

DERBY MIDDLE SCHOOL

School Trip Proposal / Request Form

Travel / Study Approval for Out of State and or Overnight Trips

School: Derby Middle School Principal: William Vitelli
Date(s) of Trip: April 27 - April 29, 2016 Trip Organizer(s): Kelly Annromani, Tom Fulton
Destination of Trip: Washington D.C.
Grade level of student participants: 8th No. of Students: 45 minimum

Educational Objectives including related classroom activities prior to / following the trip:
Students prior to the trip will be studying WWII in Social Studies as well as ^{studying} American history. They will also be reading "The Diary of Anne Frank" and looking at analyzing injustices around the world.

Funding Source(s): Students will pay their way which will be offset by fundraisers

Complete if students are paying for all or part of the trip.

Total fees required from each student: Transportation Cost: \$5.75 Event Fee: _____ Meals: _____
Lodging: all included

Source(s) of funds for students who qualify for fee waiver: _____

Cost of Nurse (if applicable): _____

Funding source: _____

Name of travel agent (if applicable): Emily Michelin from Hemisphere Travel

Name of transportation service vendor: _____

No. of buses required: _____ Cost per bus: included

Date / Time of trip: Departing Derby: 6:00AM 4/27/16 Returning to Derby: 10:00PM 4/29/16

Number of chaperones on trip: 5 minimum

Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

_____ Information outlining parental financial responsibility should there be an emergency cancellation

_____ Parent / Guardian letter explaining the trip and travel itinerary

_____ Parent / Guardian Permission and Acknowledgment of Risk for Student Travel Form

_____ Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)

_____ List of Chaperone Names and Phone Numbers with MPS employees noted

_____ Telephone Tree in the event of an emergency

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.

I / We certify that this trip proposal is in accordance with Derby Public Schools policies and corresponding regulations:

Kelly a Tom L...
Signature, Trip Organizer(s)

Trip approved Will C... 6/11/15
Signature, Principal / Assistant Principal Date

Signature, Superintendent or Designee Date

Trip Denied
Reason: _____

Signature, Superintendent or Designee Date

Out-of State / Overnight Trips Checklist

- Obtained approval at least three (3) weeks prior to the trip.
- Submitted list of participating students submitted to Principal and Health Office at least two (2) weeks prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office on day of trip (No students should be added to the original list on the day of the trip.)
- Arranged substitute teacher with the Principal / designee if needed
- Arranged instructional and supervisory assignments for students not participating
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms

Teacher Directions: After your *School Trip Proposal / Request Form* has been approved, you are required to complete this form, and send it home to parents. Only those students whose parents have signed and returned the form to you will be permitted to go on the school trip. You should follow these directions: 1) Use one form per trip; 2) complete the school portion (top half) of form; 3) duplicate one form per student; and 4) send a copy home for parent and student signatures.



1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

Derby Middle School Washington, DC Tour Via Motorcoach
Wednesday, April 27, 2016 Until Friday, April 29, 2016
3 Days and 2 Nights

Date Prepared: 6/9/2015

Kelly Anroman
Derby Middle School
8 Nutmeg Ave
Derby, CT 06418

Hello and thank you for contacting Hemisphere Educational Travel

We appreciate the opportunity to provide you with the following tour proposal. Please keep in mind that we customize all of our tours. I will be happy to re-price the tour proposal below if you would like to include any tour upgrades or remove any existing tour components.

Upon acceptance of the tour proposal, we will discuss deposit arrangements and forward you the tour contract and participant paperwork including your customized tour itinerary. You will have the option of sending in bulk school payments or allowing individuals to send us payments directly.

We strive to build strong and lasting relationships with all of our schools and groups. If your group has specific budgetary restrictions or special needs, please let us know and we will do our best to accommodate your requests. Since we customize all of our tours, we have the flexibility to give you the tour that meets the needs of your group.

We have been showing student groups the world since 1970 and strive to provide an educational and exciting tour for your students. Should you have any questions, please call me direct at the toll free number listed above Monday through Friday.

Sincerely,

Emily Michelin - Educational Account Executive

Derby Middle School Washington, DC Tour Continued**SAMPLE ITINERARY****Day 1****6:00 AM Deluxe Motorcoach**

Deluxe motorcoach equipped with WiFi, air conditioning, reclining seats, lavatory, and TVs and DVD player. We have requested a coach with outlets but it is not guaranteed. Group will have exclusive use of the motorcoach for the duration of the tour.

