

Parkrose School District #3
Board Policy DLC/DLC-AR-Form

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Keija Lee & Emma Palioca

DATE: May 8, 2024

DEPT/BUILDING: Parkrose High School Band & Choir

PURPOSE:

The Parkrose High School Band and Choir are traveling to San Francisco, California to participate in a variety of music-related and tourist activities. We have 55 students and 8 adults attending. For this trip, we worked with a travel company that had been recommended to us by other music teachers called Educational Discovery Tours. They handled all of the trip planning as well as the finances with the exception of student fundraising money, which was sent from Parkrose to EDT on the student's behalf.

DISTRICT BENEFIT:

The Band and Choir programs at Parkrose have a tradition of doing a "big" trip every two years to build our programs as it helps motivate students to continue Band and Choir in high school. It also is an opportunity for our students to see and explore new places and ideas outside of the Parkrose community.

TRAVEL DETAILS: 1. DESTINATION: San Francisco, California

2. TRAVEL DATES: May 24-27

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Roundtrip Airfare	included
• MEALS	3 breakfasts, 2 dinners	included
• LODGING	Hotel accommodations	included
• REGIS/FEES	Symphony concert, sight-seeing, Six Flags Discovery Kingdom	included
• SUBSTITUTE	n/a (non school days)	n/a
• OTHER		

TOTAL: \$1,416 per student/adult

Paid directly to the travel agency by individuals.

BUDGET SOURCE(S):

<u>SOURCE</u>	<u>BUDGET CODE</u>	<u>AMOUNT</u>
• GENERAL FUND: (Fundraising only)		\$9,425.87
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:		

TOTAL: \$9,425.87

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE:



SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

BOARD ACTION:

NOT-REQUIRED ___ REQUIRED ___ APPROVED ___ DISAPPROVED ___ DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: _____

DATE: _____



PARKROSE HIGH SCHOOL BAND & CHOIR

4 Day San Francisco Tour

Friday, May 24, 2024 – Monday, May 27, 2024

FLIGHT INFO

May 24th

Southwest Flight 1177

8:55 a.m. Depart Portland (PDX)

10:40 a.m. Arrive Oakland (OAK)

May 27th

Southwest Flight 2801

7:25 p.m. Depart Oakland (OAK)

9:05 p.m. Arrive Portland (PDX)

TSA suggests a check-in time of 2 hours prior to departure. Please verify your travel schedule on departure day, as flight times are subject to change.

Travelers 18 years or older are required to present a government issued ID.

HOTEL

Hilton Garden Inn San Francisco/Oakland Bay Bridge

1800 Powell Street

Emeryville, CA 94608

510.658.9300

Check in: May 24th at 3:15 p.m.

Check out: May 27th at 9:00 a.m.



24-hour Emergency Number: 1-800-601-4723 | educationaldiscoverytours.com

DAY 1 - Friday, May 24th

- 8:55 a.m. Depart Portland
- 10:40 a.m. Arrive in Oakland
- Meet EDT Trip Leaders at Baggage Claim, collect luggage and load motorcoaches
- Lunch on own
- Visit the famous Golden Gate Bridge
- Hotel Check-in
- Dinner at Hard Rock Cafe
- 7:30 p.m. Attend San Francisco Symphony Concert: *Encanto*
- Post-concert talk with a San Francisco Symphony musician (*pending availability*)
- Overnight at hotel

DAY 2 - Saturday, May 25th

- Breakfast at hotel
- Alcatraz Island Cruise and Prison Tour
- Lunch on own and structured free time at Pier 39
- San Francisco City Tour – explore iconic sights with your EDT Trip Leaders!
- Ride one of San Francisco's famous cable cars
- Dinner in Chinatown at Hang Ah Dim Sum Tea House
- Overnight at hotel

DAY 3 - Sunday, May 26th

- Breakfast at hotel
- Tour the University of California Berkeley campus
- Spend the rest of the day at Six Flags Discovery Kingdom theme park
- Lunch on own
- Dinner in park (meal voucher)
- Overnight at hotel

DAY 4 - Monday, May 27th

- Breakfast at hotel
- Hotel check-out
- Visit the Exploratorium
- Lunch on own
- Free time for souvenir shopping
- More sightseeing with EDT Trip Leaders, as time permits
- 5:00 p.m. Arrive at Oakland Airport for flight check-in
- 7:25 p.m. Depart Oakland
- 9:05 p.m. Arrive in Portland



Please note: Order of events may vary, and inclusions are subject to change.