



# El Camino Charter High School

## Travel Committee Meeting

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### Date and Time

Thursday October 19, 2017 at 4:00 PM PDT

### Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
A. Call the Meeting to Order		Beatriz Chen	1 m
B. Record Attendance and Guests		Beatriz Chen	1 m
<b>II. Travel Committee</b>			<b>4:02 PM</b>
A. Discuss and Possible Vote On Marching Band Trip to Hawaii	Vote	Beatriz Chen	15 m
ECR's Marching Band has been invited to perform at the 2017 Pearl Harbor Memorial Parade in Hawaii during the first week of December 2017.			
B. Discuss and Possible Vote on Academic Decathlon Trip to Arizona	Vote	Beatriz Chen	10 m
The Academic Decathlon team would like to attend a "scrimmage" at Canyon Del Oro High School in Arizona from December 8 - December 10, 2017.			
<b>III. Closing Items</b>			<b>4:27 PM</b>
A. Adjourn Meeting	Vote	Beatriz Chen	1 m

# Cover Sheet

## Discuss and Possible Vote On Marching Band Trip to Hawaii

**Section:** II. Travel Committee  
**Item:** A. Discuss and Possible Vote On Marching Band Trip to Hawaii  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2017 Pearl Harbor Parade Application - Jan 2017.pdf  
2017 Sample PHP Itinerary - 5 day.pdf  
letter PHP 2017.pdf



## 2017 Pearl Harbor Memorial Parade

Please complete below, sign the back and return via fax # 480-654-2553 or email to [info@pearlharborparade.org](mailto:info@pearlharborparade.org). Once we receive the application form, we will reserve a spot for your group in the parade for the next 14 days. By the end of 14 days we will need your registration fee of \$1,000.

GROUP INFORMATION			
School or Organization Name:			
Ensemble Name:			Estimated Total Traveling (Including chaperones):
School or Organization Address:			
City:	State:	Zip Code:	
Director's or Leader's Name:			
Email Address:		Group Web Address:	
School Phone: (      )		Best time to call:	
Fax Number: (      )		Best place to call:	
Director's or Leader's Home Address:			
City:	State:	Zip Code:	
Cell Phone: (      )		Best time to call:	
Adjudication Option:    Rating            Non-Rating		Arrival Date:	Departure Date:

INCLUSIONS AND PRICING		
<input type="checkbox"/> <b>4 Days and 3 Nights – \$879</b> (Supplement Charges: Triple \$65 Double \$190 Single \$565) INCLUSIONS <ul style="list-style-type: none"> <li>3 nights at Waikiki Hotel</li> <li>Hawaiian Flower lei greeting</li> <li>All Transfers by Motor Coach</li> <li>3 Breakfasts</li> <li>2 Dinners (PCC or Luau) and post Parade Picnic</li> <li>Pearl Harbor Memorial Parade</li> <li>Pearl Harbor tour</li> <li>Polynesian Cultural Center or Island Luau</li> <li>Equipment Truck</li> <li>Fulltime local escort</li> <li>Director's Free Trip (based on double)</li> <li>All tips, taxes and gratuities (except bus drivers)</li> <li>Financial security (\$2,000,000 liability policy)</li> </ul>	<input type="checkbox"/> <b>5 Days and 4 Nights – \$969</b> (Supplement Charges: Triple \$85 Double \$250 Single \$750) INCLUSIONS <ul style="list-style-type: none"> <li>4 nights at Waikiki Hotel</li> <li>Hawaiian Flower lei greeting</li> <li>All Transfers by Motor Coach</li> <li>4 Breakfasts</li> <li>2 Dinners (PCC or Luau) and post Parade Picnic</li> <li>Island Tour</li> <li>Pearl Harbor Memorial Parade</li> <li>Pearl Harbor tour</li> <li>Polynesian Cultural Center or Island Luau</li> <li>Equipment Truck</li> <li>Fulltime local escort</li> <li>Director's Free Trip (based on double)</li> <li>All tips, taxes and gratuities (except bus drivers)</li> <li>Financial security (\$2,000,000 liability policy)</li> </ul>	<input type="checkbox"/> <b>6 Days and 5 Nights – \$1069</b> (Supplement Charges: Triple \$105 Double \$315 Single \$940) INCLUSIONS <ul style="list-style-type: none"> <li>5 nights at Waikiki Hotel</li> <li>Hawaiian Flower lei greeting</li> <li>All Transfers by Motor Coach</li> <li>5 Breakfasts</li> <li>2 Dinners (PCC or Luau) and post Parade Picnic</li> <li>Island Tour</li> <li>Pearl Harbor Memorial Parade</li> <li>Pearl Harbor tour</li> <li>Polynesian Cultural Center or Island Luau</li> <li>Equipment Truck</li> <li>Fulltime local escort</li> <li>Director's Free Trip (based on double)</li> <li>All tips, taxes and gratuities (except bus drivers)</li> <li>Financial security (\$2,000,000 liability policy)</li> </ul>

