

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

Local Field Trip, Field Trips Over 100 miles Away,
Utilizing Chartered Busses, Planned Overnight Stays and/or
Trips with Student Fees

8460F
1 of 3

Submission Date: 11/22/22
Submitted by: James Marone
School: High School

Part I

- 1) Date(s) of requested trip: April 13-16, 2023
 - a. Time leaving: 8:45 AM
 - b. Time returning: 9:15 PM
- 2) Destination: Washington DC + surrounding areas Phone: _____
 - a. Estimated mileage - one way: 425
- 3) Pupil grade level(s): 9-12
 - a. Number of pupils: up to 52
- 4) Instructional Objectives: Historical, Cultural and Musical
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?): The trip is an extra-curricular activity. There will be a parent meeting prior to the trip
- 6) On Trip: (What instructional activities will occur on the trip?) Museum tours, Kennedy Center tour
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?) Students will share their experiences with friends and family.
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip? Students not participating in the trip will continue rehearsals in preparation for upcoming concerts
- 9) Supervising teachers: Mrs. Harrison, Mr. Marone, Mr. Morrow
- 10) Other responsible parties: Horizon Club Tours (AAA) is the tour company

(Continued)

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM (Cont'd.)

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11) Substitutes Needs? Yes X No _____ How Many? 2

12) Will consent forms be secured from all parents/guardians? Yes X

13) a. Will students have to pay for anything? Yes X No _____

If so, how much? \$843

For what? Bussing, hotel, meals, tours

b. Will school/activity pay? Yes _____ No X

If so, how much? _____

For what? _____

14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students?

Yes X No _____

Available individually through Horizon Club Tours

15) Will a travel agency/company be used for trip? Yes X No _____

If so, what is the refund policy of the agency in the event of cancellation of the trip and is cancellation insurance provided? Please attach a copy of the refund cancellation policy.

Listed on terms + conditions page

16) Will trip retain the students overnight? Yes X No _____

How many nights? 3

Where? Double Tree Hilton Largo - Washington DC
(if the answer to 12 is yes, please fill out Part II)

17) Will teacher substitutes be required? Yes X No _____ How many? 2

a. State mode of transportation requested:

Sweet Home Bus _____

Private Car _____

Chartered Bus X _____

Other _____

b. Contact the Transportation Department if an outside transportation company is requested. Mr. Bob Weselak, Transportation Supervisor must approve all charter bus firms and charter bus drivers before a trip may take place. (Two weeks prior to the trip)

Teacher making application: _____

James M. Marone
(Signature)

Principal's Recommendation: _____

Superintendent of Schools Recommendation: _____

Approved: [Signature]

Approved: [Signature]

Disapproved: _____

Disapproved: _____

Date: _____

Date: 4/24/07

[Signature]
(Signature)

[Signature]
(Signature)

(Continued)

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM (Cont'd.)

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Part II
For Planned Overnight Stays

- 1) Complete itinerary for each day including locations and times:

Itinerary is attached

- 2) Estimate total cost of trip - itemize:

SCHOOL COSTS
(Supplies and Equipment)

PER STUDENT

	\$	Package deal 50-52	\$843.00
	\$	students	
	\$		
	\$		
	\$		
	\$		

TOTAL \$843.00

- 3) Will students be raising money for this trip? If so, how much and how?
(See Board of Education Policy #1423)

Yes ☒ No ☐ Fundraising is available for those that choose to participate

- 4) Please describe the student refund policy in the event of the cancellation of the trip:

Listed on Terms + Conditions page prepared by Horizon Club Tour

If a travel agency is to be used, is cancellation insurance provided? Yes ☒ No ☐
Attach the company's refund and cancellation policy.

- 5) Please attach a draft of a letter to go home to parents explaining all aspects of the proposed trip. Include the procedures to be followed if the trip is cancelled.

