

GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
Office of the Superintendent

TO: Tom Rogers, Principal
Geneva Community High School

FROM: Kent D. Mutchler *KDM*

SUBJECT: Geneva High School Television Production Out-of-State Trip

DATE: October 17, 2012

I have reviewed the proposal submitted by Jason Santo regarding a Geneva High School TV Production out-of-state student trip to Los Angeles, California, in March 2013.

This memo acknowledges receipt of and grants approval in accordance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, for the Geneva High School Television Production students to participate in an out-of-state field trip to the Student Television Network Convention to be held in Los Angeles March 5 to March 10, 2013. The guidelines for overnight trips are attached.

As this trip is within the continental United States, it does not require Board of Education approval. I will notify the Board of this request.

KDM/pb
Attachments

Cc: Jason Santo, GHS TV Production Instructor

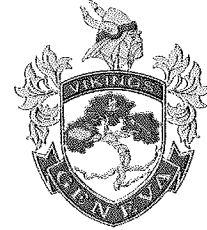
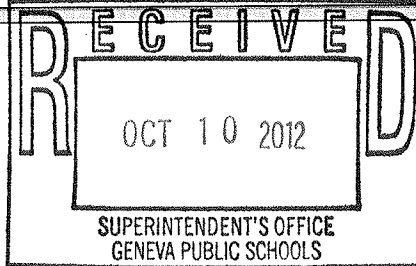
OVERNIGHT TRIPS
(District-Sponsored)

Guidelines and Procedures for Extra-Curricular Field Trips Outside of the State of Illinois or Outside of the Continental United States

- A. All field trips requiring an overnight stay outside of the State of Illinois must be approved by the Superintendent of Schools.
- B. All field trips traveling outside the continental United States must be approved by the Superintendent of Schools and the Board of Education.
- C. Field trips requiring an overnight stay outside of the State of Illinois or outside of the continental United States should be presented for approval at least six (6) months prior to departure.
- D. Students with prior disciplinary infractions or disruptive classroom behavior may be excluded from extra-curricular trips outside of Illinois or outside of the continental United States at the request of the sponsor. The building administrator or Superintendent of Schools will review such requests and make the final determination.
- E. Students and staff traveling on trips outside the continental United States are not covered by standard District insurance policies. Proof of acceptable liability coverage through the contracted tour company, or other insurance carrier must be provided prior to approval of the trip. Coverage must have a limit of liability in excess of \$1,000,000, and the District must be named as an additional insured on the policy.
- F. For all trips requiring travel outside the United States, the District will purchase foreign travel liability insurance to cover employees and chaperones. All participants in the trip, excluding sponsors and chaperones, will pay a fee to offset the cost of the foreign travel liability policy. Fees will be established on an annual basis by the District. (2003 = #35 per participant)

- G. Parents must be notified in writing that any trip, whether local, national, or international, may be cancelled at any time by the Superintendent of Schools, Building Administrator or Board of Education if it is determined that cancellation is in the best interest of the students' safety or well being. The District will make every effort to minimize the financial loss in the event of cancellation, but will not be responsible for reimbursing students and parents for any non-refundable fees.

MEMO—Office of the Principal



Date: October 9, 2012
To: Dr. Kent Mutchler
From: Tom Rogers
Re: Out-of-State STN Television Production Trip

Geneva High School is requesting permission for the Television Production students to participate in an out-of-state field trip in March 2013. This year's Student Television Network convention is being held in Los Angeles, California. The purpose of this trip is to provide students with the opportunity to learn more about the television industry, and to compete in competitions against some of the best television schools in the country. The tentative itinerary and trip details are as follows: (Please review the attached documentation for more information)

1. Trip Dates: Depart → Tuesday, March 5, 2013
Return → Sunday, March 10, 2013
2. Number of Students Attending: 20-22 students
3. Transportation: Southwest Airlines
4. Cost of Trip: \$1,250 (approximately)
Fundraising will help reduce the cost. There will be no cost to the district for this trip.
5. Adult Chaperones: Jason Santo
Heather Peters
Steve Whitman
6. Goals:
 - a. Students will learn new production techniques from industry professionals.
 - b. Students will learn how to work as a team to produce high quality videos, which will be judged by industry professionals.
 - c. Students will gain a greater understanding of what it will take to work in the television industry.
 - d. See attached tentative itinerary for additional details.

