

ADMINISTRATIVE REPORT

DATE: January 18, 2024
TOPIC: 5.9 – Extended Field Trips
PRESENTER: Dr. Tyrone Brookins, Kelly Jansen & Kristine schaefer
REFERENCE TO POLICY/STATUTE: 610

A. PURPOSE OF REPORT

- January 26–28, 2024 – Woodbury High School Speech Team
 - 12 students and 4 adult supervisors will travel to Moorehead, MN.
 - Travel – District vans
 - Students will stay at the Microtel Inn & Suites by Wyndham Moorehead
 - Tournament
 - Supervisor, Lily Pieper
- February 28 – March 2, 2024 – Park High School Robotics Team
 - 30 students and 12 adult supervisors will travel to Duluth, MN.
 - Travel – Minnesota Coaches Bus Company
 - Students will stay at Holiday Inn & Suites Duluth
 - Tournament
 - Supervisor, Dean Hoyt
- April 26–27, 2024 – Park High Varsity Softball Team
 - 14 students and 4 adult supervisors will travel to Winona, MN.
 - Travel – District vans
 - Students will stay at the Plaza Hotel in Winona
 - Participate in non-conference games
 - Supervisor, Bob Loshek & Samantha Hildebrandt



- June 17 – July 7, 2024 – Woodbury High School Spanish Immersion Program
 - 62 students and 4 adult supervisors will travel to Malaga, Spain
 - Travel Leaders – see attached itinerary
 - Students will stay with host families
 - Supervisor, Sarah Sorenson-Wagner

B. RECOMMENDATION

- Approval

C. CONNECTION TO STRATEGIC PRIORITY

- Student Experience





South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lily Pieper 651-368-5049

School and Program: Woodbury High School, Speech Team

Date of Requested Trip: January 26-28, 2024

1. What group is taking this trip? Speech Team
Estimated # of Students 12 Adult Supervisors 4

2. Destination: Moorhead, MN

Date/Time of Departure: January 26, 2024 2:00 p.m.

Date/Time of Return: January 28, 2024 8:00 p.m.

3. State purpose and educational value of trip (attach information to form if needed).

The purpose of this trip is to attend the Moorhead High School Speech tournament, a competitive tournament which also allows students to earn a bid to one of the National tournaments our school attends.

4. Name the manner of travel and the carrier.

We will be driving to this tournament, in a School Van with District Certified Type III Vehicle drivers.

5. State proposed housing arrangements – must include address and phone number

Microtel Inn & Suites by Wyndham, Moorhead and Fargo Area. Address: 2915 12th St S, Moorhead, MN 56560. Phone number: (218) 979-4718

6. Describe parental involvement in planning – including who, what, where, when and how.

Our Booster Parents will be assisting in planning. Yvonne Sullivan (President) and Rhonda Gaulke (Treasurer) will assist in determining total cost for students, collecting payments from students/parents, and assist in confirming reservations (primarily in lodging). They will work with Head Coach, Lily Pieper, in determining all of these steps.

7. List participants (reminder to have participants complete parent/guardian permission form).

Angie Tupan, Asia Ang, Vikram Narra, Mio Irako Olson, Pashin Pooniwala, Chloe Sullivan, Grace Winter, Faridah Amuda, Mira Ariyadej, Lola Sudderth, Samantha Quirk, Ishana Vora, Kate Westlake, Yifan Zhai

8. Describe the manner of selecting participants.

Only Varsity Members of the team were considered to be participants as this is a highly competitive tournament with novice rounds not offered.

9. Indicate who will be in charge of supervising the trip.

Head Speech Coach, Lily Pieper will be supervising this trip.

10. State the safety precautions and procedures for emergencies while on the trip.

We will take note of any and all student allergies prior to the trip to allow for a contamination free environment in all lodging and transportation spaces. Students will also follow any COVID guidelines provided by the hosting site.

11. Give budget costs, how trip will be funded and estimated cost per student.

The trip will be paid for by students. Hotels are estimated to cost \$140 per night, 7 rooms would be needed for a total cost (including taxes and fees) of \$2,171. Accounting an additional cost for gas throughout the trip, student cost is estimated to be between \$200-250. Woodbury High School will cover entry fees for students at this tournament.

