

TEACHER/COACH PETITION FOR OVERNIGHT FIELD TRIP

Group (Sponsor) Class of 2015

Field Trip Supervision Michael Hancock, Britt Leubardt, plus others

Purpose Senior Class Trip

Number of Students 100+

Dates May 15-17, 2015

Means of Transportation Coach Busses

Cost to student and/or parent/guardian \$533.00

I would like to meet with you by \_\_\_\_\_ 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 on \_\_\_\_\_

N/A  
(Date)

Approved Karen L. Donahue Date 10-15-14  
Building Principal

Approved N/A Date \_\_\_\_\_  
Athletic Director

**Tour Sponsor: Michael Hamula**  
**Horseheads Senior High School**  
401 FLETCHER STREET  
HORSEHEADS, New York 14845 2396

September 28, 2014

Dear Michael,

Thanks for requesting a quote for your group's tour. We're happy to offer you this proposal. While you review it, keep in mind the reasons why Brightspark does student travel better:

- We put **safety and security** above all
- Decades of experience means we do it right with **full service and support**
- We tailor your tour to fit your unique group, interests, budget and more
- We handle the details so you'll have a **worry-free experience**

This proposal is for **your review only**. You might want to change your tour inclusions during the planning process, so we'll send you final handouts to share with parents and students once your booking is complete.

We guarantee these prices until **10/28/2014**; what you're seeing is based on our recent communication, but if you have any concerns or changes you'd like to make, let us know. Feel free to call me with any questions and I'll touch base with you in a few days to continue working on your ideal tour.

Looking forward to talking with you soon,

**JoAnn East**  
**Tour Consultant**  
Tel: +1 (847) 282-3343  
Email: jeast@brightsparktravel.com

**Shirley Moore**  
**Tour Coordinator**  
Tel: +1 (847) 282-3380  
Email: smoore@brightsparktravel.com

## THE BRIGHTSPARK DIFFERENCE

### WE GUARANTEE YOUR PRICE

Our quality and value is second to none, we guarantee it. Find a lower price for your exact tour, and we'll beat it.

### WE'RE EXPERTS IN STUDENT TRAVEL

- Our travel team has over 100 combined years of experience.
- Our staff includes former educators and experts in music and travel.
- We are members of USTOA, SYTA, NTA, & ABA.

### WE MAKE IT EASY FOR YOU

- We handle participant payments.
- We'll give you a step-by-step guide to running your group trip smoothly.
- We provide 24/7 access to MyTour so you can manage accounts, rooming & bus lists and group communication online.

### WE MAKE YOUR PASSENGERS HAPPY

- We have friendly payment terms.
- We accept online registration and credit cards.
- We provide a 24/7 on-tour emergency hotline.
- We can help with fundraising.
- Health and accident insurance is included on all tours.
- We provide trip delay protection.



**ALL YOU NEED TO KNOW ABOUT YOUR TOUR**

**Leaving:** Friday, May 15, 2015 03:00 PM  
**Returning:** Sunday, May 17, 2015 12:00 AM

**Traveling By:**

- Coach

**Ground Transportation:**

- Coach

**Accommodations:**

- 2 Nights( Doubletree factored)
- Quad Occupancy for Students (2 beds per room)
- Double Occupancy for Chaperones (2 beds per room)
- Night security each evening at the hotel

**Meals:**

- Breakfasts: 2
- Lunches: 2
- Dinners: 2

**TOUR PRICING**

<b># OF PAYING PASSENGERS</b>	<b>100</b>	<b>90</b>	<b>80</b>
<b># OF COMPLIMENTARY CHAPERONES (DOUBLE OCCUPANCY)</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>STUDENT PRICE (QUAD OCCUPANCY)</b>	<b>\$533</b>	<b>\$556</b>	<b>\$586</b>

(All taxes and gratuities are included where applicable)

**SEEING, LEARNING, DOING**

**Here's what's included (all pending availability)**

- This trip is eligible for: \$1000 Scholarship + PhotoVision (Prerequisite:40 paying passengers)
- Plus, \$500 per additional scholarship per extra coach
- Capitol Building Tour - Pending confirmation
- Ford's Theatre
- Jefferson Memorial
- John F. Kennedy Center For The Performing Arts
- Pentagon Memorial
- United States Holocaust Memorial Museum Permanent Exhibition Pending Confirmation
- Wreath for Wreath Laying Ceremony
- Wreath Laying Ceremony - Pending confirmation

**Just a few things that make Brightpark so special:**

**We guarantee your price** our quality and value is second to none, we guarantee it. Find a lower price for your exact tour, and we'll beat it.

**Online Registration** which is an added convenience for parents and the director since it avoids the hassle of collecting and organizing all the slips of paper. Reminder emails will also be sent regarding upcoming payments and the director can send email updates to the trip participants' parents as well.

**Our Individual Billing Service** which makes it easier for parents to make payments by online checks or credit card. Plus, you do not have to handle any of the payments which save you lots of time, effort, and financial safety.

**Consumer Deposit Protection** which is a plan that covers deposits up to \$1,000,000.

**Trip Delay Insurance.** It's a waste of all of that money if an unexpected delay occurs and students have to pay more money on the trip for food, lodging, or anything else. Delays not covered by airlines are more common than ever - and we cover them so you and the parents won't pay more.

**Health and Accident Insurance** that is the best in the industry and standard with all Brightspark Tours

**Liability Insurance** which also covers the Director and the rest of the group with our Liability Insurance which is the best in the industry so they don't have to worry about anything on the trip.

