

**INDEPENDENT SCHOOL DISTRICT 191
EXTENDED FIELD TRIP – APPLICATION FOR FINAL APPROVAL
EXHIBIT 3**

(To be provided to the Office of Superintendent prior to travel. Information based on actual.)

1. Sponsoring Activity: Youth Service Trip: Dominican Republic Date _____

2. School: Burnsville High School

3. Name(s) of Sponsoring Staff: Courtnee Jackson Floback & David McDevitt

4. Destination: Dominican Republic

5. Dates of Trip: March 31st-April 7th

6. Paragraph Description of Proposed Program:

Take a cultural journey into the communities of the northern coast. While you're immersed in the local heritage, you'll gain insight into the issues impacting local children today. Working together with area nonprofits and community members, you'll help build sustainable solutions to the educational, social, and economic challenges they face. We will work with local nonprofits to better understand the needs of each community and then focus projects on those issues. Themes include:

- Access to education
- Youth development
- Generational poverty

7. Educational Objectives of Extended Field Trip:

MEANINGFUL SERVICE: Working side by side with locals, you'll gain insight into the challenges they face and build lasting solutions to help empower the community.

CULTURAL IMMERSION: Live in the communities you serve, celebrating customs and forming lasting connections with locals.

LEADERSHIP DEVELOPMENT: Field Director takes your global service experience even further, developing and strengthening leadership skills through activities and workshops.

8. Transportation Information:

a. Bus-Name of Bus Company: _____

b. Plane-Name of Airline:

(attach flight schedule)

c. School Vehicle

d. Commercial Transportation

9. Lodging

Hotels: If, **yes**: Name, location and contact information of hotel



10. Complete Itinerary:

DATES ITINERARY

March 31 st , 2025	Meet your Field Director at the airport, then travel to the North Coast. After you arrive at your accommodations, settle in and meet your group for the country orientation and safety overview.
April 1 st , 2025 - April 5 th , 2025	As communities evolve, so do their needs. That's why we work closely with non-profits to better understand the local challenges. Since projects are determined closer to your actual tour date, here's a glimpse at what a typical day might look like: — Each morning, begin your service project with children in a nearby village. — Spend afternoons immersed in cultural activities. — Evenings are a chance to reflect, discuss events as a group, and draw connections between the day's work and relevant global issues.
April 6 th , 2025	Explore a mangrove forest by boat with your local tour guide or take a guided hike on the beautiful North Coast.
April 7 th , 2025	Depart for home

11. Names and Grades of Students:

<i>Name</i>	<i>Grade</i>	<i>Home Phone Number</i>
Akins, Karlene	10	612-205-1243
Eckberg, Brianna	10	507-667-9519
Floback, Dylane	7	612-845-0837
Garcia Escarcega, Jose	12	952-652-7084
Inamagua Urgiles, Alison	10	612-261-7716

Johnson, Logan	12	952-445-7890
Jones, Jerald	12	612-749-4698
Marshall, Yelenia	10	612-836-8041
McDevitt, Connor	10	612-207-9813
Reyes Lopez, Luis	10	651-235-3544
Ruiz, Anjelica	10	952-594-4533
Selle, Skylar	9	612-598-9125

**Attach emergency/health forms for all student participants.

12. Do any of the participating students require special medical accommodations? If so, please list.

NA

13. Names of Chaperones:

Name Emergency Contact and Phone Number

Courtnee Jackson Floback- Summer Jackson	612-845-0837 612-865-6112 emergency contact
David McDevitt- Jane McDevitt	612-207-9813 612-760-4442 emergency contact

14. Participation Costs

Breakdown of trip costs:	Estimate	Actual
Participant Expenses		
Airfare		
Ground Travel		
Lodging		
Food		
Variation in rate and payments based upon the student's field		

trip registration date.		
Participant Share of Group Expenses		
Chaperone Expenses (Airfare, Ground, Lodging)		
Staff Advisor Salary and Benefits		
Liability Insurance		
Miscellaneous		
Number of substitutes needed		
Personal Expense		
Food Incidentals, spending money		Recommended Tipping: Tour director \$42-56 Bus Driver \$21 Tour Guides \$7-14\$70-91 total , and personal personal spending \$20-30/day\$160-240
Total Anticipated Costs per Student	\$3789	\$4019-4120
<i>The foregoing is based on _12_ student participants. Costs will vary with the number of participants and currency exchange rates.</i>		

15. What provision has been made for students for whom financing the trip is an issue? Fundraising was provided to all attendees that wanted to utilize it. Cub Foods bagging. Dave & Busters Gift Cards. Payment plans were provided by EF Tours throughout the 1.5 years of preparation.

