

Brecksville-Broadview Heights City Schools
Application to the Board of Education
Proposal for Overnight/Out of State Trip

Please submit application to the building Principal/Athletic Director for initial approval before submission to the Board of Education.

Please provide all of the following information:

Group or Organization: BBH HS/MS EF Tours Costa Rica

Staff Member in Charge/Position: Cathy Roderick MS Teacher & Greg Roderick HS teacher

Departure/Arrival Information:

Leaving School Date: 03/27/2027 Time: _____

Return to School Date: 04/04/2027 Time: _____

Proposed Date of Trip: March 27, 2027 – April 4, 2027

Date by which response is needed: ASAP

1. Trip Expenses: \$4,219 TOTAL per student (NO cost for District)

A. Mode of Transportation (Name of Company). Does the carrier have liability insurance? What kind? Are turnpike fees included?

Yes - EF tours. See attached.

Total Cost of Transportation: Whole Trip ≈ \$

B. Lodging Information (Include addresses, contact names and phone numbers).

TBD – Multiple destination addresses. See attached.

Total Cost of Lodging: Whole Trip ≈ \$

C. Meals (List all meals included in the trip. Please note how many meals will be participants' responsibility.)

Breakfast and dinner are included. Any other meals or snacks are the student's responsibility

Total Cost of Meals: Whole Trip ≈ \$

D. Are there any supplementary activities? Are entry fees required?

Entry fees are included for all planned excursions.

Total Cost of Activities: Whole Trip ≈ \$

Calculations of Event Expenses:

1. Transportation \$ _____
2. Lodging \$ _____
3. Food \$ _____
4. Event Fees \$ _____
5. Other \$ _____

Total \$4,219 per Student (No Cost for District)

2. What arrangements have been made for administering necessary medications to students while on this trip?

Two chaperones will share the responsibility of administering any necessary medications to students. A plan for each student will be designed by myself, the parent(s), the student and one other chaperone.

3. What arrangements have been made for dealing with emergency situations? Who will be responsible for all medical information sheets? How will the forms be stored and transported?

Emergency forms will be transported in a plastic folder. I will have one copy and the chaperone assigned to the student will have the other. Chaperones, parents and students will be in a group on WhatsApp for daily communication. This is how a parent will be contacted along with a call in case of an emergency. 24/7 emergency support.

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

4. If tour guides are involved, what liability insurance do they carry?

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our \$50 million General Liability Policy, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and noncontributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

5. How is the trip related to the educational program of the district?

Educational Tours works to define the modern educational tour experience. Itineraries are more than places to go and things to see. They build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

6. In what ways will the students benefit? How will the district benefit?

Tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

7. How will the trip be evaluated to determine the extent to which these benefits were realized?

Students will complete an evaluation after the trip. The evaluation will ask what the student has learned about themselves through the experience and how the experience changed them.

8. How many students in total? Are any students experiencing academic problems? What previous experience has the staff member had in conducting overnight or extended field trips? What other staff members will be going?

The goal is to get 12-35 students. We will be traveling during Spring Break, so academic issues will not be applicable.

9. How many chaperones, in addition to staff members, will be going? What are their names and affiliations with the students?

We will be permitted 1 chaperone for every 6 students registered. Staff members/chaperones will be determined as needed with regards to registered travelers.

10. Will any school days be missed? If so, how many? How will teachers be advised in advance that the students will be out of school? How will missed work be made up? What special assistance will be provided to students with academic problems?

No school days will be missed.

11. **Estimated Cost to Organization and how is this trip funded? How are the funds collected and safeguarded? How will any shortfall be made up or excess funds used?**

Funds are collected through EF Tours. Each registered traveler gets a webpage. Fundraising is available through the website, if the travelers wish to pursue it.

