

Encl. 7.3
May 30, 2013

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 Québec City, Québec, Canada

CHAPERONES Tiffany Bratz; others will be determined after the number of students participating has been finalized. Chaperones will consist of other district teachers and parents.

PURPOSE OF FIELD TRIP 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.

REQUIRED SUBSTITUTES No substitutes will be required.

DATE OF TRIP January 17-20, 2014

APPROXIMATE NO. OF STUDENTS 20-50

APPROXIMATE NO. OF MILES (one way) 500

METHOD OF TRANSPORTATION Charter Bus

IF BY BUS, NO. OF BUSES One

DEPARTURE app. 10 p.m. on 1/17

RETURN TIME app. 9 p.m. on 1/20

(Estimated arrival at Horseheads)

Horseheads High School Junior Parking lot at 9 o'clock p.m.

(Location Pick-up)

(Time)

Class list to Attendance _____ (Attendance Clerk Initials)

***This will not be available until after students have made their deposit payment.*

Bus Transportation will be confirmed via email prior to approval by Janice Murray or Mary Ann Suggs.

Submitted by Tiffany Bratz

Date April 25, 2013

Approved by Karen L. Dineen

Date 4/25/13

FIELD TRIPS ARE NOT PERMITTED FOR THE MONTH OF JANUARY AND AFTER MAY 15th 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 17-20, 2014
- 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, May 10, 2013 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:

Date:

Approved _____
(Building Principal/Athletic Director)

Date:

Approved _____
(Superintendent)

Date:

Approved: February 16, 2012

Dear Parents and Guardians,

I hope this letter finds you all well. I have exciting news for you—the school board has approved a French trip to Quebec City, Quebec, Canada that will take place on Friday, January 17- Monday, January 20, 2014. The students will not miss any school for this trip. It is entirely optional, but very worthwhile.

The informational meeting will be held on _____ at 6:30 p.m. in the Multi-media Center at the High School. This trip is open to past and present students of French in grades 9-12.

If you have any questions, you may email them to me in advance and I will answer them at the information session. If your child is interested in going on the trip, please attend the meeting.

Venez nombreux!

I look forward to seeing you there!

Sincerely,

Tiffany Bratz

QUEBEC CITY – C'EST MAGNIFIQUE!
JANUARY 17 – 20, 2014

HORSEHEADS HS

FRIDAY, JANUARY 17

Depart Horseheads late this evening for Québec City. Meal/rest stops will be coordinated between the chaperones and the bus driver.



SATURDAY, JANUARY 18

Morning arrival in Québec City, where you'll meet your guide and check in at your hotel. (Note, due to the early arrival time, it is unlikely that the rooms will be ready. If this is the case, your group will return later in the afternoon for formal check in procedures.) Time for breakfast (individual's expense). Begin your sightseeing late this morning with a guided walking tour of Old and New Québec, including Dufferin Terrace; Place Royale and the Quartier Champlain, the site where the town was settled originally in 1608; the French and Latin Quarters; and the Plains of Abraham, a 235-acre stretch of greenery where the English General Wolfe did battle with the French general, the Marquis de Montcalm. Tour concludes early this afternoon. Time for lunch (individual's expense) and for shopping and sightseeing in Old Québec. This afternoon your group will also visit Québec's Musée du Fort, where you'll enjoy the timeline exhibit of interesting facts as well as the 30-minute sound and light show that tells the story of the six sieges of Québec City, including the famous battle of the Plains of Abraham as well as Benedict Arnold's march with American troops to Québec. This evening you'll depart for the Village des Sports, a winter sports park, where you'll enjoy the slides, air tubes, carpets, and ice skating. Of special interest: snow rafting! (Go karts on ice are available at an extra charge). You'll be given a cash allowance of \$10 (Canadian) for **DINNER** at the park. Return to your hotel and remain for the evening.

SUNDAY, JANUARY 19

Begin your sightseeing along the Beaufort Coast with a stop at Chez Marie, where you'll have **BREAKFAST** and have a chance to sample Marie's home baked bread with maple butter. You'll also stop at the shrine of Ste-Anne de Beaufort, where you will visit the beautiful basilica, and you'll also visit Atelier Paré (woodcarver's shop) and Montmorency Falls, the tallest falls in Eastern Canada. Return to Québec City this afternoon for some brief shopping time. Lunch (individual's expense) in Old Québec. This afternoon, depart for Le Colisée for the hockey game with the Québec Remparts (Québec Major Junior Hockey League). After the game you'll depart Québec City for a nearby sugar shack for **DINNER** and traditional Québécois entertainment. You, too, can learn to play the spoons! Return to your hotel late this evening.

MONDAY, JANUARY 20

BREAKFAST. Check out and depart this morning for Horseheads. An en route stop will be made at the Ice Hotel close to Québec City for a guided tour. Depart the Québec City area late this morning for Horseheads. Meal/rest stops will be coordinated between the chaperones and the bus driver. Scheduled late evening arrival at the school.

PROGRAM FEE:

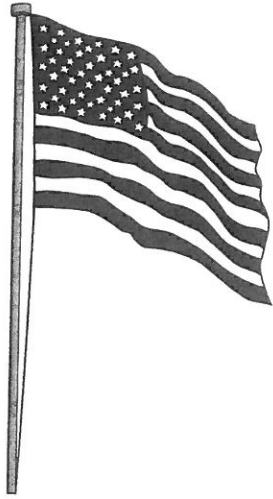
- \$ 509/person based on 40-51 students and four chaperones
- \$ 539/person based on 35-39 students and four chaperones
- \$ 569/person based on 30-34 students and four chaperones
- \$ 619/person based on 25-29 students and four chaperones
- \$ 669/person based on 20-24 students and **two** chaperones

\$ 85 twin supplement per person
\$ 249 single supplement

FEE INCLUDES: Round trip motorcoach transportation to Quebec and return; accommodations for two nights at the Delta Quebec, with students in rooms of four and the chaperones sharing two rooms; two breakfasts; two dinners; sightseeing as listed, including required admissions; hockey ticket (pending schedule); 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.

4/12/13



Travel to Canada Identification Information



Do our students need passports to travel to Canada by motorcoach? This is often a question we hear at Travelogs. We hope the following summary of the regulations that went into effect as part of the Western Hemisphere Travel Initiative on June 1, 2009, will be helpful in answering your questions about identification requirements for Canadian travel both for students and adults.

STUDENTS up to and including the age of 18 who are traveling with a bona fide student group with adult supervision and parental permission may choose one of the following types of identification:

- Passport
- Pass Card
- Enhanced driver's license
- Birth certificate (original or copy)
- NEXUS trusted traveler card

ADULTS traveling with the student group (parents or teachers) may choose one of the following types of identification:

- Passport
- Pass Card
- Enhanced driver's license
- NEXUS trusted traveler card

Note: Adults 19 years of age or older may NOT present a birth certificate as their chosen form of identification to cross the border into Canada and back into the United States.

For additional information, go to www.getyouhome.gov for an explanation of all border requirements. For specific information on school groups, click on *US citizens*, and then *Special Groups*.



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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 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 a 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