12:30 PM Approximate Arrival in Washington, DC**1:00 PM Lunch- Food Coupons Included****2:00 PM Lincoln Memorial**

"In this temple, as in the hearts of the people for whom he saved the Union, the memory of Abraham Lincoln is enshrined forever." Beneath these words, the 16th President of the United States—the Great Emancipator and preserver of the nation during the Civil War—sits immortalized in marble. As an enduring symbol of freedom, the Lincoln Memorial attracts anyone who seeks inspiration and hope.

Korean Memorial

Here, one finds the expression of American gratitude to those who restored freedom to South Korea. Nineteen stainless steel sculptures stand silently under the watchful eye of a sea of faces upon a granite wall—reminders of the human cost of defending freedom. These elements all bear witness to the patriotism, devotion to duty, and courage of Korean War veterans.

Vietnam Memorial

The Vietnam Wall honors members of the U.S. armed forces who fought in the Vietnam War and who died in service or are still unaccounted for. The Memorial Wall, designed by Maya Ying Lin, is made up of two black granite walls. The memorial also includes the Three Soldiers Memorial and the Vietnam Women's Memorial.

Einstein Statue

Located in a grove of trees near the southwest corner on the grounds of the National Academy of Sciences, the Albert Einstein Memorial honors one of the greatest minds in history. Students may climb on the statue making it an ideal group photo opportunity.

3:30 PM Holocaust Museum Permanent Exhibit

The Museum's Permanent Exhibition presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies of the Holocaust, the world's greatest genocide.
Pending Availability

5:30 PM White House- Photo Stop Only

The White House is the official residence and principal workplace of the President of the United States. Group to stop for photos in front of the most famous house in America. Make sure to look for secret service men on the roof!

7:00 PM Moonlight Spirit Cruise with Dinner and DJ

Step aboard the Spirit Cruise for delicious dining, dancing, entertainment, and fun! Nothing on land beats an event out on the water making this an unforgettable evening.

Derby Middle School Washington, DC Tour Continued

SAMPLE ITINERARY

10:00 PM Depart for the Hotel

Washington, DC Area Hotel

Accommodations at a hotel similar to a Hampton Inn and Suites or Holiday Inn Express located in the Washington, DC area. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.

10:00 PM Private Overnight Hotel Security for 7 Hours

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

Day 2

7:00 AM Breakfast- Continental Breakfast at the Hotel

Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.

9:00 AM Arlington National Cemetery

Walk among the headstones that chronicle American History and honor our nation's war heroes. View or participate in a Wreath Ceremony at the Tomb of the Unknown Soldier and witness the Changing of the Guards. Make sure to also visit the Kennedy Grave Sites and the Challenger Memorial.

Wreath provided for Arlington National Cemetery

11:00 AM Iwo Jima Memorial

One of the first objectives of the Battle of Iwo Jima in the attack was capturing Mount Suribachi, the highest point on the island. On February 23, a flag was raised by five Marines and a Navy corpsman. The raising was witnessed by news photographer Joe Rosenthal whose Pulitzer prize winning picture of the flag raising would become a symbol of the war in the Pacific. This event is immortalized through the Iwo Jima Memorial.

11:30 AM Pentagon Memorial

The Pentagon Memorial park consists of 184 memorial units, each of which are dedicated to an individual victim by its unique placement within the collective field. The field is organized as a timeline of the victims' ages, spanning from the youngest to the oldest. This memorial provides a place for future generations to remember and reflect on September 11, and its significance for us and our nation.

12:30 PM Lunch- Food Coupons Included

1:30 PM Panoramic Color Photo

Group to meet in front of the Grant Memorial for a group photo in front of the Capitol Building

2:00 PM Capitol Hill Tour

The Capitol Hill Tour includes a Capitol Building Tour (pending availability), the outside of the US Capitol Building, Capitol Visitor Center, Supreme Court, and the Library of Congress. Groups can view the outside of the buildings on Capitol Hill. If time permits, they may enter the Supreme Court, where they will have access to the Great Hall that features marble busts of the Chief Justices. Groups may also have time to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.

Derby Middle School Washington, DC Tour Continued

SAMPLE ITINERARY

4:00 PM FDR Memorial

Located along the famous Cherry Tree Walk on the Western edge of the Tidal Basin, this is a memorial not only to FDR, but also to the era he represents!