Date of Submission to Athletic Director/Principal: 12/09/2025

Signature of Athletic Director/Principal indicating endorsement:



Kevin Jakub, HS Principal



Todd Rings, MS Principal

Superintendent Signature: _____ **Date:** _____

Date Approved by Board of Education _____



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This is also your tour number

COSTA RICA: A TOUCH OF THE TROPICS

9 or 10 days | Alajuela | Arenal region | Monteverde | Central Pacific Coast

With well-protected national reserves and an unparalleled diversity of wildlife, Costa Rica is the jewel of Central America. The Arenal region showcases a volcano, hot springs, and a broad range of flora and fauna. In Monteverde, tour the greenery of the Santa Elena Cloud Forest, then in Manuel Antonio National Park, keep your eyes open for sloths, toucans, and howler monkeys.

EVERYTHING YOU GET:



Full-time Tour Director



Sightseeing: Comprehensive sightseeing of natural attractions



Entrances: Coffee tour; Arenal Volcano National Park; hot springs; Lake Arenal kayaking; La Fortuna Waterfall; local exchange; Santa Elena Cloud Forest; ziplining adventure; aerial tram; Crocodile River tour; Manuel Antonio National Park; with extension: whitewater rafting



weShare: Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.



All of the details are covered: Round-trip flights on major carriers; comfortable motorcoach; 8 overnight stays in hotels with private bathrooms (9 with extension); 3 meals daily (days 2–8 and day 9 with extension); dinner on arrival day; breakfast on departure day



Arenal Volcano



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning guide, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER



Via Twitter



Learn from your Tour Director and expert local guides



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at
[eftours.com/](https://www.ef-tours.com/)

Your teacher's Tour Website

What you'll experience on your tour

Day 1: Fly to Costa Rica

- Meet your Tour Director at the airport in San José.
- Travel to Alajuela.

Day 2: Alajuela | Arenal region

- Start the day with a coffee tour and learn how Costa Rica's farms produce some of the world's best beans. Explore the entire supply chain of the famous Costa Rican coffee bean, from the fields where it's grown to the cafes where it's brewed, and discover the essential role coffee plays in the country's agriculture and economy.
- Enjoy a hike through Arenal Volcano National Park.
- Travel to the Arenal region and get ready for an adventure to remember. Behold the perfect conical shape that emerges from the green hills of Alajuela: this is the fascinating Arenal Volcano. Overlooking the San Carlos Plain and the Pacific lowlands, this mile-high volcano has been active for the past 7,000 years. Not only does the volcano serve as a watershed for the lake, but it also provides thermal energy for the nearby hot springs.

Day 3: Arenal region

- Take a kayaking trip along Lake Arenal.
- Hike to La Fortuna Waterfall.
- Relax in the hot springs.
- Participate in a local exchange.

Day 4: Arenal region | Monteverde

- Travel to Monteverde, the Green Mountain region situated near the Continental Divide that contains a spectacular range of flora and fauna in six distinct ecological zones.
- Take time to relax in Monteverde or [+ enjoy a local food workshop.](#)

Day 5: Monteverde

- Tour the greenery of the Santa Elena Cloud Forest, where you can look for the rare orchids and elusive quetzal birds that thrive in the perpetual soft mist. At this altitude, you'll literally walk through clouds!
- Plant a tree in the EF reserve in Monteverde with your group.
- Experience the thrill of a ziplining adventure through the Costa Rican canopy. *(For safety reasons, weight and size restrictions may apply.)*

Day 6: Central Pacific coast

- Travel to the Central Pacific coast.
- Visit Rainforest Adventures Park where you'll ride the aerial tram above the canopies, hike a nature trail, and visit a butterfly sanctuary.
- Enjoy a crocodile boat cruise for an up-close look at life in the river habitat.

Day 7: Manuel Antonio National Park

- Take an excursion to Manuel Antonio National Park.
- Return to the Central Pacific coast.

Day 8: Sarchí | Alajuela

- Travel via Sarchí to Alajuela.
- Enjoy more time to explore or [+ attend a folklore evening.](#)

Day 9: Depart for home

[+ 1-DAY TOUR EXTENSION](#)

Day 9: Alajuela

- Enjoy a whitewater rafting excursion on the Sarapiquí River.

Day 10: Depart for home

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____
2. _____
3. _____

— The easiest ways to —

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THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices**
so more students can travel.
- **We're fully accredited, just like your school**,
so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.**
We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group**
every step of the way on tour, providing insight about your destinations as well as great local tips.

