

STUDENTS

09.36 AP.21

School-Related Student Trip Request Form

Section 1 (To be completed by requesting organization – Please fill out a separate form for each bus.)

Date of Request 10 April 2015 Date of Event 31 May - 4 June 2015
Organization GT/21st CCLC School TCMS

Type of Trip (Circle One)

In-County Instructional

In-County Athletic

Other: (Explain in detail

Out-of-County Instructional

Out-of-County Athletic

Out-of-State Instructional

Out-of-State Athletic

Destination (event and/or place) Washington DC.

Planned Stops to and from See attached tour plan

Number of passengers 35 Date and Time of Departure 5/31/15 8pm

Departing location TCMS Date and Time of Return 6/4/15 6am

Returning location TCMS Chaperones Lisa Petrie - Marla Gillespie

Chaperones' Cell Phone # 270 498-0452 Lisa 270 604 3029 Marla

Please explain how this trip correlates with the unit of study US History + Govt.

Washington DC - White house, Capitol, US memorials
- Smithsonian, etc.

Special Requests (Driver, Type Bus, Handicap Access, etc.) Charter Bus Scheduled

Trip plan by Junior Tours

Trip Requested By: GT/21st

Driver Assigned _____ Bus # _____

Organization Responsible for Payment All students will pay their own way.

Approval of Site Based Council Representative _____

District Use Only

Section 2

Approval of District Representative _____ Date _____

Driver – Turn in this Information with Timesheets

Section 3

Date/Time Departure _____ Odometer Start _____

Date/Time Return _____ Odometer Ending _____

Mileage Cost – total miles X \$1.50 per mile = _____

Driver Payment – total hours X \$10.50 per hour (Minimum two hours) = _____

Total Invoiced Amount _____ Invoiced to _____

Invoice Date _____ Payment Amount received _____ Payment Date _____

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature _____ Date _____

Driver Comments _____

Review/Revised: 9/10/12



If interested,
contact Lisa Petrie
Lisa.Petrie@fordel.kyschools.us
265-2511 x 4400

3/25/15

Todd County Middle School
3 Day Washington D.C. Capital City Tour

Sunday, May 31, 2015

8:00 PM Departure from your school

Monday, June 1, 2015

1:00 PM Arrive in Washington D.C. - Join Tour Escort

1:15 PM Visit Arlington National Cemetery to see the Changing of the Guard at the Tomb of the Unknown Soldier as well as visit the gravesites of the Kennedy Brothers and the crew of the Challenger Space Expedition

3:30 PM Visit Iwo Jima Marine Corps and Air Force Memorials

5:30 PM Dinner

7:30 PM Visit World War II and Martin Luther King Memorials

10:00 PM Check into the hotel

\$200 Deposit due
April 12

Tuesday, June 2, 2015

8:00 AM Breakfast at hotel

10:00 AM Visit Ford's Theater and Peterson House

12:00 PM Photo stop by White House
Lunch at group's expense

1:30 PM Tour of U.S. Capitol Building
Visit the Library of Congress and Supreme Court

4:00 PM Visit National Archives to see Declaration of Independence, Constitution and Bill of Rights

5:30 PM Dinner

7:00 PM Night tour to include visits to the Lincoln, Vietnam and Korean War Memorials

Balance due
May 1st

Wednesday, June 3, 2015

8:00 AM Breakfast at the hotel and check out

10:00 AM Visit Holocaust Museum to see "Daniel's Story" exhibit

11:30 AM Touring at the Smithsonian Institute Complex to include Museum of Natural History, National Museum of American History and Air & Space Museum
Lunch at group's expense

4:00 PM Departure for home

Thursday, June 4, 2015

6:00 AM Arrival at your school

This itinerary is a sample and could be altered to accommodate any special interests of your group.



- REGISTRATION FORM -

Dear Students & Parents: You are invited to participate in an exciting and educational trip of a lifetime! To register, (1) fill out the form completely, (2) review the "Terms & Conditions", (3) sign the bottom and (4) submit to your Group Leader with 1st deposit and completed Medical Release & History Form before the due date. Space is limited and seats will be reserved on a first come, first served basis. Please contact your Group Leader with any questions.

GROUP NAME:	Todd County Middle School	DESTINATION:	Washington D.C.
GROUP LEADER:	Lisa Petrie	TOUR DATES:	June 1-3, 2015
TOUR PRICE:	\$599 per person – quad occupancy (based on a group of 30+ paying participants)		
DEPOSIT:	\$200 per person	DEPOSIT DUE:	4/13/2015
BALANCE:	\$399 - quad occupancy \$449 - triple occupancy \$499 - double occupancy \$599 - single occupancy	BALANCE DUE:	5/1/2015

-- Do not staple your check to this or any other form. Indicate the Group Name in the memo box of your check(s) --

TRAVEL INSURED INTERNATIONAL COMPREHENSIVE PLAN – CANCEL FOR ANY REASON

Junior Tours offers travel insurance through Travel Insured International. This insurance must be purchased at the time of registration.

The cost of the insurance is \$38 per registrant. Below (and on the back of this form) is a summary of a few highlights of the plan.

- * Full refund of all tour payments (less cost of insurance) if cancelled prior to departure for medical or other qualified reason
- * 75% refund of all tour payments (less cost of insurance) if cancelled 48 hours prior to departure for any non-qualified reason
- * Accident and sickness medical expenses up to \$25,000
- * Baggage Protection– up to \$300 for baggage delays of more than 24 hours or up to \$1,500 for lost or stolen baggage

- ☐ YES – I am interested in purchasing the travel insurance through Travel Insured. Please submit a separate check payable to Junior Tours for \$38 and return it with your 1st deposit to your Group Leader.
- ☐ NO – I am NOT interested in purchasing travel insurance. I understand that all payments are subject to the Standard Cancellation Policy as described on the reverse side of this form and that all payments may be forfeited should I need to cancel.

Please review the Certificate of Insurance (Form TP-401-CRT) for complete terms, including benefits, conditions, limitations and exclusions that apply. The Certificate of Insurance is available at www.juniortours.com/travelinsured

YOUR TOUR PACKAGE INCLUDES:

- Round-trip transportation
- Private motorcoach for all local touring
- Deluxe hotel accommodations
- Tour Escort with group 24 hours a day
- Breakfast and dinner each day on tour
- All admission fees and taxes
- Evening activities
- Night time security

JUNIOR TOURS - THE LEADER IN STUDENT TRAVEL:

- Founded by a New York City school teacher in 1967
- Specializing exclusively in overnight educational tours
- Active member of the National Tour Association since 1986
- Each Tour Participant is given an Emergency Procedure Card
- A Tour Representative is available 24 hours a day / 7 days a week
- Liability insurance coverage
- 9 out of 10 groups who travel with Junior Tours return for another tour
- Junior Tours has successfully planned tours for over a half million students

Name of Registrant exactly as it appears on ID: _____

Date of Birth: _____ **Male** ☐ **Female** ☐ / **Student** ☐ **Adult** ☐

Street Address: _____ **Home Phone:** _____

City: _____ **State** _____ **Zip** _____ **Parent Cell Phone:** _____

Parent Email Address: _____

By signing below I understand and agree to the Junior Tours Terms and Conditions appearing on the other side of this page.

Signature of Participant (if 18 or older) or Parent/Legal Guardian

Printed Name

Date