

OVERNIGHT NON-ATHLETIC
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have Assistant Superintendent approval before any travel arrangements and reservations are made or students and parents become involved with any facet of the trip. Out-of-state travel must have Cabinet approval.

Name of Group: Snowgirls Dance Team Campus: Oakissa High

Date of trip: 3/6/15-3/12/15 Grade levels involved: 10, 11, 12 Number of students: 25
Number of instructional days: 0 Location: Honolulu, Hawaii
(Please attach an itinerary)

Funding source: District Budget Campus Budget Department Booster Club Budget Activity fund Personal

Instructional days out of the classroom: Students may not miss more than ten days instruction in an academic year. The sponsors/coaches/directors have checked the accrued number of days for each participant? Yes No

Trip function: Cocurricular Extracurricular Non-athletic Competition

Trip profile: In-state Out-of-state Overseas Tour Field trip Invitational
 Annual Biennial Post-district Competition associated with a tour or attraction

Transportation mode: School bus School suburban Charter bus plane

How does the trip relate to and benefit the Campus Improvement Plan, District Improvement Plan and/or the TEKS?
TEKS: 1.A, 1.B, 1.C / 2.A, 2.C / 3.A, 3.B, 3.C, 3.D / 4.A / 5.A, 5.B

Does the trip require fund-raisers? Yes No

Are deadlines established to guide the sponsors/directors if the trip has to be canceled due to lack of funding? Yes No

How many sponsors will accompany the students? between 3-10 (waiting on parent payments)
What is the ratio of sponsors to students? Sponsors 3 Students 25 (gender appropriate)

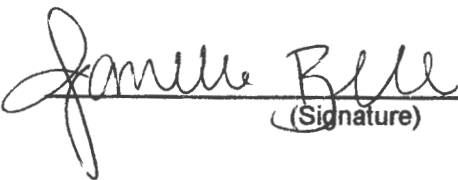
Student orientation - Date: 2/17/15 Time: 6:30 pm Location: 312
Parent orientation - Date: 2/11/15 Time: 12:30 pm Location: 312
Sponsor orientation - Date: 2/17/15 Time: 6:30 pm Location: 312
Sponsor criminal background check - Date: 2-1-14

Bags will be checked for inappropriate belongings!
& Rooms

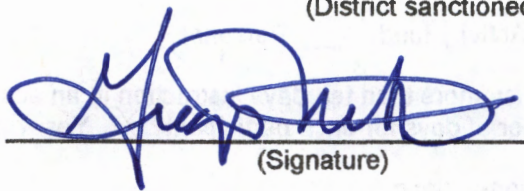
STUDENT ACTIVITIES:
TRAVEL

Will any kind of insurance be required? Yes No
Will room and baggage searches be required? Yes No
Will drug/alcohol-testing kits be available? Yes No

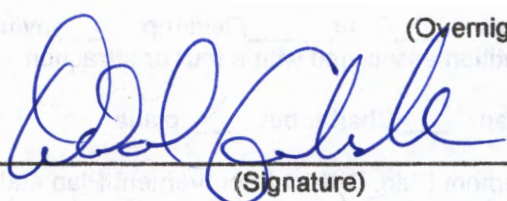
Medical and travel releases will be required.

Coach/Sponsor:  8/24/14
(Signature) (Date)

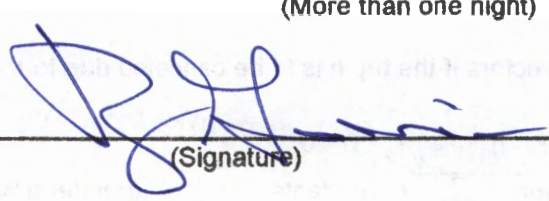
(District sanctioned competition)

Principal approval:  8/27/2014
(Signature) (Date)

(Overnight)

Director approval:  8/28/2014
(Signature) (Date)

(More than one night)

Assistant Superintendent approval:  9/5/14
(Signature) (Date)

(Out-of-state)

Cabinet approval: _____
(Signature) (Date)



Hawai'i State Tours
Specializing in Custom Travel to the Islands

AGREEMENT for SERVICES
between
Hawai'i State Tours
and
Odessa Showgirls High School Dance Team

This Agreement dated 8/15/14 between **Hawai'i State Tours** (hereinafter HST), and **Odessa Showgirls High School Dance Team** includes the following terms and conditions:

SHOWMAKERS HAWAII SPRING FLING DANCE COMPETITION:

MARCH 6-12, 2015

Complete Air and Ground Package Prices are per person as follows:

Quad \$2248 Triple \$2384 Double \$2657 Single \$3368

(Please note: Cost does not include contest fees as these are separate and paid directly to ShowMakers):

THE PRICE INCLUDES:

- ✓ •Round trip air transportation from Texas to Honolulu, Hawaii and return using a special group airfare. Restrictions apply. Once tickets are issued they are not refundable except in the case of catastrophic illness or death.
- ✓ •Airline-related taxes and security charges which are subject to change prior to ticketing, and changes will be applied to the group price.
- ✓ •Motor coach/Bus transportation: Chartered, air-conditioned motor coach and/or bus for the group's exclusive use for transfers to and from the airport, sightseeing, fresh flower lei greeting.
- ✓ •Accommodations: Five (5) Nights In March 6, Out March 11 in the **Hyatt Place Hotel or similar**. Portorage included.
- ✓ •Meals: Full breakfast for 5 days, Catered Lunch at Secret Island and 5 dinners. Dinners include Pasta Dinner, Germaine's Luau, Dinner/Dance Party at the Queen Kapiolani Hotel and Hard Rock Café, and a Local Style Dinner on Queen's Surf Beach. Meals do not include alcoholic beverages.
- ✓ •Sightseeing: Pearl Harbor U.S.S. Arizona Memorial, Honolulu City Tour and Secret Island Tour.
- ✓ •Luggage/Equipment: All participants are responsible for the direct payment to the airline of any/all luggage charges imposed by the airlines. While in Hawaii, transportation of one suitcase per person, no larger than sixty-two (62) inches (length+width+height) and 50 pounds; and instruments/musical equipment as declared on an equipment list approved by the airline.