- 6) Please describe the nature and scope of supervision for the trip: 4 Chaperones / teachers
Overnight security guard

Teacher applicant: James Marone

School: High School Date of application: 11/22/2022

Attach to F.T.-2, PART I

**SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP PARENT/GUARDIAN CONSENT/MEDICAL INFORMATION**

Dear _____,

Your child's class has scheduled a field trip activity on April 13-14, 2023 to
(date)
Washington DC and surrounding areas
(destination)

The group will be leaving at 9:15 a.m./p.m. and plans to return at 9:15 a.m./p.m. on
4/16/23.

Please sign and return the attached form by _____
(date)

Sincerely,

Teacher or Principal

FIELD TRIP PARENTAL CONSENT

I hereby give permission for my child, _____
(child's full name)
to participate in a school sponsored education field trip to _____
(place)

I understand that my child will leave on _____, _____
(date) (time)
and is expected to return on _____, _____
(date) (time)

MEDICAL INFORMATION

Name of family doctor _____

Doctor's phone number _____

Is your child taking any medication with him/her on the trip? _____

If so, what is it and who is expected to administer this medication? _____

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

(Signature of Parent/Guardian) (Telephone No.) (Date)

SWEET HOME CENTRAL SCHOOL DISTRICT

8460F.2

TRANSPORTATION REQUEST		INSTRUCTIONS 1) Requests must be submitted prior to each trip and sent to the Transportation Department. 2) A separate request form must be filled out for each trip. 3) Send two copies to Transportation. 4) One copy will be returned by Transportation following approval.	
THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL			
Date Of Trip: <i>4/13 - 4/14/2023</i>		School: <i>High School</i>	
Destination: <i>Washington DC</i>			
Departure Time From School: <i>9:15 AM</i>		Return Time To School: <i>9:15 PM</i>	
Group: <i>Music Dept.</i>			
Number of Riders: <i>56</i>	Teacher in Charge: <i>Mr. Marone</i>	Date Submitted: <i>11/22/22</i>	Charge To:
Comments: (Include all Directions or Special Instructions) <i>Itinerary attached</i> 			
Approved by:		Title:	
		Date Approved:	
THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT			
Date Received		Vehicle: ☐ Van ☐ Bus ☐ Coach	
Comments: 			
Approved by:		Title:	
		Date Approved:	

White – Transportation Blue – Transportation (Return to Office) Yellow – Teacher Pink - Office



To: Jim Marone, Cory Morrow, and Kimberly Harrison
Sweet Home High School

From: Kristen Mayer
Senior Group Travel Sales Advisor

RE: Music Department Trip to Washington, DC
April 13-16, 2023

Date: November 14, 2022

Thank you for giving me the opportunity to assist you in planning your upcoming trip.

I have enclosed the following items for your review:

1. Proposed Itinerary.
2. Package inclusion letter with payment schedule.
3. Terms and Conditions.

Please return an initialed and dated copy of your package inclusion letter with payment schedule and terms and conditions.

If your final traveler count is different than the ranges given, your price will be adjusted accordingly.

If any of your travelers are interested in trip cancellation insurance, please let me know and I will provide you with a brochure and pricing.

As of December 2017 the Department of Transportation instituted a new regulation requiring all motorcoach companies to have electronic logs on their buses.

Your driver can be on duty for a maximum of 15 consecutive hours on duty, 10 of which he/she can drive. The on duty time include when they turn off/on the motorcoach and are conducting their pre and post inspection of the vehicle at the beginning and end of each day.

In between service, your driver needs to be off duty for 9 consecutive hours, away from the bus.

If you want to make changes to your package or payment schedule, I am available at your convenience weekdays from 8:00 AM-4:30 PM at 716-630-3750 or via e-mail at kmayer@nyaaa.com.



Sweet Home High School Music Department Trip to Washington, DC

April 13-16, 2023

First Draft (11/14/22)

NOTE: Travel time is dependent on weather and traffic conditions.
Should there be changes in visitation guidelines as a result of COVID-19, your itinerary will be adjusted accordingly.