12. State evaluation procedures.

The goal of this trip is to provide students with a premier competitive experience and a fun event to help get their season started. This trip will be a success if students attend, give their best effort at competition, and enjoy the weekend competing up North.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

The coaching staff will take note of any potential special concerns/needs (allergens, mental health accommodations, etc.) as needed.

Signature of Staff Member Responsible: Lily Pieper

Date field trip request was submitted to Principal: December 5, 2023

Principal/Administrator Signature and Date: Jodi Fieker 12/15/23

Approved: Not Approved:

Assistant Superintendent Signature and Date: Kathy Sue 12/18/23

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Dean Hoyt 651-675-8819

School and Program: Park High School - Data Bits Robotics Team

Date of Requested Trip: 2/28/2023-3/2/2023

1. What group is taking this trip? Robotics Team

Estimated # of Students 30 Adult Supervisors 12

2. Destination: Duluth MN

Date/Time of Departure: 2/28/2024 4:00pm

Date/Time of Return: 3/2/2024 10:00pm

3. State purpose and educational value of trip (attach information to form if needed).
Robotics tournament for team. 1st of 2 for season.

4. Name the manner of travel and the carrier.
Coach bus - Minnesota Coaches

5. State housing arrangements (must include name, address and phone number of hotel).

Holiday Inn & Suites Duluth-Downtown 200 W 1st Street, Duluth MN 55802 Hotel:218-722-1202

6. Describe parental involvement in planning – including who, what, where, when and how.

None

7. List participants (reminder to have participants complete parent/guardian permission form).
TBD closer to tournament.

8. Describe the manner of selecting participants.

Any team member that desired to go.

9. Indicate who will be in charge of supervising the trip.

Robotic team lead mentors Dean Hoyt and Chris Braun

10. State the safety precautions and procedures for emergencies while on the trip.

Using commercial transport for people. Phone and emails of all parents are on file.

11. Give budget costs, how trip will be funded and estimated cost per student.

Hotel \$130 per student for 3 nights with 4 students per room. Bus \$150 per student with that reduced to \$0 using grants and donations. Tournament entry fee was covered by team and fundraising. Food is the students responsibility. Mentors pay their own way.

12. State evaluation procedures.

None

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

None

Signature of Staff Member Responsible: Dean Hoyt

Date field trip request was submitted to Principal: 12/14/2023

Principal/Administrator Signature and Date: [Signature] 12/14

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 12/14/23

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Coaches Bob Kostek, Samantha Hildenbrant

School and Program: Park High School Varsity Softball Team

Date of Requested Trip: Friday, April 26 til, Saturday, April 27.

1. What group is taking this trip? Park Varsity Softball Team

Estimated # of Students 14 Adult Supervisors 3-4

2. Destination: WINONA, MN to play 2 varsity softball games.

Date/Time of Departure: 4/26/24 1pm Depart

Date/Time of Return: 4/27/24 4pm Arrival/Return

3. State purpose and educational value of trip (attach information to form if needed).

THE PARK SOFTBALL TEAM will participate in non-conference games. We will stay overnight in a hotel where we will plan to use the time for team building & goal setting.

4. Name the manner of travel and the carrier.

We will use district passenger vans, as well as a paid rental van, purchased by the booster club.

5. State housing arrangements (must include name, address and phone number of hotel).

We will stay at the Plaza Hotel in Winona, MN with female coaches as supervisors. 1025 Hwy 61 East WINONA, MN 55987

6. Describe parental involvement in planning - including who, what, where, when and how.

The Varsity coaches will be supervising the players during their games & at the hotel. All activities will be under direct supervision of the Park softball staff.

7. List participants (reminder to have participants complete parent/guardian permission form).

THE Park Varsity Softball TEAM

8. Describe the manner of selecting participants.

The participants make up the Varsity softball squad & will be attending these games / overnight trip.

9. Indicate who will be in charge of supervising the trip.

All activities will be under direct supervision of the Park softball coaching staff. The overnight time will be supervised by the female coaches.