\*Airline prices are generally available approximately 10 months prior to the event. The Parade Organizers are equipped to assist with obtaining airline transportation. Prices vary depending on what airport the group will depart from, and can range from \$500 to \$1200 per person. Payment schedule will adjust accordingly.

PAYMENT SCHEDULE		CANCELLATION SCHEDULE	
\$1,000 Reg. Fee	Due Now (does not apply to the tour cost)	\$1,000 per group	Non Refundable
\$200 per person	March 1, 2017	\$100 per person	Apr 1, 2017
\$200 per person	May 1, 2017	\$200 per person	June 1, 2017
\$200 per person	July 1, 2017	\$300 per person	July 1, 2017
\$200 per person	September 1, 2017	50% of tour cost	October 1, 2017
Balance due	November 1, 2017	100% of tour cost	November 1, 2017
(Payment received less than 30 days of departure will be subject to a \$500 late fee)		<i>Cancellation insurance available upon request</i>	

**PRICE:**

The price of the performance tour is based on rates in effect on **January 1, 2017** and does not include airline transportation. Space is reserved for the number of participants as noted on front. Prices are based on a minimum of 40 paying participants. Statements are adjusted as the group size increases or decreases reflecting rate changes caused by changing the number of participants. Rates of hotel, food cost, transportation cost, etc. are based on your total number traveling. We rely on you to keep us informed as these numbers change.

**PAYMENT SCHEDULE:**

PEARL HARBOR MEMORIAL PARADE has agreed on a deposit schedule with suppliers in your behalf, to provide the experience you expect at the price we have agreed upon. Prices and services are guaranteed only on the condition that deposits are received from you in accordance with the payment schedule above, and are otherwise subject to change. If you anticipate any delays, it is important to contact PEARL HARBOR MEMORIAL PARADE immediately. Invoices will be sent regularly to remind you of payment amounts and due dates. Final payments received within 14 days of departure are subject to a \$500 penalty.

**CANCELLATION SCHEDULE:**

Deposits to suppliers, including hotels, bear cancellation penalties in their contracts with PEARL HARBOR MEMORIAL PARADE. These cancellation penalties and certain administrative expenses result in cancellation penalties as indicated above. The percentages indicated are the percentages of gross billing. Cancellations must be made in writing and are effective on the date of receipt by PEARL HARBOR MEMORIAL PARADE. The cancellation schedule applies unless modifications are authorized in writing by PEARL HARBOR MEMORIAL PARADE management.

**SUBSTITUTIONS AND CHANGES IN GROUP SIZE:**

Substitutions will be allowed up to and including 30 days prior to departure at no additional charge. 60 Days prior to departure a name list including all travelers must be submitted to PEARL HARBOR MEMORIAL PARADE this will certify the number for billing. In the event this name list is not received by PEARL HARBOR MEMORIAL PARADE then the last number submitted to PEARL HARBOR MEMORIAL PARADE in writing will be the number certified for billing. **The cancellation of a person within 60 days of the departure date, with no substitution, will follow the cancellation schedule above.** The addition of a new participant will be charged at the best price available at the time with all efforts being made by PEARL HARBOR MEMORIAL PARADE to keep the new participant at the group rate. Any changes (i.e. participant numbers, rooming lists, name changes, itinerary adjustments, etc.) within 14 days of the event will be subject to a \$25 administration charge.