16. Were students Informed of Rules of Conduct **YES**
(Attach Copy of Rules of Conduct Distributed to Students).

17. Were chaperones Informed of Rules of Conduct **YES**
(Attach letter of instructions to chaperones).

18. Is there at least one chaperone for every ten students? **YES**

19. Will students be missing more than three days of school? YES **NO**

20. Complete guidelines for selecting travel providers-conforms with policy

Description **Yes** No (See Attached, page 5 & 6)

Employs at least five full time agents		
ARC and IATA appointments		
Incorporated in U.S.A.		
In business for at least 5 years		
Audited financial statements (attached)		
Insurance certificates (attached) (\$1,000,000 Commercial Liability Coverage) (\$1,000,000 Error and Omission Coverage)		
Competitive Price (References provided, verified and attached)		
Airline (if applicable) Major, regularly scheduled, commercial airline		
Ground Transportation Certificate attached		

21. Contact information for sponsoring staff while on extended field trip (number to call if we need to reach you on the trip):

Cell Phone: 612-845-0837

Email: cfloback@isd191.org

Other: cfloback@gmail.com

Approval of Building Administrator

Date

Approval of Superintendent

Date

Approval by School Board

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 9830 Colonnade Blvd, Suite 410 San Antonio, TX 78230 Attn: ROW.CertRequest@Marsh.com		CONTACT NAME: PHONE (A/C, No. Ext): _____ FAX (A/C, No.): _____ E-MAIL ADDRESS: _____ ADDRESS: _____	
INSURED EF Services, Inc. Two Education Circle, Cambridge, MA 02141 USA EF Education First International AG Selmastrasse 30, 8001 Zurich, Switzerland		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Liberty Mutual Fire Insurance Company 23035 INSURER B: If P&C Insurance Ltd INSURER C: XL Insurance Company SE INSURER D: HDI Global SE INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** HOU-003924278-12 **REVISION NUMBER:** 10

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC SUBR INSD WGR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		EB2-691-544157-074	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPROP AGG \$ 5,000,000 \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		LP0000048395-19	10/01/2024	09/30/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> Y N/A				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	1st Excess Layer Liability		MA619824	10/01/2024	09/30/2025	Per Occurrence/Aggregate Limit 25,000,000
D	2nd Excess Layer Liability		MA629824	10/01/2024	09/30/2025	Per Occurrence/Aggregate Limit 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of coverage

CERTIFICATE HOLDER EF Education First International, AG Haldenstrasse 4 6005 Lucerne SWITZERLAND	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>
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AGENCY CUSTOMER ID: CN101569164

LOC #: San Antonio



ADDITIONAL REMARKS SCHEDULE

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AGENCY MARSH USA, LLC.		NAMED INSURED EF Services, Inc. Two Education Circle, Cambridge, MA 02141 USA	
POLICY NUMBER		EF Education First International AG Selnastrasse 30, 8001 Zurich, Switzerland	
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

The General Liability policy evidenced above excludes coverage for foreign entities, i.e. EF Education First International, AG. General Liability coverage is provided for foreign entities under the Master Global Program with Policy numbers LP0000048395-19, MA619824, and MA629824 placed by Marsh Sweden.

The Global Primary Liability is excess only over local US GL of \$5,000,000. The Global Primary Liability Policy #LP0000048395-18 placement was made by Marsh Sweden. Marsh USA Inc. has only acted in the role of a consultant to the client with respect to this placement, which is indicated here for your convenience.

Global Excess General & Products Liability (1st Excess Layer)
Insurer: XL Insurance Company SE
Policy Number: MA619824
Policy Term: 10/01/2024 - 09/30/2025
Limit: \$25,000,000

Global Excess General & Products Liability Policy #MA619824 is 1st excess over General Liability in excess of \$15,000,000. Global Excess General & Products Liability Policy #MA619824 placement was made by Marsh Sweden. Marsh USA LLC has only acted in the role of a consultant to the client with respect to this placement, which is indicated here for your convenience.

Global Excess General & Products Liability (2nd Excess Layer)
Insurer: HDI Global SE
Policy Number:
MA629824
Policy Term: 10/01/2024 - 09/30/2025
Limit: \$10,000,000

Global Excess General & Products Liability Policy #MA629824 is in 2nd excess over General Liability of \$40,000,000. Global Excess General & Products Liability Policy #MA629824 placement was made by Marsh Sweden. Marsh USA LLC. has only acted in the role of a consultant to the client with respect to this placement, which is indicated here for your convenience.