

RECEIVED**SEP 24 2018**

Consolidated

SUPERINTENDENT OF SCHOOLS**New Fairfield Public Schools
Notification of Field Trip**☐

Meeting House

☐

Middle School

☒

High School

Today's Date: 09/20/2018

Teacher in charge: Ernest Fabrizio-García

Destination: San Juan, Puerto Rico; Villa Del Río,
Puerto RicoDate of Trip: Friday, February 15, 2019 - Tuesday,
February 19, 2019 (tentative)

Location (city/state): San Juan, Puerto Rico; Villa Del Río, Puerto Rico

Specific Group or class attending: AP Spanish Language; AP Spanish
Literature; Spanish V

Number of students: 15

Type of transportation: ground to airport via coach; air to Puerto Rico;
ground via private bus while in Puerto Rico

of students per bus: 15

of buses required: 1

Cost per person: \$1.140 plus RT air
fare (approximately \$500) and
ground transportation to airport

Time of Departure: TBD

Time of Return: TBD

Explanation of cost: Base tuition prices include all in-country expenses including all meals, lodging, scheduled activities, service materials experienced Global Works leaders to accompany the group and handle all logistics and two free chaperones, including airfare. Tuition includes Trip Interruption Coverage and also includes Global Works Emergency Medical Insurance for all participants.

Names of faculty chaperone(s):

Names of non-faculty chaperone(s):

Ernest Fabrizio-García

Francesca Pugliese

Brief description of the educational purpose of the trip and its connection to the district/school mission statement:

Post- hurricane María is still experiencing a wide range of problems as they rebuild the infrastructure in the country. While San Juan and other major metropolitan areas have seen much improvement in the past year, rural and suburban areas are still in need of aid in rebuilding. The purpose of this trip is to provide students with meaningful interactions with the people of Puerto Rico, while also providing them with the opportunity to engage in community service outside of their backyard. Students will engage in active, participatory cultural learning while visiting Old San Juan, el Morro and other historic sites. They will also receive hands-on experience in service learning via a home building project. Students will be working in Villa Del Río, a close-knit village that is comprised of relocated families that are re-building their homes and recovering from recent hurricanes. Students will focus on fixing and building homes alongside knowledgeable professionals, share home-cooked meals and get a chance to know community members. In the late afternoons, the group will participate in various cross-cultural activities while working on their Spanish speaking skills.

PUERTO RICO



New Fairfield High School

February 15- 19, 2019

ATLANTIC OCEAN



CUSTOM GROUP TRAVEL

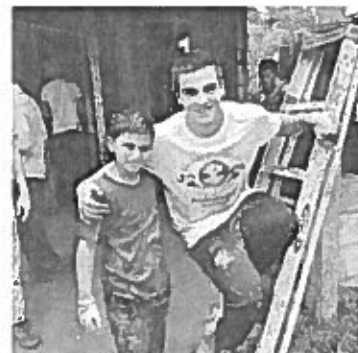
INTERNATIONAL TRAVEL FOR SCHOOL GROUPS AND ORGANIZATIONS

For 25 years, Global Works has provided students with purposeful programming that fosters learning through Service Projects, Cultural Exchange Activities, Language Immersion, and Adventure Travel.

We partner with local communities and organizations to complete meaningful, well-organized and thoughtful service work and cultural exchange activities which take groups beyond just seeing the sights of incredible destinations. Our group leaders know where to go and what to do in order to provide the safest and most impactful travel experience possible.

A Global Works travel program will be the experience of your lifetime!

Join us in Puerto Rico on a service focused program in an effort to assist in the rebuilding of Puerto Rican communities. Puerto Rico is the home of Global Works' first community service trip in 1990!