Equipment list must be submitted immediately. Any additional equipment submitted after this date and/or oversized baggage may be subject to additional charges. Airlines currently charge \$25.00* each way for 1 checked suitcase (\$35.00 each way for a 2nd suitcase) provided it is within the 62" and 50 lbs. limits. The airline has the right to change this fee at any time and the fee cannot be paid in advance. *Note that prices may be different for frequent flyer members.

✓ Complimentary tours: one complimentary passenger to be accommodated in a double room, based upon 1 free for every 20 paid.

✓ Tips to escort and driver.

THE PRICE DOES NOT INCLUDE:

- Lunches not mentioned in the itinerary as included.
- Alcoholic beverages at dinner.
- Porterage at airports.
- Personal items such as phone calls and laundry.
- Airline security charges, airline fuel charges and other surcharges or taxes levied after contract preparation. Security charges and airfares have increased substantially due to ongoing world affairs and may continue to increase. Hawaii State Tours is only the collection point for fuel surcharges, new airport/airline security charges, etc., and we must collect these on behalf of third party suppliers. (

GROUP PAYMENT SCHEDULE:

September 15, 2014	\$500.00 per person
October 15, 2014	\$500.00 per person
November 15, 2015	\$500.00 per person
December 15, 2014	\$500.00 per person
January 15, 2015	Complete Balance Due

Note: Please make checks payable to:

Hawaii State Tours

CANCELLATION AND REFUND POLICY: For anyone who cancels for any reason the following penalties will apply: □ Time of booking to October 25, 2014 – \$100.00 per person, plus all additional non-refundable expenses incurred by Hawaii State Tours on the group's behalf.

October 25, 2014 – January 12, 2015 - \$300.00 per person, plus all additional non-refundable expenses

incurred by Hawaii State Tours on the group's behalf.

January 12, 2015 – day of departure - \$500.00, plus all additional non-refundable expenses incurred by Hawaii State Tours on the group's behalf.

AIRFARES: It should be noted that the airfare included in this total tour price is a special negotiated group fare not available to the general public and is valid only for the flights and dates the group is traveling.

GENERAL TERMS AND CONDITIONS:

- Photo ID: Each passenger is required to have a photo ID for travel.
- Airline tickets/seating: Airline tickets purchased through Hawaii State Tours are special "group fare" tickets and are (subject to rules and regulations specific to group travel. The airlines require that groups be "finalized" by November 15, 2014 prior to departure with correctly spelled names – as it appears on your photo id - and special meal and seat requests. Please indicate any special requests on the reservation form or send the request in writing if you have already returned the form. We will make every effort to accommodate special seating and meal requests; however, we cannot guarantee any request.
- Notices and Requests: All notices and requests must be in writing. WE DO NOT ACCEPT ANY SPECIAL REQUESTS VERBALLY. (
- DEVIATIONS: The cost of this tour is based on all passengers following the same itinerary. Any deviations to the group itinerary must be received in writing and accompanied by the initial, per person, non-refundable research fee in the form of a personal check, cashier's check or money order. We do not accept credit card charges for deviation fees or for additional costs incurred as a result of the deviation.
- All requests are subject to airline, rules and regulations governing their policies as well as any additional fees imposed.
- Hawaii State Tours can make changes to your airline ticket. All bookings are subject to restrictions and availability.
- All requests must be made in writing by November 10, 2014, accompanied by the \$50.00 per person non-refundable research fee.
- There will be an additional \$50.00 charge for each change requested after the deviation arrangements have been made. Please note: once the change has been made to the airline ticket, the passenger is no longer a part of the group air schedule; the seat with the group has been released and cannot be rebooked.

SPECIAL CONDITIONS: Tour participants who may have any legal, physical, mental or medical conditions, which would hinder their full participation on the tour, are encouraged to seek advice from a related professional before committing to travel.

Hawai'i State Tours and Cooperating Agents are the principles and are responsible to the **Odessa Showgirls High School Dance Team** in making arrangements for the services and accommodations offered in connection with this tour as outlined in this Agreement, except that Hawai'i State Tours and Cooperating Agents shall not be responsible in the absence of negligence on their part, for personal injury, loss, inconvenience, accidents, delay, irregularity, or property damage arising out of the act of negligence of direct air carriers, hotels, sightseeing or transfer companies, or other persons rendering any of the

services or furnishings, any of the accommodations or facilities in connection with this agreement.

To indicate your acceptance of the foregoing, please sign and return this contract/agreement to Hawaii State Tours. Please keep a copy for your records. Upon your acceptance, this agreement letter will constitute a binding contract, and the terms shall not be modified or changed except by the express written consent of both parties.

David Lopaka Millwood / President

Date

Authorized Representative – **Odessa Showgirls High School Dance Team**

Date

Please sign and mail ALL pages of this agreement with initial deposit to:

Hawai'i State Tours
Corporate Office
1272 S. King St. #205
Honolulu, HI 96814

1272 S. King St. #205 Honolulu, HI 96814	Phone: (808) 531-5050 Fax: (808) 589-0055	hawaiiguy@mac.com (800) 859-5969
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