Day One – Thursday, April 13

- 8:45 AM - Boarding begins at **Sweet Home High School** (1901 Sweet Home Road) in **Amherst, New York**.
- 9:15 AM - Depart for **Baltimore** with lunch and rest stops enroute at **your own expense**.
- 6:00 PM - Approximate arrival time at **Medieval Times Dinner and Tournament** (7000 Arundel Mills Circle) in **Hanover, Maryland** for tonight's dinner and entertainment. Doors open at **6:00 PM** for this evening's **7:00 PM dinner and show**.
NOTE: After the show, the knights will be available for photos.
- 9:15 PM - After the show, board the coach.
- 9:30 PM - Depart for the **Doubletree by Hilton Largo-Washington, DC** (9100 Basil Court) in **Largo, Maryland**.
- 10:30 PM - Approximate arrival time at the hotel for check-in.
- 11:00 PM - **One uniformed, unarmed private hotel security guard begins** patrolling your group's floor(s).

Day Two – Friday, April 14

- NOTE:** Once we have responses on these four requests, your itinerary will be updated accordingly. A request was made on your behalf with the **Kennedy Center Tour Department**. The **US Capitol Building Visitor's Center** only allows bookings to be made 4 months in advance. Once April tours are opened, your request will be made.
- 8:00 AM - **Buffet breakfast** at the hotel.
 - 9:00 AM - Board the coach.
 - 9:15 AM - Depart for the **National Mall** in **Washington, DC**.
 - 10:00 AM - Upon arrival, you will have time to explore the **Smithsonian Institution Museum Complex**. The complex consists of the **African American History and Culture Museum, American History Museum, Natural History Museum, American Indian Museum, Air and Space Museum, Hirshhorn Museum, African Art Museum, Sackler Gallery, Ripley Center, and Freer Gallery**.
NOTE: Please be prepared to go through airport like security upon arrival at the museum of your choice.
 - Lunch will be at **your own expense**.
 - 12:15 PM - Board the coach.
 - 12:30 PM - Depart for the **US Capitol Visitor Center** (First Street NE between Constitution Avenue NW and Independence Avenue SE) for your guided tour.
 - 1:30 PM - After your tour, board the coach and depart.
 - 2:00 PM - Approximate arrival time at the **Kennedy Center for the Performing Arts** (2700 F Street NW) for your 1 ¼ hour guided tour of the building.
 - 3:30 PM - After the tour, board the coach.
 - 3:45 PM - Depart for **Carmines Restaurant** (425 7th Street NW at E Street NW).
 - 4:15 PM - Approximate arrival time at the restaurant for your family-style dinner. Your dinner consists of a mixed green salad, garlic bread, penne marinara, chicken parmigiana, home baked chocolate chip cookie, and unlimited soft drinks. Reservation for **4:15 PM**.
 - 5:15 PM - After dinner, board the coach.
 - 5:30 PM - Depart for the **Kennedy Center for the Performing Arts** (2700 F Street NW).
 - 6:15 PM - Approximate arrival time at the **Kennedy Center for the Performing Arts** to see this evening's performance of **Les Miserables** in the **Opera House**. Set against the backdrop of 19th century France, *Les Misérables* tells an enthralling story of broken dreams and unrequited love, passion, sacrifice, and redemption—a timeless testament to the survival of the human spirit. This epic and uplifting story has become one of the most celebrated musicals in theatrical history. Show time **7:30 PM**. Run time 2 ¾ hours.
NOTE: You'll have some time before the performance to take some photos while taking in the views and from atop the terrace.
 - 10:15 PM - After the performance, board the coach.
 - 10:30 PM - Depart for the hotel.
 - 11:15 PM - Approximate arrival time at the hotel.



Day Two – Friday, April 14 (con't)

11:30 PM - **One uniformed, unarmed private hotel security guard begins** patrolling your group's floor(s).

Day Three – Saturday, April 15

8:00 AM - **Buffet breakfast** at the hotel.

