

STUDENT ACTIVITIES:
TRAVEL

EXTRA-CURRICULAR
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have approval of Superintendent or designee 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 Board approval.

Name of Group: Permian High School Choir Campus: Permian High School

Date of trip: April 21-24, 2017 Grade levels involved: 10-12 Number of students: 75
Number of instructional days: 2 Location: Chicago, Illinois
(Please attach an itinerary)

Funding source: ___ District Budget ___ Campus Budget ___ Department Budget ___ Activity fund Personal

Instructional days out of the classroom: 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 117.61, 117.62, 117.63

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? 7
What is the ratio of sponsors to students? Sponsors 1 / Students 10 (gender appropriate)

Student orientation - Date: April 17, 2017 Time: 7:00pm Location: Permian HS Choir Room
Parent orientation - Date: April 17, 2017 Time: 7:00pm Location: Permian HS Choir Room
Sponsor orientation - Date: April 17, 2017 Time: 7:00pm Location: Permian HS Choir Room

Sponsor criminal background check - Date: April 3, 2017
Will any kind of insurance be required? ___ Yes No
Will room and baggage searches be required? Yes ___ No

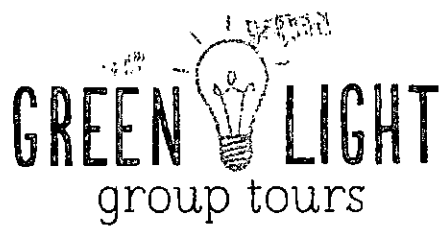
Medical and travel releases will be required.

Coach/Sponsor: Michael Ann Hurley 1/23/17
(Signature) (Date)

Principal approval: J. Berger 1-23-17
(Signature) (Date)

Superintendent or designee Approval: M. [Signature] 1/25/17
(Signature) (Date)

Board approval: _____ (Signature) _____ (Date)



Contract

REPRESENTATIVE: Aaron Hawley and the Permian High School Choir

ADDRESS: 1800 E. 42nd Street Odessa, TX 79762

TRAVEL DATE: April 21st-24th, 2017

DESTINATION: Chicago, IL

THIS AGREEMENT made on August 10th, 2016 between GREEN LIGHT GROUP TOURS and the Permian High School Choir, hereinafter referred to as Trip Sponsor. In consideration of mutual agreements herein contained, the parties consent to the following:

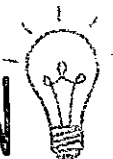
1. GROUND PACKAGE PRICE

Minimum # Paying Travelers:	70	80	90	100	107
Quad	\$1,469	\$1,442	\$1,422	\$1,405	\$1,395
Triple	\$1,512	\$1,486	\$1,465	\$1,449	\$1,439
Double	\$1,600	\$1,573	\$1,553	\$1,536	\$1,527
Single	\$1,862	\$1,836	\$1,815	\$1,799	\$1,789

2. INCLUDED GROUND PACKAGE ITEMS

1. Roundtrip flight (luggage fees not included)
2. Motor coach transportation in Chicago
3. Dedicated tour manager
4. Three nights lodging in interior corridor hotel in Chicago suburbs with evening meeting space
5. Dixie Classic Adjudicated Festival
6. Skydeck Chicago
7. Broadway Classroom Clinic
8. Museum of Science and Industry
9. Visit the Art Institute of Chicago
10. Millennium Park
11. Navy Pier
12. Blue Man Group
13. Broadway's Aladdin
14. Magnificent Mile

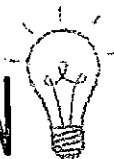
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15. Shedd Aquarium
16. Breakfast daily at hotel
17. Lunch at House of Blues
18. Lunch and bowling at 10Pin
19. Lunch at Hard Rock Cafe
20. Dinner at Giordano's
21. Dinner cruise with DJ
22. Dinner at Gino's East Superior Street
23. Name badge with emergency phone numbers
24. Nighttime hotel security guard
25. Basic traveler's insurance with coverage for medical expenses, medical evacuation, lost baggage and trip delays (does not include trip cancellation coverage, see full description of coverage for more details)
26. One complimentary director's package at double occupancy for every 25 paid packages