P. 303.545.2202
F. 303.545.2425

1365 Forest Park
Circle, Ste. 201
Lafayette, CO 80026

info@globalworkstravel.com
www.globalworkstravel.com

DAYS 1-2 SAN JUAN ARRIVAL & ORIENTATION

The group arrives at Luis Munos International Airport where they meet their Global Works leader. After a short bus ride to our group accommodations at Cerro Gordo, we review the details of our upcoming trip, and start to get our bearings in Puerto Rico! The next day we visit the project site and familiarize ourselves with the community and the work we will be completing. We also enjoy a guided tour Old San Juan with one of our favorite local tour guides who will explain the history and rich culture of Puerto Rico.

DAYS 3-4 COMMUNITY REBUILDING PROJECTS

The next day we are ready to dig into our community relief work in nearby Villa Del Río. This close-knit village is comprised of relocated families that are re-building their homes and recovering from recent hurricanes. We focus on fixing and building homes alongside knowledgeable professionals. We share home cooked meals and get a chance to know community members. In the late afternoons we participate in various cross-cultural activities and take advantage of our proximity to the beach with time for a swim.

EDUCATIONAL FOCUS AND HIGHLIGHTS

- SERVICE LEARNING THROUGH HOME CONSTRUCTION PROJECTS
- EXPLORE OLD SAN JUAN WITH GUIDED TOURS OF EL MORRO AND OTHER HISTORIC SITES
- PUERTO RICAN CULTURE AND HISTORY
- BEACH EXCURSIONS

DAYS 5 DEPARTURE

We say goodbye to our new friends before we fly home. We reflect upon our time together and recognize that Puerto Rico has made a lasting impression.



PUERTO RICO

TRIP INFORMATION



OUR MISSION

Global Works Custom Group Travel provides integrative service and educational opportunities which create stronger, better informed, and more engaged communities.

OUR METHODOLOGY

Global Works frames learning experiences within the context of cultural exchange and service activities. For each activity, or segment of a trip, our leaders integrate an orientation, discussions, and a debriefing.

OUR GOALS

We believe that meaningful service projects are a powerful way to connect people and ideas. At the heart of every Global Works trip are well thought out service activities which integrate reflection and experiential learning. Our goal is for students to better understand and participate in the cultural, societal, and ecological systems and processes within the country.

TUITION & PRICING

Base tuition prices include all in-country expenses including all meals, lodging, scheduled activities, service materials experienced Global Works leaders to accompany your group and handle all logistics and two free chaperones, including airfare. Tuition also includes Global Works Emergency Medical Insurance and program cancellation coverage for all participants. Not included in the tuition is round trip airfare, meals in the airport, baggage fees, or any activities not described in the itinerary or agreed upon prior to departure. Tuition is set on a base group size of 15 paying participants. If the group does not reach the base number, a surcharge may apply (per student under the minimum) or the trip is subject to cancellation with a full refund. Deposits are fully refundable for 30 days following your group's Application Due Date or in the case that the group does not reach its minimum number.

TUITION

\$1140 + Airfare

APPLICATION AND DEPOSIT DUE DATE

\$500 due 10/15/18

FORMS DUE DATE

AIRFARE

Global Works can assist with all group travel arrangements.

CUSTOM ACCOMMODATIONS

Lodging in Puerto Rico has been carefully chosen with the goal of accommodating our groups safely and comfortably. We stay in a home base in a quiet town outside of San Juan for much of the stay. Students will be rooming in small groups, separated by gender. When single rooms are available, we will make every effort to provide each chaperone with their own individual room. If this is a concern for your group, please call the Global Works office to discuss alternate lodging options (which may result in an additional charge).

CUSTOM TRANSPORTATION

Our primary mode of transportation is through private chartered "buses" or mini-buses. We have been working with reputable companies for over 15 years.

COMMUNICATION

Global Works provides 24/7 emergency contact service for the families of all participants. Families will be able to stay connected to participants by reading updates and viewing photos posted on the trip blog. Participants will be able to call home periodically during the program.