STN- LOS ANGELES

MARCH 5-11 2013

Tuesday March 5- 6:00 p.m.depart Chicago Midway Airport

Wednesday March 6- 7:30- 8:30 Breakfast

10:00 a.m- 4 p.m. Universal Studio

7:00-9:30p.m- Dinner at ESPN Zone

Thursday, March 7- 5:00 a.m Wake Up call

5:15-5:55 a.m.- Breakfast

6:00 a.m.- 11:00 p.m- Sweet Sixteen Competition

Lunch- Chick fil A

Dinner- Dominos Pizza

Friday, March 8- 7:00 a.m- 9 a.m- Breakfast

9:00 a.m- 5 p.m.- Individual Competitions/ Breakout sessions

6:30 p.m- Dinner at Hard Rock Café

Saturday, March 9- 7:00 a.m.- 9 a.m.- Breakfast

9:00 a.m.- 5 p.m.- Individual Competitions/ Breakout sessions

6:30 p.m.- Dinner TBD

Sunday, March 10- 8:00 am- 9 a.m- Breakfast

10:00 a.m.- 12:00 p.m.- Closing Ceremony

1:00 p.m.- Pack

2:00 p.m.- Laguna Beach

6:00- 8:30- Lucky Strike Lanes

Monday, March 11- 9a.m. Flight back to Midway

STN PRICES

Los Angeles, California March 5-11 2013

AIRFARE---- \$400.00 Southwest Airlines

HOTEL--- \$160.00/NIGHT X 1.5 NIGHTS/ STUDENT= \$240.00

TRANSPORTATION---- Super Shuttle/ LA Metro = \$110.00

FOOD--- Dinners and daily Continental Breakfast =\$ 200.00

ENTERTAINMENT----\$150.00

COMPETITIONS--- \$150.00

CHAPERONE TRAVEL- \$175 – **BASED ON 20 STUDENTS**

TOTAL PER STUDENT---- \$1425



Group Reservations: 1-800-433-5368
Monday - Friday, 7:00 a.m. - 10:00 p.m. CST

Group Travel Agreement for GENEVA HIGH SCHOOL

Address:
JASON SANTO
GENEVA HIGH SCHOOL
416 MCKINLEY AVE
GENEVA, IL 60134

Confirmation Number: GIHX76
Deposit Due: \$1,200.00 on 10/17/2012
Number of Seats Booked: 24
Email Address: JSANTO@GENEVA304.ORG

HOW TO COMPLETE YOUR GROUP RESERVATION:

Thank you for choosing Southwest Airlines for your Group Travel needs. Now that you have booked your flight(s), please complete the following three steps to secure your fare and finalize your reservation.

| |
|--|
| Step 1: Read this Travel Agreement and the enclosed Group Travel Policies. |
| Call Group Reservations immediately if you have any questions about your itinerary or fares. |
| Step 2: Submit Deposit and a copy of this signed Travel Agreement. (Instructions on enclosed Group Travel Policies) |
| Non-Refundable Deposit Amount: \$1,200.00 Due Date: Oct 17, 2012 (NO EXTENSIONS) |
| Step 3: Submit Final Payment and Passenger Names. (Instructions on enclosed Group Travel Policies) |
| Final Payment Amount: \$9,446.40 Due Date: Jan 21, 2013 (NO EXTENSIONS) |

Please Note: Your Group Reservation will cancel without notice if the above due dates are not met. Southwest Airlines is not responsible for delayed, lost, or misdirected mail, e-mails, or faxes.
Group Tickets are flight and date specific and cannot be used or exchanged for travel on other flights.