3. TRANSPORTATION

- a. The cost of motor coach transportation is included in your group package price.
- b. There are currently two buses reserved for your trip.
- c. Bus cost includes driver's gratuity, driver's lodging, tolls and bus parking.
- d. Trip Sponsor is responsible for any damages incurred to the interior of the bus.
- e. Bus company reserves the right to add a fuel surcharge if the cost of diesel reaches or exceeds \$5 per gallon. Fuel surcharges will be billed two weeks prior to departure.
- f. The cost of the round-trip flight is included in your group package price.
- g. There are currently 110 flight seats reserved.
- h. Trip Sponsor is responsible for all baggage charges assessed by the airlines. These baggage charges are subject to change. All baggage charges must be paid to the airline at the airport when checking in. As of July 27, 2016 they are as follows:
 - 1st bag: \$25 each way, must be 50lbs or less and 62 linear inches or less (length + width + height).
 - 2nd bag: \$35 each way, must be 50lbs or less and 62 linear inches or less.
 - Oversized bags: \$200 each way (in addition to the first or second bag charge), measure between 63 and 115 linear inches.
 - Overweight bags: \$100 each way (in addition to the first or second bag charge), weigh between 51 and 70 pounds.



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- Carry-on bags: passengers are allowed one carry on bag that is 45 linear inches or smaller and 40lbs or less, plus one personal item such as a purse or backpack.

- i. The list of passenger's full legal names, birthdates and gender is due to Green Light Group Tours by January 20th, 2017.
- j. Name changes made after January 20th but prior to April 1st will result in a name change fee of \$0 per change. Each name may only be changed once. Name changes made after April 1st will result in a name change fee of \$150 per change and are subject to airline approval.
- k. Airlines reserve the right to add a fuel surcharge.
- l. In the event Trip Sponsor is delayed because of traffic, mechanical problems, weather or acts of God, the activities missed as a result of the delay will be forfeited without reimbursement to Trip Sponsor and any additional arrangements needed as a result of the delay are the sole responsibility of Trip Sponsor. If the delay is longer than six hours, the included basic traveler's insurance will apply.


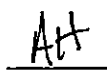
4. EQUIPMENT RENTAL

Any and all equipment needed by Trip Sponsor in the destination city, and not provided by Dixie Classic Adjudicated Music Festival, is the sole financial responsibility of Trip Sponsor. Equipment includes but is not limited to: musical instruments, music stands, chairs, microphones, risers, speakers and sound systems. The transportation and facilitation of equipment is also the financial responsibility of Trip Sponsor.

5. PAYMENT SCHEDULE


The Trip Sponsor will make payments to Green Light Group Tours as follows:

- \$350 per traveler to be submitted by September 16th, 2016.
\$100 of this deposit is non-refundable and goes toward the purchase of Aladdin Tickets.
- \$350 per traveler to be submitted by November 11th, 2016.
- \$350 per traveler to be submitted by January 13th, 2017.
- Final rooming list, flight list, bus list and trip applications are due January 20th, 2017. A cumulative total of \$700 per person becomes non-refundable.

Green Light Group Tours

7 Old Mission Avenue * St. Augustine, FL 32084 * Toll Free 800.490.1820 * Fax 800.490.6898
Website: www.greenlightgrouptours.com * Email: admin@greenlightgrouptours.com





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- FULL PAYMENT of BALANCE to be paid no later than 45 days prior to departure: March 7th, 2017. This payment is non-refundable.

All checks should be made payable to Green Light Group Tours. Tour services will not be provided by Green Light Group Tours until payment is received in full.

6. RESPONSIBILITY. The following CONSUMER DISCLOSURE NOTICE shall control Green Light Group Tours' responsibility in arranging services for the tour. Trip Sponsor hereby agrees to distribute the CONSUMER DISCLOSURE NOTICE to each participant.