SAFETY AND SECURITY

Since our inception in 1990, health and safety have been our first and foremost criteria in choosing our travel locations. We take a preventative approach to minimize the inherent risks of travel, avoiding areas that do not meet our standards. First aid kits are on all programs and leaders are minimally certified in First Aid and CPR. We have an Emergency Action Plan detailing medical care and evacuation plans for each location. Each location is visited and scouted prior to the trip by trip leaders to ensure a positive, safe, and healthy experience for our participants. Our Home Office staff and leaders continue to attend risk management conferences, medical training, and our risk management systems and training programs are seen as a model for the industry.

TUITION AND DUE DATES

TUITION BALANCE DUE DATE

Due 11/15/18

HOW TO ENROLL & TRIP LOG-IN CODE

Visit us online at www.globalworkstravel.com, click Enroll Now and the Custom Group Travel Application. Choose your trip from the drop down menu. You may pay your \$500 deposit by credit card.



CUSTOM GROUP TRAVEL AGREEMENT

Name of Group: New Fairfield High School
Trip Dates: February 15-19, 2019
Tuition Price Per Person*
(not including airfare): \$1,095

Destination: Puerto Rico
of Days (incl. flight days) 5
Base Group Size: 15

Should the group not reach the base participant number, a surcharge will apply per person. See chart, below:

Final Group Size	Tuition Per Person
13-14 paying participants	\$1,195
11-12 paying participants	\$1,295
10 or fewer paying participants	Trip subject to cancellation with full refund

Important Group Due Dates:

• Application & Deposit Due: 10/15/2018
• Final Balance Due: 11/15/2018
• Forms Due: 11/15/2018

of Free Teacher/Chaperones Included:

2 Tuition
2 Airfare

Method of Turning in Enrollment Application:

x Individual (online)
Through Group (separate application)

Airfare Arrangements:

x Global Works Travel Agency
Through Group

Airfare Price Per Person: TBD

Method of Deposit Payment:

x Individual (online application)
Invoice Group

Deposit Amount Per Person: \$500

Program Interruption Plan (PIP):

x Invoice Individual Families
Included in Tuition

PIP Plan Price Per Person: 4% of tuition = \$44.00

Method of Tuition Payment:

x Invoice Individual Families
Invoice Group

Reciprocity/Visa/Airport Fees:

N/A Included in Tuition

Visa Fee Per Person: N/A

Method of Turning in Forms:

x Individuals Submit
Through Group

**Tuition price includes: Tuition for this program includes all in-country expenses listed on the itinerary including lodging, transportation, three balanced meals daily, advertised activity fees, optional and non-optional gratuities. Tuition prices and airfare costs do NOT include: transportation to and from the US departure airport, meals in airports prior to and following trip, baggage fees, all airport related/ flight delay expenses, excursions and activities not included on the itinerary. Groups enrolled below the minimum may be subject to cancellation or surcharge. Final tuition balance amount dependent upon final enrollment numbers. Checks should be made payable to Global Works.*

For trip cancellation and tuition refund policy, see the Custom Group Travel Agreement and Coordinator Terms and Conditions below.

The signing of this agreement is an acknowledgement that the Custom Group Travel Agreement and Coordinator Terms and Conditions have been read and agreed upon.

GLOBAL WORKS

DATE

GROUP COORDINATOR

DATE

Global Works Custom Group Travel

1365 Forest Park Circle, Ste. 201, Lafayette, CO 80026

Ph: 303.545.2202 Fax: 303.545.2425

COORDINATOR TERMS & CONDITIONS 2018

GLOBAL WORKS CUSTOM GROUP TRAVEL
1365 Forest Park Circle, Suite 201, Lafayette, CO 80026
Ph: (303) 545-2202/ Fax: (303) 545-2425 / Email: info@globalworkstravel.com

THE TUITION INCLUDES:

- Accommodation: Accommodations vary per trip and for each itinerary
- Airport transfers and all transportation between cities in the country of destination
- Local public transportation to all scheduled itinerary activities
- Meals: Three balanced meals daily
- All excursions, led by professional local guides per program description
- Activities and entrance fees specified on scheduled itinerary
- Full-time services of a professional Global Works group leader
- All optional and non-optional gratuities, excepting Global Works leader
- AXIS Emergency Medical Travel Insurance and 24-hour emergency service (Policy details included in Trip Kit and on Login Page)

THE TUITION DOES NOT INCLUDE:

- Round Trip Airfare
- Passport and visa fees (non U.S. citizens must secure any necessary visas)
- Meals in airports prior to and following trip
- Baggage fees, airport departure taxes, or any expenses related to flight delays/cancellations
- Transportation to and from US departure airport
- Excursions and activities not included on the itinerary
- Program Cancellation & Interruption Protection Plan (PIP) for tuition protection (optional)
- Flight or travel insurance (Global Works recommends purchase of flight insurance from an outside source)
- Tips for your Global Works leader(s) (suggested gratuity of \$25-\$40 per day, per leader, based on group/school's discretion)

DEPOSIT & TUITION PAYMENTS

To be a participant on a Global Works program, we must receive a completed application along with a \$500 Deposit (per paying participant). Global Works reserves the right to cancel a program that does not enroll to a minimum level. In such an occurrence, a surcharge may be applied per participant (per a renegotiated agreement) and/or full tuition refunds will be offered. The payment schedule is found on your itinerary. For the deposit, we accept money orders, personal checks, and credit cards (No AMEX). For tuition and airfare balance payments, Global Works only accepts checks and bank transfers. Please contact Global Works for bank transfer information. A non-refundable \$30 processing fee will be charged for any check returned to us by the drawer's bank. Mail check or money orders to: Global Works/ 1365 Forest Park Circle, Suite 201/ Lafayette, CO 80026.

CANCELLATION & TUITION REFUND POLICY

Deposits are fully refundable for 30 days following your group's deposit due date and when the trip does not meet the minimum participant requirements. For tuition protection, the Program Cancellation and Interruption Protection Plan is available for purchase. This plan allows for a refund of the tuition less deposit under the policy's specified conditions. Full tuition and Program Cancellation and Interruption Protection Plan fees must be paid by tuition due date as financial protection begins at the time your first tuition payment is received and ends on the last day of the program. Please note that airfare is not considered part of the tuition, cannot be refunded, and is not covered by the Program Cancellation and Interruption Protection Plan (PIP).

Global Works is not required to provide any refund for late arrival, early withdrawal, or dismissal with cause. If a participant withdraws for personal reasons or a medical emergency or injury anytime after the tuition balance due date, refunds will be made at the sole discretion of Global Works. Global Works strongly recommends purchase of the Program Cancellation and Interruption Protection Plan. Additional trip cancellation insurance may be purchased through an outside carrier. I understand that Global Works reserves the right to cancel a program that does not enroll to a minimum level and/or in cases where travel to a destination has been deemed unsafe. In such an occurrence, Global Works will make a commercially reasonable effort to offer a similar alternative program when available. If such comparable program is offered and refused by the enrolled, any paid tuition (less the deposit) will be refunded. Global Works is not responsible for other costs, airfare, and incidental expenses incurred by a participant preparing for a cancelled trip.

ALTERNATIVE TRAVEL ARRANGEMENTS FEE

I understand that participants who arrive or depart outside of a group's designated travel window are subject to an Alternative Travel Arrangements Fee each way. This fee applies to both students and chaperones and will be invoiced accordingly. Information about the Alternative Travel Arrangements Fee has been made available to me on my Program Login Page.

AIRFARE

Due to fluctuations in domestic and international airfare, Global Works does not include airfare in the tuition. Global Works contracts with group consolidators to ensure the most competitive prices possible. Airfare quotes are available upon request.