10. State the safety precautions and procedures for emergencies while on the trip.

The coaches will carry player safety information, as well as a medical bag will be brought along for any minor injuries. Parents will be given hotel info + Winona Hospital is within one mile of field.

11. Give budget costs, how trip will be funded and estimated cost per student.

Costs of the trip, fuel, hotels & food will be covered by the Booster club. To offset some of the costs we will ask for each player to donate \$20.00

12. State evaluation procedures.

To be determined at the end of the season. we will see if competition & team building help us.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

We have no special needs, in regards to the participants on this particular trip.

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: December 20, 2023

Principal/Administrator Signature and Date: [Signature] 1/4

Approved: [X] Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 1/8/24

Approved: [checkmark] Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member Responsible (Name and phone): Sarah Sorenson-Wagner 651-425-4410

School and Program: Woodbury High School Spanish Immersion Program

Date of Requested Trip: June 17 – July 7 OR 8, 2024

1. What group is taking this trip? WHS Spanish Immersion Program

Estimated # of Students 62 Adult Supervisors 4

2. Destination: Malaga, Spain

Date/Time of Departure: June 17, 2024

Date/Time of Return: July 7, 2024 or July 8, 2024

3. State purpose and educational value of trip (attach information to form if needed).

The purpose of the trip is to provide Spanish Immersion students at Woodbury High School the opportunity to expand and extend their Spanish language skill by participating in a course designed to include formal classroom instruction along with a varied program of supervised leisure activities and excursions to introduce the students to Spanish culture, sports and lifestyles. Sample weekly itinerary attached for 3-week stay.

4. Name the manner of travel and the carrier.

We will fly from MSP to Spain via Delta and AirFrance Airlines. Colegio Maravilla provides all transportation upon arrival in Malaga. Travel itinerary attached.

5. State proposed housing arrangements.

All students will live with host families for the duration of the trip. All host families are screened and rooms are inspected and approved by Colegio Maravillas staff. Students are provided breakfast and dinner with their host family. Lunch is provided at school. Staying with a host family is an interesting alternative and provides an excellent opportunity to get to know the Spanish lifestyle. Most host families live within walking distance of the school or within a 10-15 minute bus/train ride. Students will be placed in double or triple rooms, sharing either with a classmate or with another international student of approximately the same age and gender. Students who attend Colegio Maravillas are primarily from European countries (France, Italy, Germany, Ireland).

6. Describe parental involvement in planning – including who, what, where, when and how.

Parent meetings were held the following dates: 3/28/22, 4/25/22, 3/28/23, 5/1/23, 12/4/23. Initial meetings were held to provide information, determine student interest, and solicit parent volunteers to work on travel planning, fundraising, and management of budget.

The Travel Planning Team included the following:

Sarah Sorenson-Wagner; WHS Principal, Paula Arland; Parent. Multiple planning meetings were held between August 2022-present. All travel details were planned by this team. This is the fifth trip planned to Spain so many of the logistics and travel arrangements are already in place from previous years, including a long-term relationship with travel agent and school principal at Colegio Maravillas. Parent feedback was solicited to select dates of the trip, consideration for layovers, and cost of airfare.

7. List participants (reminder to have participants complete parent/guardian permission form).

See attached.

8. Describe the manner of selecting participants.

All current 10th and 11th grade students in the Spanish Immersion program at Woodbury High School were eligible for the trip.

9. Indicate who will be in charge of supervising the trip.

Mark Canton, Assistant Principal at WHS (administrator in charge)

Krista Boland, Nuevas Fronteras Health Office Specialist

Erica Buck, Nuevas Fronteras Speech-Language Pathologist

Alyssa Brandner, Nuevas Fronteras Teacher

10. State the safety precautions and procedures for emergencies while on the trip.

All chaperones are either District 833 staff members who have extensive experience supervising students.

Chaperones will bring all medical information on the trip to help facilitate getting medical attention to any student or chaperone who is in need. All chaperones will carry mobile phones and will be accessible to students throughout the duration of the trip. Chaperones will meet before the trip and as needed before excursions to determine steps to take in emergency situations. Staff from Colegio Maravillas also provide supervision for all on-site activities and planned off-site excursions.