9:00 AM - Board the coach.

9:15 AM - Depart for today's touring.

10:00 AM - Approximate arrival time at **Arlington National Cemetery** (1 Memorial Drive) in **Arlington, Virginia** to go through airport-like security before your **10:30 AM Tourmobile** (with hop-on, hop-off privileges) tour of the grounds.

NOTE: *You'll be riding on the tourmobile with the general public so please check the seat for personal belongings before exiting.*

12:00 Noon - At this time, your tour will be over and you'll have a little time to explore the **gift shop** at **your own expense**.

12:30 PM - Board the coach.

12:45 PM - Depart for **Assembly Food Hall** (1700 N Moore Street) in **Arlington** for lunch at **your own expense**.

2:30 PM - Board the coach.

2:45 PM - Depart for the hotel.

3:45 PM - Approximate arrival time at the hotel to change and freshen up before tonight's dinner dance cruise with DJ.

4:45 PM - Board the coach.

5:00 PM - Depart for **Baltimore's Inner Harbor**.

6:00 PM - Approximate arrival time at the **Spirit of Baltimore** (561 Light Street) for your dinner dance cruise with DJ. Boarding begins at **6:00 PM** for your **7:00-9:30 PM** dinner cruise.

9:30 PM - After the cruise, board the coach.

9:45 PM - Depart for the hotel.

10:45 PM - Approximate arrival time at the hotel.

11:00 PM - **One uniformed, unarmed private hotel security guard begins** patrolling your group's floor(s).

Day Four – Sunday, April 16

7:30 AM - **Buffet breakfast** at the hotel.

8:30 AM - Check-out of the hotel and load the coach.

9:00 AM - Depart for the **National Air and Space Museum Steven F Udvar-Hazy Center** (14390 Air and Space Museum Parkway) in **Chantilly, Virginia. (No Charge)**

10:00 AM - Approximate arrival time at the Museum for your self-guided visit.

11:30 AM - Board the coach.

11:45 AM - Depart for home with lunch, dinner and rest stops enroute at **your own expense**.

9:15 PM - Approximate arrival time in **Amherst**.



TERMS AND CONDITIONS

TRIP PROTECTION: Horizon Club Tours recommends the purchase of Travel Allianz Travel Protection products to protect your trip investment. Please read the travel protection brochure for a description of the travel insurance benefits and assistance services offered. These brochures are available at Horizon Club Tours and may be completed in person or by phone with a Horizon Club Tours Travel Consultant.

NOT INCLUDED: Items of a personal nature and meals not listed on the itinerary.

RESPONSIBILITY: Horizon Club Tours acts as sales agents for the sightseeing/dinner cruise ship, bus lines, hotels, restaurants, theaters, sporting events, tour guides, and attractions who will actually provide the travel services you will enjoy on your vacation, group trip or business trip. The names of each of the companies agreeing to provide travel services to you are listed in your individual itinerary and tickets.

Because we act only as sales agents for these companies and maintain no control over their personnel or operations, only they can be responsible should any aspect of their travel arrangements not be to your satisfaction. Should you have any questions about the services provided to you by these travel service companies, please let us know as soon as possible so that we may assist you in adjusting the problem with them.

Moreover, since Horizon Club Tours obviously will have no control over unforeseen events that may occur during the course of travel, Horizon Club Tours must disclaim all responsibility and liability for any monetary, physical, or psychological injuries of any nature whatsoever arising from or caused by covid-19, acts of terrorism, civil strife, disturbance, war, or other upheaval or negligent or criminal act of whatever kind and nature that occurs during your travel.

TOUR MEMBERSHIP/PHYSICAL DISABILITIES: Group travel requires a unique blend of adventuresome spirit, physical and mental alertness, and a capacity for accepting situations as they exist—and not necessarily as we would find them at home. If you have health concerns, we suggest you contact your physician to determine the suitability of one of our tours. We regret that we are unable to accommodate all requests for special diets, itinerary variations, wheelchairs, or for individuals who require special assistance.