6:00 PM Martin Luther King Jr. National Memorial

The Martin Luther King Jr., Memorial is conceived of as an engaging landscape experience. The composition of the memorial utilizes landscape elements to powerfully convey three fundamental and recurring themes of Dr. King's life: justice, democracy and hope. The circular geometry of the memorial, juxtaposed within the triangular configuration of the site, engages the Tidal Basin and frames views to the water.

6:00 PM Dinner- Student Friendly Restaurant

8:00 PM Shear Madness

Shear Madness is the uproarious whodunit where the audience gets to solve the crime! The play takes place in a hairstyling salon in present day Washington, DC where a zany crime is committed and you get to help bring the criminal to justice! Filled with a mixture of improvisation and up-to-the-minute spontaneous humor, the play is delightfully different every time you see it!

10:00 PM Return to the Hotel

10:00 PM Private Overnight Hotel Security for 7 Hours

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

Day 3

7:00 AM Breakfast- Continental Breakfast at the Hotel

Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.

9:00 AM Ford's Theatre and Petersen House

A visit to Ford's Theatre includes entry to the theatre, the recently renovated Ford's Theatre Museum, the Petersen House, the house where Lincoln died and the Center for Education and Leadership. Your visit may also include a presentation by a National Park Service ranger. Please note that Ford's Theatre is a working theatre, and as such the theatre may close last minute for performances or rehearsals.

11:00 AM Smithsonian Museums on the Mall

Visit the Smithsonian Institute Museums on the National Mall, home of over 140 million objects collected from around the world. Highlights include the Wright Brothers' biplane at the National Air and Space Museum, the Hope diamond at the Museum of Natural History and the original Star Spangled Banner at the newly renovated American History Museum.

12:00 PM Lunch- Food Coupons Included

1:00 PM Group to Continue Exploring the Smithsonian Museums on the National Mall

3:00 PM Motorcoach Departs for School



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Derby Middle School Washington, DC Tour Continued

SAMPLE ITINERARY

Dinner- \$10 of Meal Money Included

10:00 PM Approximate Arrival at School



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Derby Middle School Washington, DC Tour Continued

SAMPLE ITINERARY

Included In Your Proposed Tour (based on availability at time of booking):

- All transportation, sites, meals, attractions and inclusions as indicated on the sample itinerary.
- 1 free chaperone package for every 10 paid participants, based on sharing double occupancy rooms (Example - 38 paid participants equals 3 free chaperones). If a free chaperone requires a single room, an additional fee will apply.
- Tour Director/ Step On Guide to meet and accompany group 24 hrs/day for the duration of the tour
- Night security guard at the hotel hired specifically for your group (7 hours per night)
- All taxes and gratuities included
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and Consumer Protection Policies for the duration of the tour
- Each participant will receive Panoramic Group Photo
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Each participant will receive a Hemisphere drawstring backpack
- All tour planning and coordinating
- Free online registration and Group Leader section available for most tours. Ask your Account Executive for details.
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.

Price Per Person*:

(For overnight groups: Quad and Triple Rooms Contain 2 Double Beds):

	Quad*	Triple*	Double*	Single*
40-49 Paid Participants Per Coach:	\$575.00	\$605.00	\$665.00	\$849.00
35-39 Paid Participants Per Coach:	\$805.00	\$835.00	\$899.00	\$885.00
30-34 Paid Participants Per Coach:	\$865.00	\$895.00	\$759.00	\$945.00

* Prices are based on current taxes and fuel prices and are subject to change up until your departure date.

* Price is subject to change if actual number of paid participants is less than what is shown above.

* Tour components are based on availability until signed contract and/or deposit is received.

* The above tour is customizable. If you would like to make any changes, please consult your Account Executive for an updated proposal.

Optional Tour Upgrades - Ask Your Account Executive For More Details:

- A memory keepsake DVD from the tour. Visit www.hemispheretravel.com and click on the sample video button.
- Mount Vernon Estate
- Washington National Cathedral
- Newseum
- National Museum of Crime and Punishment
- International Spy Museum—Self Guided Tour (Possible evening activity)
- Comedy Sportz show- Clean comedy show for all ages
- Student Dinner Theatre
- Medieval Times Dinner and Tournament – Baltimore, MD
- Optional Tour Cancellation Insurance for each participant (details distributed in tour paperwork)