Procedures for Student Illness or Medical Emergency:

- Student's parents will be called and consulted about treatment procedure or acceptable medications.
- If a student is not able to participate in the day's activities, the student will stay at home with his/her host family or with a chaperone at school.

- In case of severe medical emergency student will be taken to the nearest hospital immediately. The information on their health form will be used until their parent or guardian is consulted.

Procedures for Student Separation from Group:

- Chaperone will attempt to contact student via cell phone.
- Chaperones will retrace the steps of that student. Chaperone will attempt to contact student & parents.
- A picture of the student or students will be provided (via Infinite Campus) as a reference for chaperones and other venue officials who may aide in locating the student(s).
- A chaperone will always wait at the assigned meeting or pick up point in case the student returns to that spot while others are searching.

11. Give budget costs, how trip will be funded and estimated cost per student.

Per Student Colegio Maravillas Cost: 1,525 Euros (approximately \$1800)

Per Student Airfare: \$1,825 (includes travel insurance)

The anticipated total cost per traveler is approximately \$3,800. A host of fundraising opportunities were made available for students to earn a portion of the trip's cost over the past 2 years.

12. State evaluation procedures.

Each student/family and chaperone will be asked to complete an online survey/evaluation form. Comments made by these participants will be taken into account when planning future trips. A trip to Spain has been scheduled every 2 years so all students in the Spanish Immersion Program at Woodbury High School have the opportunity to participate once during their high school experience.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Precautions

The logistics for this trip will be thoroughly planned and reviewed in preparation for the trip. Student documents (passport information) will be held by each chaperone. Individual parent meetings to discuss student concerns will be scheduled before departure as needed.

Special Concerns

None at this time.

Signature of Staff Member Responsible: Geenson Wagner

Date field trip request was submitted to Principal: 12/20/23

Principal/Administrator Signature and Date: Geenson Wagner

Approved: Not Approved:

Assistant Superintendent Signature and Date: Krista Shum 1-8-24

Approved: Not Approved:

School Board Review Date: _____

Approved: _____ Not Approved: _____



13700 83rd Way N, Suite 204
Maple Grove, MN 55369

763-231-8870

Invoice No. : SWCSAGP24
Invoice Date : 9/14/2023
Travel Consultant : Darla Orchard
Group No. :
Page No. : 1

Sarah Sorenson-Wagner
2665 Woodlane Drive
Woodbury, MN 55125

Air Reservation

Vendor : Delta Airlines ++ Record Locator : N6UZTH
Booking Status : Confirmed Duration : 21
No. of Travelers : 41
Start Date : 6/17/2024 End Date : 7/8/2024
Travelers :
Malaga/Group One

Flights

Air France Mon 17 Jun Depart Minneapolis (MSP) 7:40 PM Terminal 1
Flight 635 Tues 18 Jun Arrive Paris DeGaulle (CDG) 11:00 AM
Aircraft Type : Airbus 350 Meal : Breakfast
Flight Duration 8 hours and 20 minutes Mileage : 4210
Malaga/Group One Class : Economy

Flight times are subject to change. Please reconfirm all flights.
Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

...
Air France Tues 18 Jun Depart Paris DeGaulle (CDG) 12:45 PM
Flight 1728 Tues 18 Jun Arrive Malaga (AGP) 3:20 PM
Aircraft Type : Embraer Meal : Snack
Flight Duration 2 hours and 35 minutes Mileage : 924

Miscellaneous: Operated by HOP
Malaga/Group One Class : Economy
Flight times are subject to change. Please reconfirm all flights.
Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

...
Air France Mon 08 Jul Depart Malaga (AGP) 6:05 AM
Flight 1749 Mon 08 Jul Arrive Paris DeGaulle (CDG) 8:40 AM
Aircraft Type : Airbus 320 Meal : Snack
Flight Duration 2 hours and 35 minutes Mileage : 924

Malaga/Group One Class : Economy
Flight times are subject to change. Please reconfirm all flights.
Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