**AIRLINES AND SPECIAL EQUIPMENT:**

In the event your air transportation is booked through PEARL HARBOR MEMORIAL PARADE events additional deposits may be required to meet requirements of the Airline. In the event additional fees are incurred, including but not limited to **baggage fees**, security fees, fuel surcharges and additional taxes these will be passed through to the customer. Airlines have strict regulations on the transport of oversized or overweight equipment. Transportation of equipment, including musical instruments, above normal luggage capacity and the transportation for such equipment is not included in the price of the performance tour unless specifically stated in the list of "Tour Inclusions." Transportation of such equipment should be considered separately. In the event that the Parade Committee contracts the airline transportation for your group, you will receive a separate airline agreement. The Pearl Harbor Memorial Parade is not responsible for missed flights, missed connections, canceled flights or any other disruption to your airline transportation. **It is the responsibility of your group to make alternate arrangements if there is a disruption to the original flight schedule.**

**OTHER INFORMATION:**

Capital Management Group, Inc., PEARL HARBOR MEMORIAL PARADE, LLC and its and their employees, shareholders, subsidiaries, affiliates, officers, directors, agents and assigns (collectively "AMS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground handlers, food service or entertainment providers, etc. As a result, PEARL HARBOR MEMORIAL PARADE is not liable for any negligent or willful act or failure to act of any such person, or any other third party not under its control. Without limiting the foregoing, PEARL HARBOR MEMORIAL PARADE accepts no responsibility for any risk or resulting injury, delay, inconvenience, damage, or death which results from criminal activity, weather or other acts of God, accidents, disease, epidemics, illness, the provision of inappropriate or no medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism, insurrection or revolt, or any other event beyond its direct control.

PEARL HARBOR MEMORIAL PARADE in its sole discretion reserves the right to decline to accept any participant as a member of these trips. PEARL HARBOR MEMORIAL PARADE reserves the right in its sole discretion to terminate any participant who does not abide by its rules and regulations, and/or whose conduct is deemed to be such as to endanger the participant, the success of the program or the welfare of other participants, staff members and/or third parties. In the event of such termination, the participant will be sent home at the expense of transporting the participant home shall be determined exclusively by PEARL HARBOR MEMORIAL PARADE. In the event of such termination, there will be no refund whatsoever. The participant is personally liable to PEARL HARBOR MEMORIAL PARADE for any damages caused by improper conduct. Each participant agrees to be video taped and/or photographed and authorizes PEARL HARBOR MEMORIAL PARADE to use such material in any advertising in any form, and releases PEARL HARBOR MEMORIAL PARADE from any claims for compensation based on the use of such material.

PEARL HARBOR MEMORIAL PARADE may cancel any trip because of insufficient enrollment or for any other reason. In the event a trip is canceled by PEARL HARBOR MEMORIAL PARADE, the participant shall have the option of either taking a complete refund of all deposits, and moneys paid, or of selecting an alternated program as full compensation. The terms forth in this agreement supersede any oral agreement or any information that may be found on the brochures, any amendment to this agreement must be made in writing and signed by both parties.

No refunds can be granted for features in the trip not utilized. The cost of replacing lost or stolen tickets is the responsibility of the passenger. If a flight or transfer by motorcoach or train is missed, participant is responsible to make his or her own arrangements and to pay all charges associated therewith.

**ARBITRATION**

Any dispute concerning this contract, the brochure or any other advertising material concerning the trip or the trip itself must be resolved exclusively by binding arbitration in Maricopa County, Arizona pursuant to the commercial rules of the American Arbitration Association then existent. In any such arbitration, substantive Arizona law will apply to all issues.

*Please sign below and return a copy of this page to PEARL HARBOR MEMORIAL PARADE:*

**ACCEPTANCE OF CONTRACT:** All of the terms of this contract are considered accepted by the group 30 days after PEARL HARBOR MEMORIAL PARADE receives the first deposit, whether or not this Letter of Agreement is eventually signed by either party. I have read and consent to the terms found in the subsequent pages included in this Letter of Agreement:

\_\_\_\_\_  
School Name/Group Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Dated:

\_\_\_\_\_  
**Joel H. Biggs, President**  
**Pearl Harbor Memorial Parade Committee**  
**7255 E. Hampton Avenue Ste. 127**  
**Mesa, AZ 85209-3381**