FLIGHT ITINERARY:

| Date | Flight # | City Pair | Time | Stops |
|-------------|----------|-----------|-----------|---------|
| 5-Mar-2013 | 567 | MDW/LAX | 700P-945P | Nonstop |
| 11-Mar-2013 | 1258 | LAX/MDW | 915A-310P | Nonstop |

PER-PERSON FARES:

| Quantity | Travel Date | From | To | Fare Basis | One-Way Fare & Tax | PFC* | Security Fee* | Total One-Way |
|---------------------------|-------------|------|-----|------------|--------------------|--------|---------------|--------------------|
| 24 | 5 Mar 2013 | MDW | LAX | HLN7GNR | \$237.80 | \$4.50 | \$2.50 | \$244.80 |
| 24 | 11 Mar 2013 | LAX | MDW | WLN7GNR1 | \$191.80 | \$4.50 | \$2.50 | \$198.80 |
| Group Total Price* | | | | | | | | \$10,646.40 |

*Includes Passenger Facility Charges (PFCs) and government-imposed September 11th Security Fees in effect as of the date of this Agreement. Fares are subject to new PFCs and any applicable taxes or fees that may be imposed or changed prior to ticket purchase.

PER-PERSON FARE RULES:

- HLN7GNR Nonrefundable once purchased; no upgrade, downgrade, standby or changes/exchanges allowed.
- WLN7GNR1 Nonrefundable once purchased; no upgrade, downgrade, standby or changes/exchanges allowed.

SIGN & KEEP A COPY FOR YOUR RECORDS:

I have read and agree to the terms and conditions specified in the Southwest Airlines Group Travel Policies and Travel Agreement.

NAME: Jason Santo
SIGNATURE: [Signature] DATE: 10-3-12

Southwest Airlines Group Travel Policies

This document contains our Group Travel Policies as well as step-by-step instructions on how to complete your Group Reservation. **Please note: You will receive paper tickets via second-day air mail after final payment is received.**

Deposit and Final Payment amounts can be verified by e-mailing GroupTravel@wnco.com or by calling 1-855-233-0873.

Step 1: Read the enclosed Travel Agreement and the following Group Travel Policies.

Step 2: Submit Deposit WITH a copy of signed Travel Agreement.
(Credit Cards are NOT accepted for Deposits)

– **How to Submit Non-Refundable Deposit & Travel Agreement:**

(Mail to one of the following addresses)

For U.S. Mail:

Southwest Airlines
P.O. Box 97617
Dallas, TX 75397

For Trackable Delivery Services:

(Recommended if Due Date is Near)
SWA Group LockBox 97617
TX1-0006
14800 Frye Rd
Fort Worth, TX 76155

– **Forms of Payment for Non-Refundable Deposit:**

(Make Checks & Money Orders payable to Southwest Airlines)

Accepted:

-Cashier's Check
-Money Order
-Approved Travel Agency Check
-Business, or Organization Checks

Not Accepted:

-Credit Cards
-Ticketless Travel Credits
-Rapid Rewards Awards
-Personal Checks

– **Deposit Policies:**

- Deposits are Non-refundable and will be applied to final balance.
- Deposits cannot be applied toward other Group or individual travel reservations.

Step 3: Submit Final Payment (in full) and Passenger Names. ← Both items due on same date
(Tickets cannot be issued until we have received both items)

– **How to Submit Final Payment:**

- If paying by Credit Card, you have two options:
 - 1) If you have already submitted a complete name list, you may call 1-855-233-0873 to pay over the phone.
 - 2) You may fax a completed Letter of Authorization (LOA) to 214-792-4793. (The LOA will be e-mailed to you 30 days before your final payment is due.)
- If paying by Check or Money Order, please make payable to Southwest Airlines, and include your confirmation number. Mail to one of the addresses noted above.

– **Forms of Payment for Final Payment:**

Accepted:

-Credit Card
-Cashier's Check
-Money Order
-Approved Travel Agency Check
-Business, or Organization Checks

Not Accepted:

-Ticketless Travel Credits
-Rapid Rewards Awards
-Personal Checks

– **Final Payment Policies:**

- We are unable to accept multiple forms of payment. If you have a daily limit on your credit or

We are unable to accept multiple forms of payment. If you have a debit card on your credit or debit card, please ensure your bank has released the funds prior to submitting your final payment.