...
Air France Mon 08 Jul Depart Malaga (AGP) 3:30 PM

Your advisor is Darla Orchard | Direct Dial +1 (715) 629-1870 | darla@tvleaders.com

Flight 634 Thurs 08 Jul Arrive Minneapolis (MSP) 5:30 PM Terminal 1
Aircraft Type : Airbus 359 **Meal** : Meal
Flight Duration 9 hours **Mileage** : 4210
Malaga/Group One **Class** : Economy

Flight times are subject to change. Please reconfirm all flights.
 Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

Miscellaneous

Information

\$1499.45 round trip per person x 41 passengers = \$61,477.45
 \$4100 deposit due 25Sep23
 \$61,477.45 - \$4100 = \$57,377.45 final payment due by 22May24
 Your deposit becomes nonrefundable on 11Mar24. You may cancel any/all seats prior to 11Mar24 without a penalty as long as you maintain at least 10 seats. Any seats canceled after 11Mar24 will incur the loss of the deposit paid for that seat.
 Names are due and ticketing will be done on 22May24 when final payment is due. Once tickets are issued, they are nonrefundable.

	Total
Reservation Amount	4,100.00
This Invoice Amount	4,100.00
Prior Invoiced Amount	0.00
Balance	0.00

Air Reservation

Vendor : Delta Airlines ++	Record Locator : N7ASVQ
Booking Status : Confirmed	Duration : 20
No. of Travelers : 29	
Start Date : 6/17/2024	End Date : 7/7/2024
Travelers :	
Malaga/Group Two	

Flights

Air France Mon 17 Jun Depart Minneapolis (MSP) 7:40 PM Terminal 1
Flight 635 Tues 18 Jun Arrive Paris DeGaulle (CDG) 11:00 AM
Aircraft Type : Airbus 359 **Meal** : Breakfast
Flight Duration 8 hours and 20 minutes **Mileage** : 4210
Malaga/Group One **Class** : Economy

Flight times are subject to change. Please reconfirm all flights.
 Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

Air France Tues 18 Jun Depart Paris DeGaulle (CDG) 12:45 PM
Flight 1748 Tues 18 Jun Arrive Malaga (AGP) 3:20 PM
Aircraft Type : Embraer **Meal** : Snack
Flight Duration 2 hours and 35 minutes **Mileage** : 924
Miscellaneous: Operated by HOP
Malaga/Group One **Class** : Economy

Flight times are subject to change. Please reconfirm all flights.
 Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

Air France Sun 07 Jul Depart Malaga (AGP) 6:05 AM

Flight 1749 Sun 07 Jul Arrive Paris DeGaulle (CDG) 8:40 AM
Aircraft Type : Airbus 320 **Meal** : Snack
Flight Duration 2 hours and 35 minutes **Mileage** : 924
Malaga/Group One **Class** : Economy
 Flight times are subject to change. Please reconfirm all flights.
 Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

...
Air France Sun 07 Jul Depart Paris DeGaulle (CDG) 3:30 PM
Flight 634 Sun 07 Jul Arrive Minneapolis (MSP) 5:30 PM Terminal 1
Aircraft Type : Airbus 359 **Meal** : Meal
Flight Duration 9 hours **Mileage** : 4210
Malaga/Group One **Class** : Economy
 Flight times are subject to change. Please reconfirm all flights.
 Luggage fees, if applicable, are not included and are payable directly to the airline during the check in process.

Miscellaneous

Information

\$1733.75 round trip per person x 29 passengers = \$50,278.75
 \$2900 deposit due 25Sep23
 \$50,278.75 - \$2900 = \$47,378.75 final payment due by 22May24
 Your deposit becomes nonrefundable on 11Mar24. You may cancel any/all seats prior to 11Mar24 without a penalty as long as you maintain at least 10 seats. Any seats canceled after 11Mar24 will incur the loss of the deposit paid for that seat.
 Names are due and ticketing will be done on 22May24 when final payment is due. Once tickets are issued, they are nonrefundable.