INSURANCE

Participants are required to have emergency evacuation and medical coverage while on the program. Global Works offers an optional policy through AXIS. AXIS Medical and Evacuation Insurance details are provided on the group's Login Page for a complete explanation of coverage. Additional coverage may be purchased by participants at their own expense.

Global Works does not offer flight or travel insurance to cover flight delay, flight cancellation, or airport related expenses. We recommend that your group purchases this type of coverage from an outside provider.

ITINERARY

Global Works reserves the right to make changes in the itinerary when deemed necessary for safety and logistics. On certain holidays some attractions might be closed. We will offer a similar activity or refund you the value of the cancelled event. We will provide all travel details, including hotel names and your Global Works Director's name, 30-60 days prior to departure. Flight times, airlines, and hotel information are subject to change.

PASSPORTS & VISAS

It is each participant's responsibility to obtain a valid passport and, if necessary, a visa for entry. If a participant is not a US citizen, it is the participant's responsibility to determine whether a visa is necessary for entry into your destination country. Non- U.S. citizens must contact the appropriate embassies and consulates to inquire about any visa requirements for all countries to be visited. (U.S. citizens may wish to do this as well.) You may also opt to go through an agency that will provide advice and services. Global Works partners with CIBT Visas, which offers participant discounts for their services. Go to the Global Works account page at <http://www.visacentral.com/globalworks> to determine your visa requirements and obtain the necessary paperwork. We suggest that this process be completed at least two months prior to departure. As stated in the Enrollment Agreement, Global Works is not required to provide any tuition refund for a participant's inability to attend a trip due to the participant's failure to acquire passports, visas, or required immunizations prior to a trip.

HEALTH & SAFETY

All participants must submit a completed Health History and a Physician's Exam signed by a licensed health care provider and parent/guardian that completely and accurately represents the current mental and physical well-being of the participant. These forms must be received by Global Works NO LATER than 30 days prior to departure. Trip leaders have the right to disqualify any member from the group if it is considered medically necessary and will do so if a participant or family member misrepresents the participant in the participant's health form or any other required paperwork. In the event of a medical emergency, Global Works will procure medical treatment. In case of illness or injury, a Global Works staff member will administer first aid and obtain medical treatment; however, we assume no liability regarding the provision of medical care. The cost of medical services, including expenses for both the injured participant and the accompanying staff person beyond that which is provided by the Global Works travel's insurance package, are the responsibility of the parent/guardian.

LOSS OF POSSESSION

Global Works does not cover the personal property and equipment of participants; parents should check with their own insurance policy to insure that their child's personal property and equipment is covered against loss, theft, or damage.

RULES & REGULATIONS

If a participant acts in a way which endangers or is injurious to himself/herself, people of the host country, other participants on the trip, or generally conducts himself/herself in a way that is disruptive to the trip, we reserve the right to send the participant home without refund. Possession or use of alcohol, tobacco, or un-prescribed controlled substances, as well as engaging in sexual activity, exclusive relationships, and unauthorized absence from the group, are violations of our rules. Possession or use of any weapons is strictly prohibited. Participants sent home early or who choose to leave for any reason, including sickness, personal emergencies or injury, will be responsible for all medical costs, and will absorb all costs related to travel associated with an unscheduled departure. There will be no tuition refund for participants who leave the program early for any reason. Failure to disclose fully any information regarding the participant, which results in an inappropriate placement in a Global Work program, is cause for dismissal without tuition refund. Global Works will dismiss, without tuition refund and at parent(s) expense, any participant who disrupts the group or who violates the Participant Agreement.

GLOBAL WORKS CONTACTS

All communities, transportation, accommodations, and contacts introduced to our clients through Global Works may not be directly contracted without explicit permission or without contracting Global Works.