To enjoy your tour to the fullest, you should be in good physical and mental health. Any physical disabilities must be reported to Horizon Club Tours at the time of your reservation. Tour participants who require extraordinary assistance must be accompanied by a helper who is entirely capable and totally responsible for providing the required assistance. This is to help you choose the Horizon Club Tours Vacation that is best for you and to ensure the smoothest and most efficient operation of our tours.

CANCELLATION AND CANCELLATION FEES: All cancellations must be made in writing. All cancellations are subject to an administrative fee of \$50 per person. Penalties listed are per person:

<u>No. of Days Prior to Tour Departure</u>	<u>Cancellation Penalty</u>
96 days or more prior	25% of total cost
95 to 61 days prior	50% of total cost
60 to 46 days prior	75% of total cost
45 days and under	100% Nonrefundable

NOTE: All theater, sporting event, music festival, airline, or rail tickets, once paid in full are non-refundable, and this policy is in addition to the Cancellation Penalty.

Should one person cancel or leave the tour and a roommate remains, the remaining person will be charged the tour rate for the applicable single accommodations. This will involve an additional collection from the remaining person. Reimbursement will be made in the form of original payment.

Customer's Initial and Date _____

H HORIZON CLUB TOURS

To: Jim Marone, Cory Morrow, and Kimberly Harrison
Sweet Home High School

From: Kristen Mayer
Senior Group Travel Sales Advisor

RE: Music Department Trip to Washington, DC
April 13-16, 2023

Date: November 14, 2022

Your package includes:

- Roundtrip transportation aboard 1 (56) passenger **Hale Transportation** motorcoach.
- **Three** night's accommodations at the **Doubletree by Hilton Largo-Washington, DC in Largo, Maryland.**
- **Three buffet breakfasts** at the hotel.
- Admission, dinner, and entertainment at **Medieval Times Dinner and Tournament.**
- Guided tour of the **US Capitol Visitor Center.**
- **NOTE:** Your request will be submitted in December; they book 4 months out.
- Guided tour of the **Kennedy Center for the Performing Arts.** **NOTE:** Your tour request has been submitted and waiting on a response.
- Family style dinner at **Carmine's Restaurant.**
- Admission to see **Les Miserables** at the **Kennedy Center for the Performing Arts Opera House** from your 2nd tier seat.
- Admission to **Arlington National Cemetery's Tourmobile.**
- Dinner dance cruise with DJ aboard the **Spirit of Baltimore.**
- Sightseeing time at the **National Mall, Smithsonian Institution Museum Complex, and National Air and Space Museum Steven F Udvar-Hazy Center.**
- One uniformed, unarmed private hotel security guard patrols the floor(s) your group is on each evening.
- Gratuity and accommodations for your motorcoach driver.
- All taxes and gratuities for your meals and admissions.

NOTE: If your count is different than the ranges given or the motorcoach company imposes a fuel surcharge, your price will be adjusted accordingly.

Per person pricing based on:	4 Students Per Room (Quad)	3 Students Per Room (Triple)	2 Adults Per Room (Double)	1 Adult Per Room (Single)
50-52 full paying travelers	\$843	\$899	\$1,014	\$1,349
45-49 full paying travelers	\$880	\$937	\$1,049	\$1,389
40-44 full paying travelers	\$928	\$984	\$1,099	\$1,435
35-39 full paying travelers	\$989	\$1,045	\$1,159	\$1,497

Payment Schedule:

- **Friday, January 13, 2023** - deposit of **\$200 per paying traveler (\$100 of which is non-refundable)**, your current traveler count, and initialed and dated proposal and terms and conditions.
- **Friday, February 17th** - room list of all travelers, from which your balance due bill will be generated.
- **Friday, February 24th** - your balance. **Customer's Initial and Date** _____

Please send your payments to Horizon Club Tours, Attn: Kristen Mayer, 100 International Drive, Williamsville, NY 14221.