	Total
Reservation Amount	2,900.00
This Invoice Amount	2,900.00
Prior Invoiced Amount	0.00
Balance	0.00

		<u>Total</u>
Reservation Totals	\$	7,000.00
Prior Invoiced Totals	\$	0.00
This Invoice Totals	\$	7,000.00
	Payment due: \$	7,000.00

TERMS and CONDITIONS

- This reservation is non-refundable & non-transferrable. Please review your invoice for accuracy and notify our agency within 24 hours of receipt if you notice any discrepancy.
- Strict penalties apply for any changes made to your reservation and may be as high as a 100% loss of all monies paid.
- Cancel/Change Fees - In addition to supplier penalties, our Travel Leaders cancel/change fee is \$50 per person. Extra surcharges or fees imposed by the airlines or tour operators are not the responsibility of Travel Leaders.
- Travel Leaders professional fees are non-refundable.

DISCLAIMER of LIABILITY

- Travel Leaders is acting as an agent for suppliers in selling travel-related services, and/or in accepting reservations or bookings for services that are not directly supplied by Travel Leaders (such as air and ground transportation, hotel

accommodations, meals, tours, cruises, rail etc.). Travel Leaders, therefore, shall not be responsible for breach of contract of any intentional or careless actions or omissions on part of such suppliers, which result in any loss, damage, delay, or injury to you or your travel companions or group members.

- Travel advisors shall not be responsible for any injuries, damages, or losses caused to any traveler in connection with terrorist activities, social or labor unrest, mechanical or construction failures or difficulties, diseases, local laws, climactic conditions, criminal acts or abnormal conditions or developments, or any other actions, omissions, or conditions outside the travel advisor's control.

- Traveler assumes complete and full responsibility for, and releases the advisor from any duty of, checking and verifying any and all passport, visa, vaccination, or other entry requirements of each destination, and all safety or security conditions at such destinations. For information concerning possible dangers at international destinations, visit the Travel Advisory Section of the U.S. State Department website at www.travel.state.gov or by calling 202.647.5225. For medical information, contact the Centers for Disease Control at 404.332.4559 or visit the CDC's website at www.cdc.gov. By embarking upon his/her travel, the traveler voluntarily assumes all risks involved in such travel, whether expected or unexpected. Traveler is hereby warned of such risks and is advised to obtain appropriate insurance coverage against them.

- Traveler's retention of tickets, reservations, or bookings after issuance shall constitute a consent to the above, and an agreement on his/her part to convey the contents hereto to his/her travel companions or group members.

IMPORTANT COVID-19 INFORMATION:

- The destinations you are traveling to may have COVID-19 travel restrictions in place. These restrictions may require you to present proof of vaccination and/or COVID testing for entry and/or exit. In addition there may be specific restrictions to lodging and their respective services (including, but not limited to meals, day spas, kids clubs, restaurants, sightseeing and transfer services). Please check the respective national and local health advisories for this destination before you travel. The restrictions in place at the time of booking may be different than those in place at the time of travel.

- All travelers must check with your respective destinations, airline carriers, accommodations and sightseeing/activities operators, regarding any mandates for utilization of service, entry and exit COVID-19 testing and/or vaccination requirements. Testing costs may be at a personal expense and will vary by destination and/or supplier. Please ensure you are aware of all COVID-19 related requirements prior to the commencement of your travels.

- Visit the Sherpa website for the latest travel and health restrictions for your trip: <https://apply.joinsherpa.com/travel-restrictions?affiliateid=travelleaders>

- Please note that some destinations may require you to present proof of vaccination and/or COVID testing for entry into restaurants and other establishments within the destination, even if the destination itself does not require proof upon arrival.

INSURANCE

- To protect your investment, Travel Leaders offers travel insurance and it is available for purchase for any kind of travel. For specific details about penalties on your reservations or purchasing insurance please contact your travel advisor.

TSA REQUIREMENTS

- In compliance with the TSA, please verify that the name on this invoice matches your government issued photo ID exactly.

- Any name corrections, misspellings, or omissions will incur a fee, and could result in denied boarding or purchasing a new ticket based on availability. This Secure Flight Passenger Data program requires the passenger's legal name, date of birth and gender. Full SFPD must be submitted by the airlines to the TSA 72 hours in advance of flight departures for all travel.