“CONSUMER DISCLOSURE NOTICE: Please read this carefully, as signing the Application and/or making a deposit payment for a trip signifies acceptance of these terms & conditions. The trip is arranged by Grand Fund, Inc. dba Green Light Group Tours. It has made the travel arrangements at the direction of the School/Trip Sponsor and acts as agent for the transportation carriers & other suppliers (SUPS) of services connected with the tour, all of which are independent contractors. Green Light Group Tours in no way owns or operates the vehicles or facilities to be used during the trip, & does not guarantee performance by, or assume responsibility for the acts &/or omissions of SUPS, their employees, agents, etc. All bookings are accepted subject to the conditions imposed by SUPS & Green Light Group Tours, including, but not limited to, the airline, cruise line, rail, coach, hotel, restaurants, insurance & other companies, firms or persons concerned with the trip. Green Light Group Tours shall not be responsible for, and shall make no refund for, events beyond its control, such as, without limitation, acts of God, strikes, acts of war, terrorism or civil disturbance, government restrictions, or for acts or omission of persons or companies not controlled by Green Light Group Tours, such as, without limitation air carriers, bus companies, railways and hotels, or for elements of the package not used by customer. Green Light Group Tours and its officers, employees, and agents are hereby released from all claims arising out of such events, acts, or omissions. If there is a difference between Green Light Group Tours conditions and those published by a SUP, the conditions of SUP shall apply. The participant and his/her parent/guardian accept responsibility for all property or monetary damages caused by the participant to the hotels, Bus Company, or other property. Price quoted is per person quad occupancy, unless noted otherwise, and the price is subject to adjustment if the number of participants varies significantly from the estimated number. Green Light Group Tours reserves the right to cancel a trip, change the itinerary or adjust rates whenever in its sole judgment conditions warrant, or if Green Light Group Tours deems it necessary for your comfort, convenience or safety. Green Light Group Tours reserves the right to correct an error in the advertised price prior to your departure. Trips outside the USA require a valid U.S. passport or other acceptable forms of citizenship proof. You are responsible for, & release Green Light Group Tours from passport, visa, vaccination requirements & safety conditions in travel destinations. Green Light Group Tours strongly recommends you



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purchase travel/medical/baggage insurance for the trip, which is available through Green Light Group Tours. For medical info, call Public Health at 301-443-2403, & for travel advisories State Dept. at 202-647-5225. Green Light Group Tours requires that medical release forms with a health care proxy be received in our office for each participant no later than 30 days prior to scheduled trip. A contract is made when your reservation & payment are accepted by Green Light Group Tours in its home office in St. John's County, Florida & any disputes shall be resolved by arbitration in accordance with the Commercial Rules of the American Arbitration Association governed by Florida law with enforcement subject to exclusive jurisdiction and venue in St. John's County, Florida. Green Light Group Tours is registered with the State of Florida as a Seller of Travel, Registration No. ST38099. In calculating the cost of your trip, Green Light Group Tours has relied on your consent to these terms & in the absence of this release, the trip cost would have been higher."


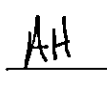
Photographs: Representatives of Green Light Group Tours may be photographing the Tour. Trip Sponsor hereby gives consent to Green Light Group Tours to publish any such photographs in printed or electronic media without obtaining further consent and without compensation. Trip Sponsor releases Green Light Group Tours and its representatives from any liability in connection with any use of such photographs.

CODE OF CONDUCT: All tour members shall observe reasonable rules of safety and conduct as directed by the trip leader, aided by teacher(s) chaperones and the tour escort, who has absolute authority to expel any tour participant whose actions or behavior are considered detrimental to the group's welfare. The trip leader, teacher(s), Green Light Group Tours and its employees and agents are released from any liability to any expelled participant for such expulsion and no refunds shall be made.

The Trip Sponsor hereby agrees that the Trip Application Form that each participant submits shall include the following acknowledgements, signed by the participant and his/her parents/guardians:

Terms and Conditions: We have read, fully understand, and accept the Green Light Group Tours Terms and Conditions."

The Trip Sponsor hereby agrees to collect Medical Release and Medical Proxy and Liability Release forms from each participant, signed by the participant and his/her parents/guardians, and retain them for five years. In the event of a claim against Green Light Group Tours, the Trip sponsor will make them available to Green Light Group Tours, and hereby indemnifies Green Light Group Tours from losses in the event that the release forms are not available.