FURTHER AGREEMENTS

I agree to release Global Works, its affiliates, directors, officers, employees, my school, school board, and school representative, including any person or entity employed or utilized by Global Works in any foreign country, from responsibility for any injury, loss, damage, accident, delay, or expense resulting from events on a Global Works sponsored trip, including, without limitation to, acts of nature, war, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, and, in the absence of gross negligence, arising from any vehicle, or from any act or omission by bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, school, university, or any other firm, agency, company, or individual. Any and all disputes or litigation to enforce this agreement or Global Works claims will be heard in the jurisdiction of Boulder County Court of Boulder, Colorado, USA. Any claim or dispute arising hereunder shall be settled by arbitration before a single arbitrator in Boulder, Colorado. The award rendered by the Arbitrator will be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Should Global Works have to advance monies on behalf of a participant for whatever reasons or advance monies for litigation where Global Works is not liable; the participant and/or guardian agrees to reimburse or indemnify Global Works. It is agreed by the parents that the participant may use any equipment necessary to the program and participate in the activities and trips using public carriers or vehicles operated or contracted by Global Works.

PHOTO/STATEMENT OF RELEASE

Permission is granted to Global Works to use pictures of the participant and his/her creative writing in promotional and or educational publications and slide shows. While Global Works has an excellent safety record, we, as guardians and participants, understand and feel adequately informed about the nature of the trip, the risks and the dangers in the program's activities. The Coordinator Terms and Conditions may only be modified in writing and signed by all parties.

Please sign and return the Custom Group Travel Agreement to verify that you have read the Coordinator Terms and Conditions, the Program Itinerary and Description, and agree to be legally bound by that which is stated.

Declarations – Travel Agents And Tour Operators Professional Liability Insurance Policy



This insurance is provided by: Steadfast Insurance Company

Policy Number: EOL9228626-11 **Agent:** Affinity Insurance Services, Inc.
In CA: Aon Affinity Insurance Services, Inc.
In MN: AIS Affinity Insurance Agency, Inc.
In OK: AIS Affinity Insurance Services, Inc.
In NY: AIS Affinity Insurance Agency

Renewal Of Number: EOL9228626-10

In consideration for the payment of premium and subject to all of the provisions of this policy, we agree with you to provide the insurance as stated in this policy.

Item 1. Named Insured: Global Works
Address: 1365 Forest Park Circle, Suite 201
Lafayette, CO 80026

The Named Insured Is: ☐ Individual ☐ Partnership ☐ Joint Venture ☒ Corporation ☐ Organization ☐ LLC
Item 2. Policy Period: From: 05/01/2018 To: 05/01/2019
12:01 a.m. Standard Time at the address shown in Item 1.

Item 3.	Coverages		Limits of Liability	Deductible
A.	Bodily Injury And Property Damage (except Auto)	Each Occurrence:	\$3,000,000	\$2,500
B.	Bodily Injury And Property Damage Automobile (except owned auto)	Each Occurrence:	\$3,000,000	\$2,500
C.	Professional Liability	Each Negligent Act Or Negligent Omission:	\$3,000,000	\$2,500
D.	Personal Injury	Each Offense:	\$3,000,000	\$2,500
	General Aggregate Limit		\$3,000,000	

Item 4.	Fire Legal Liability (if applicable)	Any One Fire:	\$50,000	\$2,500
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Item 5.	Abusive Act (if applicable)		Limits of Liability	Retention
	Abusive Act (Occurrence Form Only)	Each Occurrence:	\$2,000,000	\$2,500
	Abusive Act Aggregate Limit		\$2,000,000	
	Special Supplementary Payment Limit		\$1,000	

Item 6. Premium: [REDACTED]
Surplus Lines Tax: [REDACTED]
Grand Total: [REDACTED]

Item 7. Endorsements Effective At Inception: See Schedule Of Forms And Endorsements

This contract is delivered as a surplus lines insurance under the "Non-admitted Insurance Act." The insurer issuing this contract is not admitted in Colorado but is an approved non-admitted insurer. There is no protection under the provisions of the "Colorado Insurance Guaranty Association Act."

Signed by:

Authorized Representative

Date: May 8, 2018