- Deposits are Non-Refundable if your Group cancels by the final payment due date. Itinerary changes are not allowed.
- **How to Submit Passenger Names:**
 - You have two options to submit names:
 - 1) Option 1 (Recommended): Fill out the Excel Name Template customized for your reservation, and email it to GroupTravel@wnco.com. (Your customized Excel Name Template will be e-mailed to you 30 days before your Final Payment due date.)
 - 2) Option 2: If you do not have Excel, you may e-mail GroupTravel@wnco.com using this order and format:
 - Last Name, First Name, Middle Name, Suffix, Birth Month, Birth Date, Birth Year, Gender, Redress Number (if applicable)
 - **Format Example: Doe, John, Thomas, Sr, 6, 20, 1987, Male**
- **Passenger Name Policies:**
 - The Transportation Security Administration (TSA) has implemented a new program called Secure Flight which is intended to enhance the security of commercial air travel. Under Secure Flight, **airlines are now required to ask traveling passengers for their full legal name as it appears on the government-issued photo ID they intend to travel with, along with their date of birth, gender and redress number (if applicable).**
 - Please note: Passengers will not receive a boarding pass or be able to travel until the appropriate data is collected. To learn more, please go to...
http://southwest.com/travel_center/tsa_secureflight.html.
 - All seat reservations for which names are not provided by the Final Due Date will be cancelled.

Other Group Travel Policies

Passenger Name Change Policies

- Request name changes by calling Group Reservations during business hours at 1-800-433-5368 up to 72 hours prior to departure.
- Present Group Tickets for which names are to be changed at the Southwest Airlines Ticket Counter on the first day of travel.
- Arrive at the airport at least two (2) hours before scheduled departure to allow sufficient time for ticket name changes.

Group Increase/Decrease Policies

Before Ticketing: Call Group Reservations during business hours at 1-800-433-5368.

- **Increases:** Fares may vary for additions to the Group and are based on availability of seats.
- **Decreases:** If you reduce to fewer than 10 people, your guaranteed Group fares and the Travel Agreement will be cancelled.
 - Those still planning to travel should book their individual reservations on southwest.com or by calling 1-800-435-9792. Fares may be higher based on availability of seats.

After Ticketing:

- **Increases:** Once your Group is ticketed, we cannot increase the number of Group Travelers.
 - Individual reservations can be made on southwest.com or by calling 1-800-435-9792. Fares may be higher based on availability of seats.
- **Decreases:** Once Group Tickets are purchased, specific refund and other restrictions may apply, as stated in the Travel Agreement under Per-Person Fare Rules and on the face of the tickets.

Online Checkin for Groups

- Boarding positions may be reserved in advance for your Group by checking in at southwest.com/groups within 24 hours prior to departure.
- Each Customer is required to individually present their paper ticket at the Ticket Counter or curbside (where available) in order to obtain a boarding pass. If you do not present your paper ticket upon checking in, you will be required to purchase a new ticket at the available and applicable fare.
- Learn more at southwest.com/groups

Miscellaneous Policies

- Ticketless Travel is not yet available for Group Travel. Group Travelers will receive paper tickets, which must be presented on the day of travel. If you do not present your paper ticket upon checking in, you will be required to purchase a new ticket at the available and applicable fare.
- Transportation provided under the Travel Agreement is subject to the terms and conditions of the Southwest Airlines *Contract of Carriage*.
- Check southwest.com or call Group Reservations at 1-800-433-5368 for current airport and policy information.
- Baggage limitations, checkin times, and airport policies are subject to change at any time.
- EarlyBird Check-in™ and Express Bag Drop are not eligible for Group itineraries.

Changes to Rapid Reward Credits Policies

As a valued Southwest Airlines Group Travel Program Customer, we wanted to make you aware of a change to the Group Travel Program.

Effective **December 31, 2010**, the Southwest Airlines Group Travel Program will discontinue offering Rapid Rewards credit for Group Travel itineraries. Members traveling as part of a Group Travel itinerary booked prior to **December 31, 2010** will earn Rapid Rewards credit; however, Rapid Rewards credit will not be issued for Group Travel itineraries booked after **December 31, 2010**.

Despite this change, there are still many ways to earn as a Rapid Rewards Member, both in the air and on the ground! Just visit southwest.com for information about Rapid Rewards.

We apologize for any inconvenience and look forward to seeing you onboard soon!

HAZMAT Policies

- 1) Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals.
- 2) There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person.
For further information contact your airline representative.

We know you have a choice in flying, and we appreciate your choosing Southwest Airlines for your Group Travel needs.

Last Revised 10/27