected cancellation, we recommend you visit [www.insuremytrip.com](http://www.insuremytrip.com) for information from various travel insurers. With that information you may choose the policy that best fits your needs. PLEASE NOTE THAT MANY TRAVEL INSURANCE POLICIES MUST BE PURCHASED WITHIN TWO WEEKS OF INITIAL TRIP DEPOSIT.

I acknowledge that TRAVELOGS INTERNATIONAL INC. (hereinafter TRAVELOGS), its officers, employees, agents, school district/school board and/or any chaperone accompanying any sponsored program or trip in which I participate are not responsible for events outside their control, including but not limited to Acts of God, strikes, terrorism, war, sickness, or government restrictions or regulations, or for acts of any person or entity not controlled by TRAVELOGS, including but not limited to airlines, motorcoach companies, taxi services, hotels, or schools. I release TRAVELOGS, its officers, employees, agents, school district/school board, and/or chaperones from all claims of any nature arising out of such events or acts.

I grant TRAVELOGS, its officers, employees and/or agents at their sole discretion, the authority to obtain at my expense any medical treatment they deem necessary for my well being, at my expense. Medical treatment includes but is not limited to hospitalization, emergency room care, treatment at a health care facility, or medical doctor. If necessary, I authorize TRAVELOGS, its officers, employees and/or agents to arrange for transportation home by airline or ground transportation, at my expense, for medical services or treatment.

TRAVELOGS, its officers, employees and/or agents, have the authority at their sole discretion to terminate my participation in any sponsored program or trip for failure to comply with the rules, regulations, standards or instructions. In the event that participation in any sponsored program is terminated, all costs and expenses related to the termination and return home are at the expense of the participant. In the event that participation is terminated, there will be no refund of any fees associated with the sponsored program or trip. Any damages caused directly or indirectly by the participant are his financial responsibility.

I understand that accommodations are based on four participants to a room, usually with two double/queen beds unless stated otherwise on the itinerary. Supplemental costs for single or twin accommodations for students or adults are listed on the itinerary. There is an additional charge for rollaways subject to availability. TRAVELOGS may cancel any program at their discretion, or may alter program itineraries and/or substitute airlines and equipment as required. Program prices are based on currently applicable airline tariffs, ground transportation rates, hotel rates, government regulations and currency exchange rates and are subject to change depending on the tariffs, regulations and rates in effect at time of departure.

I authorize TRAVELOGS to use my statements or photographic likeness for publicity. No payment will be made to any participant for said use.

I understand that I am responsible to obtain and maintain my own personal required travel documents, including but not limited to passport, pass card, or other documentation required for the travel program. Failure to obtain or maintain required documents may disqualify me from sponsored program or trip. No refunds will be made for failure to obtain or maintain required documents.

If the participant is a minor, the parent/guardian assumes responsibility for any and all costs, fees, or penalties associated with this sponsored program or trip.

Your program itinerary will indicate whether your group is following the Individual or the Group billing policy, both listed in detail below. Registration/cancellation policies listed on your itinerary may differ. The policy guidelines listed on your itinerary always supersede the standard policy.

**STANDARD INDIVIDUAL BILLING / REGISTRATION / CANCELLATION POLICY:** unless otherwise stated on your itinerary: a \$150 deposit must be submitted with the signed, completed registration form to your group leader, who will forward them on to TRAVELOGS. You will receive a final trip invoice approximately 90 days before departure, with the final payment due 60 days before departure. Late payments result in a penalty of \$25. Standard cancellation policy is the following unless stated otherwise on your itinerary:

Between deposit date and 90 days before departure:	penalty \$25
Between 89 - 60 days before departure:	penalty \$150
Between 59 - 22 days before departure:	penalty 50% of total fee
Between 21 days - departure date:	NO REFUND

**STANDARD GROUP BILLING / REGISTRATION / CANCELLATION POLICY:** unless otherwise stated on your itinerary: a \$50 deposit must be submitted with the signed, completed registration form to your group leader, who will forward them on to TRAVELOGS. A second payment of \$100 will be due to your group leader approximately 110 days prior to departure. The final payment will be due to your group leader 60 days prior to departure. Late payments result in a penalty of \$25. Standard cancellation policy is as follows unless stated otherwise on your itinerary:

Between deposit date - 110 days before departure:	no penalty
Between 109 - 60 days before departure:	penalty \$150
Between 59 - 22 days before departure:	penalty 50% of total fee
Between 21 days - departure date:	NO REFUND

Tickets for certain activities (theatre, sporting events, etc.) are always nonrefundable once purchased, and the cost of tickets is ADDED to the listed penalties.

Any checks returned to TRAVELOGS by your bank for any reason result in a \$25 fee. Depending on the proximity to departure, replacement payment may need to be made with a certified check, money order, or with a Visa/MasterCard. You will be advised if this is required.

Any cancellations resulting in refunds must be made IN WRITING directly to TRAVELOGS, NOT to the group leader. The amount of your refund will be determined by the postmark date. These cancellation penalties are in effect REGARDLESS OF THE REASON FOR CANCELLATION, including disciplinary action taken by the school, unexpected illness, or cancellation of the entire group for any reason. Any nonrefundable payments made by TRAVELOGS for the group are always nonrefundable to program participants. In addition, for cancellation of an entire group at the group's request, TRAVELOGS reserves the right to include an administrative fee in any cancellation charges to program participants. Neither TRAVELOGS nor the school/organization is financially responsible for any charges to program participants for cancelled trips due to (but not limited to) weather related events, civil strife, or national/international emergencies.

**THE PARENT/GUARDIAN OF A MINOR CHILD PARTICIPANT OR THE ADULT TRIP PARTICIPANT INDICATES WITH HIS/HER SIGNATURE ON THE REVERSE SIDE THAT HE/SHE AGREES TO ALL TERMS AND CONDITIONS AS OUTLINED ABOVE**