



School Trip Proposal / Request Form Student International Travel

School: Daniel Hand High School Principal: Mr. Salutari
 Date(s) of Trip: (TBD) April Break 2025 Trip Organizer(s): Mrs. Elisa Brako
 Destination of Trip: Galapagos Islands, Ecuador
 Grade level of student participants: 9-12 No. of Students: 15-20 (approx)

Educational Objectives including related classroom activities prior to / following the trip: _____

To observe the unique flora, fauna and geology of the islands
To experience a different culture and language
To learn about conservation efforts in place for ecosystem preservation

Funding Source(s): _____

Complete if students are paying for all or part of the trip.

Total fees required from each student: Tour Fee = \$ 4,549

Transportation Fee = TBD for bus to airport

Name of Tour Company: EF Tours

Name of transportation service vendor: TBD

No. of buses required: 1 Cost per bus: TBD

Date / Time of trip: Departing Madison: April break 2025 Returning to Madison _____

Number of chaperones on trip: 2-3

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- Information outlining parental financial responsibility should there be an emergency cancellation
- Parent / Guardian letter explaining the trip and travel itinerary
- Parent / Guardian Permission and Acknowledgment of Risk for Student International Travel Form
- Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)

TBD List of Chaperone Names and Phone Numbers with MPS employees noted Sasha Gauley (DHHS employee)

- Telephone Tree in the event of an emergency

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.

School cell phone #1 (203) 314-8240
 → Elisa Brako (203) 984-4155
Sasha Gauley (860) 301-2112



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I / We certify that this trip proposal is in accordance with Madison Public Schools policies #5100.8 and #6100.16.1 and corresponding regulations:

Elise Barke
Signature, Trip Organizer(s)

Trip approved
[Signature] 11/9/23
Signature, Principal / Assistant Principal Date

Signature, Superintendent or Designee Date

Trip Denied

Reason: _____

Signature, Superintendent or Designee Date

International Travel Checklist

- Obtained approval at least six (6) months prior to the trip.
- Submitted list of participating students to Principal and Health Office at least three (3) months prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office one (1) month prior to trip.
- Submitted flight, hotel, charter bus, and airport information one (1) month prior to trip.
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms



Daniel Hand High School

286 Green Hill Road
Madison, CT 06443
(203) 245-6350

Anthony R. Salutari, Jr., Principal
Brian M. Bodner, Assistant Principal
Melanie A. Whitcher, Assistant Principal

Dear Parents / Guardians,

As our world becomes increasingly interconnected, it is critical for our students to become more culturally aware and globally-minded. To be able to experience the global classroom first-hand and see what they have been studying in their classes come to life is life-changing and gives them new perspectives not only of themselves but also the world around them.

I'm pleased to announce that I am planning to take students on an educational tour to the Galapagos Islands during Spring Break in 2025. We're going to experience such amazing places like the Charles Darwin Research Center, Tortuga Bay, see the equatorial line and so much more. Feel free to check out the attached itinerary.

Your student is being personally invited to participate. There is limited space on the trip, so I do hope you and your child will be able to join us at the upcoming meeting to learn more about this opportunity!

I have chosen to travel with EF because of their reputation as the world leader in international education and student safety. They have been in business for more than 50 years and have local offices in over 50 countries throughout the world. EF guarantees the lowest prices for the highest quality and also offers a monthly payment plan to make the trip more affordable. Lower pricing now and lower monthly payments for planning this far in advance are the main reasons we're starting to plan now.

We will be hosting an enrollment meeting on DATE at TIME at LOCATION. I hope you will come and learn more! In order to attend, you must RSVP! You can do so by scanning the QR code and choosing 'attending' or 'interested', or visiting this link: <https://bit.ly/3tMK8bX>



All the best,

Elisa Brako
AP Biology, Biotechnology, and Honors Biology Teacher