

Exhibit A—Request for Trip Approval

Date of request: 9/14/23

Date/time of departure: 5:30 AM Wednesday March 20, 2024 a.m. or p.m. (circle one)

Date/time of return: 4:00 PM Sunday March 24th, 2024 a.m. or p.m. (circle one)

Destination of trip: Indianapolis, Indiana

Purpose of trip, i.e., event to be attended, instructional value of the trip:

Music for All National Festival - Selected as 1 of 11 middle schools
in the nation to participate in this festival.

Estimate of any permissible fees associated with the trip: \$1310/student

District employee sponsor and organization: Jordan Freeman - Nimitz Band

Number of students participating: ~ 50

Number of chaperones participating: 3 directors + 6 parents

Name of Chaperone	Criminal History Check Requested (circle one)
Heather Justis	<input checked="" type="radio"/> Yes No
Kiana West	<input checked="" type="radio"/> Yes No
Erica Pocaterra	<input checked="" type="radio"/> Yes No

Signature of District employee sponsor: 

For Office Use Only

School-sponsored trip:

- Approved
 Denied

Reason, if denied:

Chaperone approval or denial:

Name of Chaperone	Criminal History Check Completed (circle one)	Decision (circle one)
	Yes No	Approved Denied
	Yes No	Approved Denied
	Yes No	Approved Denied

Principal's Approval: Maubel Arundo 9/21/23
(Signature) (Date)

Superintendent or Designee Approval: Julia Nantz 9/25/23
(Signature) (Date)

Board Approval: _____
(Signature -Required for Out-of-State Travel) (Date)



NOTE-ABLE

Nimitz MS Honor Band

Indiana – 5 Days / 3 Nights (in IND)

Wednesday, March 20 – Sunday, March 24, 2024

69 participants: 60 Students, 6 Chaperones, 3 Staff
as of 9/12/2023



Wednesday, March 20, 2024

- 5:30AM Depart Nimitz MS to Indianapolis on client provided buses (approx. 1170 miles, 18.0-20.0 hours)
- 12:00PM Lunch at Golden Corral
520 S MacArthur Blvd, Oklahoma, OK 73128 included
- 6:00PM+/- Dinner at Golden Corral
2020 E Primrose St, Springfield, MO 65804 included

Thursday, March 21 – Arrival ~ Music for All Opening Ceremony, Hotel, Breakfast – Lunch – Dinner

- 2:30AM+/- Approx. arrival to MFA Hotel (Hotel TBD)
Eastern Time +1 Hour
- 2:30AM+/- Check-in Hotel TBD (3 Nights) - *arranged by Music for All*
Rooms ready upon early AM arrival – 1 hotel room night from previous night
Meals arranged by Music for All
 - Breakfast
 - Lunch
 - Dinner
- 11:00AM **MFA Meeting** - location TBD - *arranged by Music for All*
- 1:00PM **Music for All Opening Ceremonies** - *arranged by Music for All*
Hotel overnight 2/3

Friday, March 22 – Music for All Programming, Breakfast – Lunch – Dinner

- Meals arranged by Music for All*
 - Breakfast
 - Lunch
 - Dinner
- Hotel overnight 3/3

Saturday, March 23 – Music for All Programming, Breakfast – Lunch – Dinner

- Meals arranged by Music for All*
 - Breakfast
 - Lunch
 - Dinner

- 8:30AM Client provided coaches report to hotel for baggage loading – *if necessary*
- 0:00A/PM Gap Space/Free Time – Visit the Indiana State Museum or similar included
Within walking distance of Indiana Convention Center
- 9:30PM Client provided coaches report to hotel (specific hotel TBD) for pick-up/departure
- 10:00PM Depart as directed for return trip to Nimitz MS, 4900 Maple Ave, Odessa, TX (approx. 1170 miles, 18.0-20.0 hours)

continued

Sunday, March 24

- 9:00AM+/- Breakfast at Golden Corral
520 S Macarthur Blvd, Oklahoma City, OK 73128
- 4:00PM+/- Approx. return to Nimitz MS
Central Time -1 Hour

included

Prepared for Nimitz Middle School Honor Band by Note-Able Travel Experiences
Sequence of Activities Subject to change

As of 9/12/2023, the per person costing based on **60-70 paid students, 1 Director MFA FOC, and 8 FOC Chaperone/Staff** using four (4) MFA program rooms as well as includes two (2) driver rooms for four (4) nights at an off-site hotel:

	Cost per Traveler
Quad	\$1310.00**
Triple	\$1310.00**
Double	\$1502.00
Single	\$1962.00

****Rooms must be maximized at Quad Occupancy before going into triples.**

Expected room allocation – Director to contract # of rooms directly with MFA

- 24 Female Students (Quad Occupancy) – 6 MFA program rooms
- 24 Male Students (Quad Occupancy) – 6 MFA program rooms
- 03 Female Students (Triple Occupancy) – 1 MFA program room
- 09 Male Students (Triple Occupancy) – 1 MFA program room
- 06 Chaperones (Double Occupancy) – 3 MFA program rooms
- 02 Staff (Double Occupancy) – 1 MFA program room
- 01 Staff (Single Occupancy) – 1 MFA Director Comp Room
- 69 Guests**

Summary of what's included in the rate:

- **Indiana State Museum or similar**
- **Three (3) Meals: (1) Breakfast, (1) Lunch, (1) Dinner**
- **Music for All "MFA" 3-Nights Program Fee**
Nimitz MS Honor Band has requested that Note-able Travel Experiences "NTE" administer & manage participant fee collection and in turn disperse the requisite fees directly to MFA as contracted and agreed to directly by Nimitz MS. NTE is not party to the agreement / contract between MFA and Nimitz/Boosters/School District. As such, NTE is not responsible and/or liable for any aspect, including MFA operations, costing and/or requested refunds, hotel reservations, room assignments, meals, clinics, workshops, etc. as part of the MFA program. In short, NTE has no relationship with MFA and is acting as Nimitz's administrative agent in this regard.
- **Online Payment Portal:** Participants can enroll and pay either by using a credit card (cc fees range from 2.90%-3.90%) or by e-check with no fee
- **Two (2) Driver Rooms at an off-site hotel for four (4) nights)**

What's not included in the cost

- **Coach Transportation – arranged directly by Nimitz**
- **Travel Insurance – Arch RoamRight Travel Insurance Plans** underwritten by Arch Insurance Company
[Click here](#) for more information on the plans, to quote and/or purchase
- **Any items not mentioned above**