



Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: Rockford High School

Group/Class: Rockford High School Band and Choir

Teacher(s)/Advisor(s) submitting request: Jerald Ferlig and Jenna Scheerl

of students: Approx 60 # of school personnel: 2 # of chaperones: 4

Destination: Orlando, Florida Address: _____

Have students received teachers' approval to miss class? Yes _____ No NA X Departing on 1/2 Day

Departure Date: Mar 27, 2026 Departure Time: 4 PM Return Date: March 30, 2026 Return Time: Evening

Days absent: When school is in session: 0 Non-school days/vacation time: 4

Have reasonable accommodations been made for students with disabilities? Yes X No _____

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes _____ No X

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

NA

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? NA

Who has signed off on discussing school discipline policies with staff and chaperones? NA

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: X N/A: _____

Public Transportation _____ Contracted Transportation: _____

Place of lodging: To Be Determined (Name of Service; attach contract) _____

COSTS: (Estimate per student)

Transportation \$ _____

Meals \$ _____

Substitute Teachers \$ 0

Lodging \$ _____

Other (fees, ins) \$ _____

Total \$ Approx 1720.00 per student

Expenses to be paid by the district \$ 0

Expenses to be paid by special funds \$ _____

All Expenses paid by families/fundraising

Explain special funding and/or procedures for handling instances of economic need: We do have a cash fund for students that need financial assistance

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: [Signature] Date: 4/8/25

Superintendent (or Designee): [Signature] Date: 4.9.25

Board Approval: Yes _____ No _____ Date: _____

Comments _____

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy

03/22

**FIELD TRIP/SPORTS /VAN
TRANSPORTATION REQUEST
Rockford Bus Service
Rockford, MN 55373**

NOTE: Transportation Requests must be in the Transportation Office **2 WEEKS** prior to date of departure to ensure proper services. Use a separate request for each vehicle requested.

Date of Request: 4/8/25

Transportation Needs: (circle) BUS LIFT BUS VAN BUS W/TRAILER (2)

Date Transportation Needed: Friday, March 27, 2026
Day Month/Date/Year

Name of Team/Group: High School Band/Choir

Destination (specific): Minneapolis / St. Paul International Airport (term #2)

Time of Departure: T.B.D A.M./P.M.

Loading Location: High School - Commons Entrance

Est. Arrival Time at Destination: Late morning Departure from Destination: Monday, March 30, 2026

ETA -Rockford Late evening 3/30/26 Number to be Transported: Approx 66

Teacher/Coach Responsible: Ferdy Phone: _____

Special Instructions: 2 buses needed with trailer

APPROVED BY: [Signature] Date: 4/8/25
Principal or Head of Department

TRANSPORTATION OFFICE USE ONLY

Driver: _____ Trip # _____ Bus # _____

End Odometer Reading: _____ Drivers Time; End of Trip _____

Begin Odometer Reading: _____ Drivers Time; Begin. Of Trip: _____

Actual Trip Mileage: _____ Driver's Time; TOTAL: _____

CHARGES:

1. Hour Charge: _____
2. Mileage Charge: _____
3. Misc. Charges: _____
4. Trip Total: _____



March 28, 2025

Revision 1

Mr. Jerald Ferdig
Band Director
Rockford High School

Dear Mr. Ferdig,

Thank you for the opportunity to submit this revised proposal for your performing tour to Orlando, FL. The information outlined below is based on over 37 years of experience touring with thousands of students to this wonderful city. This proposal is a point from which to start. We welcome and encourage your additional suggestions. We are dedicated to providing customized, music-focused tours that are educational, enjoyable, memorable, and within budget. We want your students to cherish these memories for a lifetime.

We cannot reserve space or sign contracts with suppliers (e.g., motor coach company, hotel rooms, sightseeing venues, show tickets, etc.) without a deposit per fully paying person, and a signed letter of agreement from you. We will draft the letter of agreement for you.

Please understand that travel has become more expensive in the last couple of years due to a number of factors including Covid-related losses, fuel costs and general inflationary effects.

We strongly suggest that arrangements for this tour begin as soon as possible. Call me at (763) 576-6909 if we can provide you with any additional information regarding this tour or any others. We want your business and would be proud and honored to work with you and members of the Rockford High School Band and Choir once again. Thank you for considering our proposal. I look forward to hearing from you. Take care.

P.O. Box 188
Lake Elmo, MN 55042
(763) 576-6909
www.perftours.com



**Rockford High School Band and Choir
Performing Tour to Orlando, FL**

March 27 - 30, 2026

Original proposal submitted March 25, 2025

Package Inclusions

Motor Coach Transportation

- ◆ Round-trip airfare from Minneapolis, MN to Orlando, FL.
- ◆ One checked bag per traveler
- ◆ Deluxe motor coach transportation throughout the entire tour.
- ◆ There will be a total of 55 seats will be available to the group on one (1) bus, with:
 - Air conditioning and a restroom.
- ◆ This trip will require one (1) driver.