- For an updated list of banned carry-on items and new check in procedures visit: WWW.TSA.GOV

DOMESTIC TRAVEL --- Important Notice***Check In Requirements***

- Government Issued Photo ID is required for all passengers 18 and over.

- REAL ID ACT - If you are traveling on or after May 7, 2025, you must have a valid passport or an enhanced driver's license for domestic air travel.

- Check in - Important Notice on Airport Check-In - Check-in Domestic flights minimum 2 hours prior to flight departure.

INTERNATIONAL TRAVEL --- Important Notice***Passport Requirements***Entry Requirements

- All travelers, including infants, are required to have valid passport book for international air travel. (Passport Card is not valid for international air travel)
- Our agency recommends that all passports be valid for at least 6 months past your last date of travel, for some countries this is a requirement. Please review TRAVEL.STATE.GOV for detailed information on entry requirements.
- Anyone with a criminal record-including a DWI charge- should contact the Embassy or nearest Consulate General before travel or risk being denied boarding.
- Stay healthy while traveling. Please visit www.cdc.gov (Center for Disease Control & Prevention) prior to your trip, for recommended vaccinations or health warnings to your destination.
- Travel/Health Insurance - Some countries now require proof of health insurance prior to arrival. Please ask your travel advisor about adding trip insurance to your vacation, or be prepared to show proof of health insurance at customs point of entry.
- The Smart Traveler Enrollment Program (STEP) is a free service allowing U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.
For additional information and enrollment please visit <https://step.state.gov/step/>
- Children Under 18 Traveling Internationally (w/one parent or alone) must have notarized form signed by both parents, stating the right to travel outside the USA or risk being denied boarding.
- Check in - Important Notice on Airport Check-In - Check-in International flights minimum 3 hours prior to flight departure.
For an updated list of banned carry-on items and new check in procedures visit: WWW.TSA.GOV
- NOT INCLUDED
- Passport and visa fees, port embarkation fees, laundry, telephone calls, resort fees, environmental & government fees.
- Other items and services of a personal nature, tips to airport baggage handlers.
- In some instances, departure taxes or tourist card fees are payable at the airport.

AIRLINE LUGGAGE POLICIES ARE CONSTANTLY CHANGING


- Many airlines now charge for checked bags and some are charging for carry on/overhead bags, pre-assigned seats and other items. It is very important you review luggage and fee restrictions for your flight(s).
- Check here for airline policies <http://tvlleaders.com/travel-tools/>

HAZARDOUS MATERIALS

- Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, flammable liquids, and certain cell phone brand devices, aboard the aircraft.
- For more information and restrictions see WWW.FAA.GOV/GO/PACKSAFE

We appreciate your business.....Have a great trip!.....Darla.....Darla@tvllleaders.com

DAILY PROGRAM OF THE SUMMER COURSE FOR TEENAGERS

Arrival (Sunday)	Monday	Tuesday to Thursday	Friday	 Saturday	Sunday
 Welcome and supervision by our team	All new students must arrive at 9.00 for the placement test and Spanish lessons	 9h30-13h00 Spanish lessons	 9h30-13h00 Spanish lessons	08h00 Departure for a full day excursion to CORDOBA, SEVILLE, GRANADA or RONDA.	 Free day with the host families
Transfer by private car from Malaga airport to the school	 14h00-15h00: Hot buffet lunch and free time			Sightseeing tour, entrances to monuments included	
Meeting with the host families	15h00: Afternoon activities One half day visit to Malaga, Marbella, Mijas or Nerja. Cablecar to the mountain, beach, swim or play games at the municipal pool, Aqualand water park, lmax cinema, Mini-cruise on the Mediterranean sea and more...     			Packed-lunch	Departure day Departure from the family and transfer by private car to Malaga
Meals with the host families.	20h00: Dinner with the host families.			Afternoon: Free time and walk through the cities	 airport.
	 EVENING 21h30: Music, games, cinema at the school, sports tournament. 2 times a week and private disco party Friday's 			20h00 Return to Benalmadena and dinner with the host families.	Check-in supervision by our team