

Red Wing Public Schools

Student Overnight Field Trip Request

Revised July, 2012

This form must be completed for any proposed student overnight field trip request. To ensure that school district officials and the school board can review the request in a timely manner, please submit the completed form to the Activities Director or building principal at least 45 calendar days prior to the planned trip. Do NOT make any financial commitments until the request has been approved by the school board.

Basic Information

Date of Application: 4/14/21'

Group Name: High School Music Building: RWHS

Event: Chicago Music Tour

Number of Students: Appx 55 total Grade Levels: 9-12

Justification of Trip (include goals and objectives of the trip. Attach detailed itinerary and description):

Arts and Culture tour to Chicago, IL for our music students that will also include a performance and clinic at a local college.

We feel that traveling and giving students this type of opportunity is a vital part of our program and high school experience.

Destination (include city and state): Chicago, IL

Trip Previously Taken? Yes - 2017

Timing

Contemplated Departure. Date: 3/25/22 Time: a.m. tbd
Expected Return. Date: 3/29/22 Time: p.m. tbd
Number of School Days Missed: 1 (Friday before Spring Break)

Supervision

All non-students accompanying the trip must have background checks completed prior to the trip. Forms are available at the district office or on the district's website. Background check forms should be turned in 10+ days prior to the trip, so please plan ahead.

Names of Organizer(s) who are responsible for the Trip:

Names of Organizer(s)	Work Phone	Work E-Mail
Dan Marrs		djmarrs@rwps.org
Scott Perau		scperau@rwps.org

How Many Teachers will be Chaperones? ² _____

How Many Other Adults will be Chaperoning? ^{TBD} _____

Transportation

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

Mode of Transportation	How Many Will Be Used?
District-Owned Vans	0
First Student Vans	0
First Student Buses	0
Other Contracted Vans	0
Other Contracted Buses	1 or 2 depending on amount of students
Airplane	0
Other (Describe)	0

Round-Trip Miles of Driving To/From Destination: Approximately 720 mles total

Lodging

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.

Name of Hotel	City and State	Dates of Stay
TBD - Gateway Music Festivals is planning	Chicago, IL	3/25 - 3/29

Financial Information

** Please see Inclusions info from student cost info. Gateway for specific*

If the trip is related to a student activity fund, what is the current fund balance? N/A

Check with the Director of Finance, Operations, and Human Resources to verify estimated transportation costs. Use \$125/teacher/day for substitute costs.

Estimated Costs	Cost	District Pays?	Student Activity Fund Pays?	Students and Parents Pay?	Chaperones Pay?	Others Pay?
Transportation				X		
Student Lodging				X		
Chaperone Lodging					X	X
Student Meals				X		
Chaperone Meals					X	
Registration				X		
Substitute Teachers <i>2 subs needed</i>		X				
Other						
TOTAL	Appx \$900 Total	<i>Cost of 2 subs</i>		x	1/2	

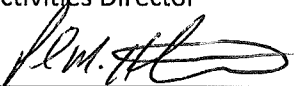

50/50 Chaperones + Boosters

↑ students individual cost

Comments about Financial Information:

This tour is being planned through Gateway Music Festivals. We have used this company in the past, and they have been excellent to work with. They have a no risk cancellation policy up to one month prior to departure. We feel confident travelling with Gateway again, and know they will plan a great experience for our kids.

Review and Approval

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director 	4/30/21	X			
Principal 	4/26/21	X			
Director of Finance					
Superintendent					
School Board Clerk					

Stipulations or Information Needed:



Red Wing High School Band & Choir
Dan Marrs, Band Director
Scott Perau, Choir Director
Performance Tour of Chicago
March 25 – 29, 2022

Inclusions

February 23, 2021

Transportation

- Round-trip deluxe motorcoach transportation between Red Wing High School and Chicago
- Motorcoach driver's hotel accommodations and gratuities

Accommodations & Meals

- Accommodations in a three-star hotel in the greater Chicago area – 4 nights
- Breakfasts – 4
- Lunches – 1
 - Kalahari Resort pizza and soda meal coupon
- Dinners – 4
 - Gino's East
 - Drury Lane Dinner Theatre
 - Hard Rock Cafe
 - Medieval Times

Performances

- Clinic – 1 (Band and Choir)
 - DePaul University (subject to availability)

Sightseeing & Activities

- Blue Man Group (based on a \$57.00 ticket value)
- 360Chicago Observation Deck
- Shedd Aquarium
- Millennium Park
- Free time at Navy Pier
- Drury Lane Dinner Theatre
- Museum of Science and Industry
- Shopping at Water Tower Place and along the Magnificent Mile
- Chicago History Museum
- Architectural River Cruise tour
- Medieval Times
- Kalahari Resort Waterpark



Additional Inclusions

- Services of a Gateway Tour Manager throughout your tour upon arrival in Chicago
- Two free trips based on single occupancy for directors
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Professional Liability Insurance carried by Gateway Music Festivals & Tours, Inc.
- "My Gateway" online passenger registration program
- "My Gateway" individual payment processing (optional)

Non-Inclusions

- Individual Travel Insurance **
- Porterage of luggage at hotels
- Storage facilities at your hotel
- Instrument or equipment rental
- Gratuities to the Gateway Tour Manager
- Increases in fuel surcharges

Price

Price based on 55 passengers traveling (including 2 free based on single occupancy)

Price per person

	Four per room	Three per room	Two per room	One per room
Total Tour Price	\$868.00	\$913.00	\$1,002.00	\$1,269.00

The price is subject to the guidelines in the "Terms and Conditions." The land prices are based on vendor rates available on 2/23/21 and are subject to increases imposed by vendors. The prices and events in this proposal can only be confirmed upon receipt of a tour application and booking of activities. The price is subject to change according to the number of passengers.

Please Note: Your initial invoices will show an estimated distribution of passengers at the quad, triple, double and single room rates, resulting in an estimated total balance. When we receive your final rooming list we will adjust your invoice to reflect your actual distribution and actual final balance. Your final balance must be paid in full 45 days prior to departure.

*** Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must receive the passenger's premium payment at or before the final payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455G or F465G (Plan with Cancel for Any Reason). You may also visit their website at www.tripmate.com/wpF455G or www.tripmate.com/wpF465G.*