Sleeping Accommodations (3 nights)

- ◆ Four (4) students per room
- ◆ Two (2) chaperones per room
- ◆ Single room for each director (2)
- ◆ Private security guard (1) to watch **just** the Rockford HS hotel rooms:
11:00 p.m. to 3:00 a.m.

Meals (4)

- ◆ Hot breakfast buffet (3)
- ◆ Pizza Party

Performances (1) from the list below:

- ◆ Perform in a Walt Disney World Instrument Workshop. Must apply through Plan Ears and be approved by Walt Disney World.

Sightseeing Inclusions

- ◆ Three (3) days of park access to three of the Walt Disney World Parks as follows:
 - EPCOT
 - Hollywood Studios
 - Magic Kingdom
- ◆ Spend time on Cocoa Beach on the morning of the last day depending on flight schedules.

Live Entertainment

- ◆ Each of the Walt Disney Parks has FREE live entertainment throughout the day and evening.

Tour Information and Preparation

- ◆ Complete tour itinerary with emergency phone numbers.

- ◆ Pre-tour meeting with students, parents, and chaperones.

Professional Tour Director

- ◆ If I'm available, I will certainly travel with you and your students.
- ◆ Performance Tours reserves the right to substitute the Tour Director up until the first day of the tour.
- ◆ We pride ourselves on being flexible in meeting the needs of our groups before and during the tour. Month before you depart on your tour you will receive a minute-by-minute itinerary. If you, your students and/or the chaperones want to make a change to the itinerary we will do so, provided the bus drivers and the bus are able to accommodate the changes.

All Taxes and Gratuities

Package Cost*

- ◆ 60 students each paying **\$1,720.00 - \$1750.00 (based on a \$400 airfare)***
- ◆ No charge for 4 chaperones and two (2) directors.
- ◆ If the number of people traveling changes, the cost per person will be recalculated.
- ◆ Package cost *subject to change* after vendor prices are confirmed for March 2026.
- ◆ Price **does not** include the cost to check instruments, ship them using a local freight forwarding company and/or rent them from Walt Disney World. This cost could total between hundreds and thousands of dollars depending on how many instruments you're bringing on the tour and what kind of instruments. String basses being the most expensive of course.

***Final cost of the tour may be adjusted up or down slightly due to changes to the itinerary.**

***Notes:**

- 1) *All prices quoted are valid for a period of 30 days from the date on this proposal. Any request to confirm a tour after 30 days will be re-priced and subject to increase.*
- 2) *Motor coach fuel charges may increase. Any additional charges will be billed to the group on the final invoice before departure.*
- 3) *Your agreement to hire Performance Tours begins with our receipt of your first payment or your signed letter of agreement, whichever arrives first.*

Tour Management: Performance Tours now offer online registration and payments through our Tour Management system. It has many other features which allow our clients to more easily plan and manage their tours. This is offered part of this proposal.

Options

- ◆ **Trip Insurance:** Trip Insurance is offered by Performance Tours through one of our travel partners. It needs to be purchased within 14 days from the time of registration. There are two versions available standard and enhanced. Enhanced offer a Cancel for Any Reason option that allows a traveler the ability to recoup up to 75% of the non-refundable portion of their trip.

Professional Affiliations

SYTA Membership

Performance Tours have met strict standards to become a member of the Student and Youth Travel Association (SYTA). To retain our membership in good standing we must: uphold a code of ethics by which we operate, be an established company with over three years in business, have senior management experienced in the management and operations of group tours, qualify for and maintain at least \$1 million in errors and omissions and professional liability insurance coverage, and pass the review of nearly 4,000 tourism professionals.

Travelers with **Performance Tours** can be confident that their plans are solid and their travel investment is secure. Further, through seminars, conventions, and networking, we learn current information on providing quality service, finding new destinations, protecting the environment, accommodating disabled travelers, promoting healthy traveling, and understanding government regulations.



Tour Proposal Guidelines

The following guidelines are designed to help you manage student expectations in planning a tour, as well as to enable **Performance Tours** to produce proposals quickly and provide effective service from suppliers on your tour.

- ◆ **Special requests**

We always act in accordance with information provided by clients or tour participants. The client is responsible for providing Performance Tours with all necessary information for students with disabilities, special requests for lodging needs and/or dietary restrictions for meals.

Also, the client is responsible for informing all students, parents, chaperones, administrators, and others involved in the tour, of these provisions listed in the contract tour policies and general information.

- ◆ **Destination choices**

For more effective planning, we ask that you request a proposal for no more than three destinations. We will, of course, be happy to talk with you to help you determine destinations that meet your tour wishes and needs.

- ◆ **Proposal revisions**

To cut down on costly revisions, we ask that you make no more than one major change to your tour (dates, tour length, and modes of transportation).

- ◆ **Pricing**

Per-person tour prices will be quoted in ranges, to accommodate fluctuating numbers of tour participants. Tour prices will be fixed when we receive a final count and rooming list from you. Your final invoice will reflect adjustments.

- ◆ **Cancellation fees**

The letter of agreement will outline the cancellation fees by date. Students who are informed of these dates may be more likely to honor their commitment to you!

As always, please call (763) 576-6909 if we can assist you in any way to make your job easier. Thank you so much.