The undersigned representative of Trip Sponsor takes full responsibility for communicating this information to students, parents, and other members of the Trip Sponsor, and understands that the Trip Sponsor's participation in Green Light Group Tours may be jeopardized if he or she fails to do so.

Green Light Group Tours reserves the right to decline, accept, or retain any participant as a member of these tours and shall not have responsibility beyond the refund of all monies paid by the participant to Green Light Group Tours. The prices quoted are based on tariffs as of Wednesday, July 27, 2016; in the event of change of tariff, the right is reserved to make appropriate adjustment in prices. Furthermore, Green Light Group Tours reserves the right to withdraw any portion or all of any travel package and to make such alterations or substitutions in the travel package offered, as it deems necessary or desirable.

7. MISCELLANEOUS

- A. **Governing Law and Severability.** This agreement shall be governed by Florida law and any disputes shall be resolved by arbitration in accordance with the Commercial Rules of the American Arbitration Association governed by Florida law with enforcement subject to exclusive jurisdiction and venue in St. John's County, Florida. If any one or more of the provisions of this agreement shall be held invalid or unenforceable, the validity and enforceability of all other provisions of this agreement shall not be affected thereby.
- B. **Sole Agreement, Amendment.** This agreement supersedes and replaces any prior agreements or understanding of any type between Green Light Group Tours and the Trip Sponsor. Only a written instrument executed by Green Light Group Tours and Trip Sponsor may amend this agreement.
- C. **Benefit.** All rights and obligations of this agreement shall bind and inure to the benefit of the parties and their respective heirs, executors, administrators, assigns, and successors; provided however that this agreement shall not be assignable by the Trip Sponsor; further provide, however, Green Light Group Tours may assign its rights, duties and obligations hereunder without Client consent or notice.
- D. **Non-Waiver.** No delay or failure by a party to exercise any right under this agreement, and no partial or single exercise of the right, shall constitute a waiver of that or any other right.
- E. **Headings.** Headings in this agreement are for convenience only and shall not be used to interrupt or construe its provisions.

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Green Light Group Tours

7 Old Mission Avenue * St. Augustine, FL 32084 * Toll Free 800.490.1820 * Fax 800.490.6898
Website: www.greenlightgrouptours.com * Email: admin@greenlightgrouptours.com



F. Attorney's Fees. In the event either party commences legal action to enforce its rights under this agreement, the prevailing party shall be entitled to reimbursement from the other party of its reasonable attorney's fees and costs, including any appeals.

8. Cancellations/ Changes

A finance charge of 1.5% per month (annual percentage rate of 18%) of the unpaid balance will be added to your account on payments received past due. There is a returned check fee of \$40 per incident.

All Cancellations or changes in numbers of attendees must be in writing and signed by the Trip Sponsor director. Such written documents may be sent by fax, mail, or e-mail to the Green Light Group Tours office. The date on which written notice of changes or cancellation is received in our office will be the date from which the changes or cancellation will be effective.

\$100 per person becomes non-refundable after September 16th, 2016.


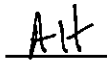
A cumulative total of \$700 per person becomes non-refundable after January 20th, 2017.

No ground package refunds for drops or cancellations will be made after March 7th, 2017. The replacement of one participant by another, so that the total number of participants and hotel rooms is not altered, incurs the appropriate airline name change fee.

No changes may be made to the itinerary or rooming list within three weeks of departure.

In the event that the total number of paying travelers drops below 70 people, the ground package pricing structure set forth herein will no longer be valid.

**THE UNDERSIGNED DO HEREBY AGREE TO THE
TERMS AND CONDITIONS SET FORTH ABOVE**

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Permian High School Choir
School/Organization

Grand Fund, Inc.
(dba Green Light Group Tours)

Aaron Hawley / Choir Director
Name / Title

Apryl Black
Representative's Name

Aaron Hawley 1-23-17
Signature Date

Tour Coordinator
Title

James Ramage
School Principal Name

8/10/16
Date

J Ramage 1-23-17
Principal Signature Date

Apryl Black
Signature

[Signature] _____