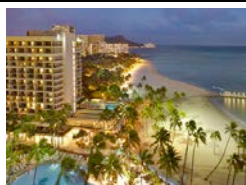
\_\_\_\_\_  
Dated:



## 2017 PEARL HARBOR MEMORIAL PARADE COMMEMORATING THE 75<sup>TH</sup> ANNIVERSARY OF WWII

### DAY 1 - ARRIVAL

- Depart US Mainland - Arrive in
- **Honolulu**
- Meet your Local tour escort at the airport baggage claim
- Transfer via private motorcoach to the hotel in Waikiki
- Check in Spend a relaxing evening on **Waikiki Beach** – Dinner on own



### DAY 2 – ISLAND TOUR AND PCC

- Breakfast provided
- Morning optional rehearsal in Waikiki (Kapiolani Park)
- Continue on an Island tour where you will see **Diamond Head, Pali Lookout, Dole Plantation, North Shore Beaches and the World famous Banzi Pipeline, Waimea Bay and Sunset Beach**
- Lunch on own Transfer to **Polynesian Cultural Center**. Enjoy the seven Polynesian villages
- **Pageant of the Long Canoes**
- Buffet Dinner at Polynesian Cultural Center –
- Spectacular **HA: The Breath of Life** evening show



### DAY 3 – PEARL HARBOR VISIT

- Breakfast provided
- Depart to **Pearl Harbor**. Visit Museum, documentary, board Navy Launch to **USS Arizona Memorial**
- After tour of Pearl Harbor, depart for Ford Island
- Visit the **USS Missouri**
- **American Musical Salute Tribute Performance at the USS Missouri or Arizona Memorial Visitors Center**
- Return to Waikiki for lunch on own
- Afternoon to enjoy Waikiki activities
- Dinner on own and evening at the **International Market Place**



### DAY 4 – PEARL HARBOR PARADE

- Breakfast provided
- Morning in Waikiki for optional beach activities
- Lunch on own
- Return to hotel to prepare for the evening parade.
- 3 pm Gather at **Fort DeRussy**
- **Opening Ceremony Performance**
- 6 pm **Pearl Harbor Memorial Parade** down Kalakaua Ave. in Waikiki. Parade will end at Kapiolani Park
- Post Parade Picnic provided - Return to hotel for overnight



### DAY 5 – PCC

- Breakfast provided
- Morning to spend in Waikiki for optional activities such as snorkeling, surfing or boogie boarding
- Check out of your hotel
- Meet bus for transfer to the airport
- Depart for the Mainland

### DAY 6

- Arrive home







Dear Director:

Each year, the Pearl Harbor Memorial Parade commemorates the anniversary of “the day that will live in infamy” – December 7, 1941. Perhaps unlike any moment in our modern history Americans felt the call of duty to help preserve the freedoms we enjoy in this great country. The sacrifices that were made by so many should be cherished, honored and never forgotten. The 2017 parade will not only mark this historic day in history, but the parade is an official part of the WWII 75<sup>th</sup> Anniversary Commemoration.

We want to take this opportunity to invite your Marching Band to be an official ambassador from your state in the 2017 *Pearl Harbor Memorial Parade*. Your participation will do much to demonstrate your support for America’s veterans, and the men and women who serve in our military.

The Pearl Harbor Memorial Parade is fortunate to have the support of our Presenting Sponsor, **HISTORY**®. Officially recognized by the *State of Hawaii and the City of Honolulu* the Pearl Harbor Parade is also proud to be associated with our partners including: *BAE Systems, the Pearl Harbor Memorial Fund, the American Veterans Center, Pacific Historic Parks, the Battleship Missouri, Pearl Harbor, the Navy League, and the Military Order of the Purple Heart.*

We hope you will take the time to consider this invitation to join us in our island state in 2017. If you have any questions or need further information, please reach out to our amazing staff at 800.626.8590, or by email at [chris@historicprograms.org](mailto:chris@historicprograms.org).

Mahalo and we look forward to working with you this year as we prepare for this incredible event!

Sincerely,

Earl T. Hurrey  
MGySgt USMC (ret)  
2016 Selection Committee Chair  
Pearl Harbor Memorial Parade Committee