**Our optional RGP (Refund Guarantee Protection)** is hands down the best in the industry and another Brightspark exclusive. This elective protection covers the traveler for the entire cost of the trip (minus the cost of the protection). In addition, if you decide to include it for everyone in your tour, you'll

**ADDITIONAL OPTIONS AVAILABLE**

- **Refund Guarantee Protection** **INCLUDED (deduct 46.00 from price if removing group coverage and benefits)**

*From the minute a passenger purchases this protection, they can cancel up to the minute of departure, for any reason and they will receive a full refund of all tour payments made, less the cost of the protection.*

• **Room Upgrades**

- Student - Triple Upgrade \$25 per person
- Student - Double Upgrade \$77 per person
- Adult - Single Upgrade \$0 per person



# Proposed working itinerary 9.26.14

## HORSEHEADS HS SENIOR TRIP 2015

WASHINGTON, DC

May 15 - 17, 2015

### DAY 1 - FRIDAY, MAY 15, 2015

GROUP	TIME	ACTIVITY
ALL		<p>Before you travel: This trip is eligible for a 1,000 trip scholarship (40+ pax) and fun PhotoVision</p> <p>Before you travel: Brightspark Travel Gifts - "Swag"</p> <p>Before you travel: Brightspark Travel - Individual Billing Service</p> <p>Before you travel: Travel Guard - Health And Accident Insurance</p> <p>Before you travel: Travel Guard - Trip Delay Coverage</p> <p>Before you travel: Your trip includes RGP/Refund Guarantee Protection for each paying participant, at the group discount</p> <p>Trip check-in</p> <p>Trip departs from school</p> <p>Distance to WDC is approximately 5 hours. We have factored in 7 hours of travel time with comfort stops.</p> <p>Enjoy sack dinner and snacks from home enroute.</p> <p>Arrive at WDC</p> <p>Check in at your hotel</p> <p>Your professional tour director will meet you here</p> <p>Nighttime security to watch over your students each evening at the hotel.</p>

### DAY 2 - SATURDAY, MAY 16, 2015

GROUP	TIME	ACTIVITY
ALL		<p>Enjoy breakfast at the hotel</p> <p>Capitol Building Tour (Pending Confirmation). Guided tours of the historic Capitol begin at the orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, visitors will see the Crypt of the Capitol, the Rotunda, and National Statuary Hall.</p> <p>Enjoy free time at WDC attractions. As your tour develops and bookings of available times are confirmed, other WDC attractions will be worked in, in addition to working with your professional Tour Director and Licensed Guide while on</p>

Tour. Favorite highlights, as time permits includes the spectacular monuments of WDC, and visiting the Smithsonians.

You will be given \$10.00 Meal Money to use towards your lunch. Travel tip: Pack a snack in your back pack for today to hold you over in between lunch and your cruise tonight.

Jefferson Memorial - This Author of the Declaration of Independence, Statesman and Visionary's presidential memorial stands prominently along the southern edge of the Tidal Basin with views toward many of the other presidential sites.

United States Holocaust Memorial Museum Permanent Exhibition (Pending Confirmation). The Museum's Permanent Exhibition, "The Holocaust" spans three floors of the Museum building. It presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies. The exhibition is divided into three parts: "Nazi Assault," "Final Solution," and "Last Chapter."

Ford's Theatre Tour - pending availability and confirmation

Depart for Odyssey Dinner Cruise

Enjoy your dinner cruise aboard the Odyssey!

Depart for hotel after cruise

## DAY 3 - SUNDAY, MAY 17, 2015

GROUP	TIME	ACTIVITY
ALL		Enjoy breakfast at the hotel
		Check out of hotel and load luggage on motorcoach
		Wreath Laying Ceremony - Pending confirmation. This is an opportunity for 4 students to honor all unknown soldiers by laying a wreath with your schools name at the Tomb of the Unknown Soldier while the rest of the group quietly watches their classmates.
		The wreath for your Wreath Laying Ceremony will be delivered to Arlington Cemetery prior to your arrival.
		The Pentagon Memorial is designed so that the nation may remember and reflect on the events that occurred on September 11, 2001 (will visit this memorial if time permits).
		You will be given \$10.00 Meal Money to use towards your lunch.
		John F. Kennedy Center for the Performing Arts Guided Group Tour. Tours of this performing arts venue highlight President Kennedy's commitment to theater, dance, and music as well as his life and presidency. Extraordinary gifts from governments all over the world are featured.
		Depart for home
		You will be given \$10.00 Meal Money to use towards your dinner enroute.
		Arrive Horseheads. Thank you for traveling with Brightspark! Congratulations Class of 2015! Inspire on!

JoAnn East | Tour Consultant

## BRIGHTSPARK

Inspiring Student Travel

1.847.282.3343 (direct) | 1.224.688.2247 (cell)

1.517-788-6847 (fax)

brightsparktravel.com

Read about our [PremEar status with Disney](#) & learn how you could earn \$300 when you [refer a teacher](#)

**Brightspark**<sup>SM</sup>  
Inspiring Student Travel

## TOUR PROPOSAL Horseheads HS Senior Trip 2015 Washington, DC

receive the additional protection of no number adjustment fees.

### RGP (Refund Guarantee Protection) Group Benefits:

When the whole group purchases RGP, it will protect the Group Leader and school if someone drops out (so they do not have to pay number adjustments) as well as providing a full refund to the traveler minus the cost of the protection. The whole group will also receive the benefit of an additional discount on the RGP when they purchase it as a group.