

out of state / overnight

\$2505/student
fee

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP.

SCHOOL SCHS FACULTY MEMBER(S) SPONSORING TRIP Whitney Reno

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify Spanish Travel Club ☒ Other (athletic, band, if applicable)
Students who are currently or have been previously enrolled in Spanish

DESTINATION Costa Rica ADDRESS _____ PHONE _____

☒ Out of State ☐ Out of County ☐ Within County

☒ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 4/1-4/10/2017 DEPARTURE TIME TBD RETURN TIME TBD

PURPOSE/EDUCATIONAL VALUE To allow students to experience the Costa Rican culture first hand, to broaden their horizons, and improve their Spanish skills

SOURCE OF FUNDING FOR TRIP Fees, fundraisers,

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF STUDENTS 30-35 FACULTY SPONSORS 3-4 OTHER CHAPERONES 3-4

TOTAL # OF PARTICIPANTS 35-45

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY parent drop off @ Louisville Airport, fly to

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (Attach list of names of adults accompanying students on trip.)

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO

Whitney Reno 5/3/16

Signature of Faculty Sponsor

Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

Signature of Superintendent/Designee

Date

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

FIELD TRIP CHARGES

\$.93 per mile

Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week

Meals provided by sponsor: ☐ Yes ☐ No

Admission to event provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. _____ 2. _____ Number of buses requested: _____

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor

May 3, 2016

Dear Esteemed SBDM and Board of Education Members,

Tonight I present for your approval a trip to Costa Rica for all interested students who have previously been enrolled or are currently enrolled in a face-to-face Spanish class (any level) here at Spencer County High School. I attempted to fill out the School Related Student Trip Request Form to the best of my ability, but there are several details that have yet to be solidified, and can't be determined until approval for the trip is granted and the planning process can really begin. These details include the departure and arrival times, the number of students, the number of faculty sponsors and other chaperones, and the names of other adults that would be accompanying students on the trip. I'm writing this letter to elaborate on some of the details that can't be explained on the form and to explain to you what I envision for this trip, in order to help you make the most informed decision possible.

To begin, I would like to introduce the tour to you. We would be traveling with EF Tours, an esteemed and accredited tour company that has led educational tours for more than 50 years. The tour I have selected is entitled "Costa Rica: A Touch of the Tropics" and is a nine-day tour that visits several cities in Costa Rica. Some highlights of the tour include visiting the Arenal volcano, kayaking across Lake Arenal, going horseback riding in Monteverde, hiking among the clouds in the Santa Elena Cloud Forest, visiting a butterfly sanctuary in the Rainforest Adventures Park, taking a boat tour for an up-close look at life in the rivers of the Manuel Antonio National Park, planting trees in an effort to promote sustainability, and visiting a local school where the students will be welcomed with traditional dances. This is a once-in-a-lifetime opportunity for our students, and I'm happy to possibly offer them this chance.

I would also like to explain the finances behind this trip. The total cost for each student (if we take at least 35 students) would be \$2,505. This price includes round trip airfare from Louisville and on tour transportation, hotels with private bathrooms, three meals per day, a full time, bilingual Tour Director (who would be with us 24/7), entrance fees for tours and attractions, and Global Travel Protection Insurance. This price also includes a free chaperone for every six students who enroll. In order to help the students afford the trip, I am planning to do at least one fundraiser per month beginning in August (assuming this trip gets SBDM approval in May, Board approval in June, and we begin signing students up in August). Although I am not 100% sure what these fundraisers would be, I would make sure that they are profitable enough to be worth the kids' time and effort.

I hope this letter has better explained my vision for this student trip to Costa Rica, and I hope it has given you the insight you need to grant us the approval to begin moving forward with this amazing opportunity for our students. Also attached to this letter is a proposal from EF Tours for our specific tour, with important information highlighted. If you need additional information from me, please do not hesitate to ask. I will be happy to explain anything in more detail, answer any questions that I can, and find any answers that I don't know.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read "Whitney Reno".

Whitney Reno
SCHS Spanish Teacher

**SCHOOL ACTIVITY FUND
STUDENT FEE OR CHARGE APPROVAL**

School	SCHS
Activity Account	Spanish Travel Club (new account, pending approval)
Amount of Fee or Charge	\$2,505
Name of Fee or Charge	Costa Rica- Spring Break 2017
Sponsor	Whitney Reno
Date Submitted	5/4/2016

Purpose of fee or charge

To pay for a student trip to Costa Rica through EF Tours. The \$2,505 covers airfare, hotels, 3 meals per day, on ground transportation in Costa Rica, a tour director who is with us 24/7, and entrances to all attractions/ tours.

To be collected from:

Students attending the Costa Rica 2017 Trip

Beneficiary of fee or charge:

Students attending the Costa Rica 2017 Trip

Requested by Whitney Reno

Signature: 

To be collected by:

Whitney Reno

Calculation of Cost per Student

Airfare	\$700
Hotels	\$600
Meals	\$400
Tour	\$650
Insurance	\$155

Circle One:

Approved

Not Approved

Date

Principal

Date

SBDM Council (If Council Policy)

Date

Superintendent (If School-Wide Fundraiser)

Date



Educational Tours

May 9, 2016

Ms. Whitney Reno
Spencer County High School
520 Taylorsville Road
Taylorsville, KY 40071-6767

Dear Ms. Reno,

I understand that your school board needs more time to review your tour proposal. Therefore, I would like to extend a School Board Guarantee to your group. In the event that your school board does not approve your tour, simply notify EF that you need to cancel your tour and we will refund your travelers all monies paid, including the \$95 deposit. In order for this offer to be valid, EF must receive notification of your intent to cancel before June 30, 2016.

I hope this guarantee will give your school board ample time to make its decision and allow you and your travelers to take advantage of early enrollment benefits and discounts available now. Please do not hesitate to contact me should you have any questions.

Thank you for inspiring your students inside your classroom – and out in the world.

Sincerely,

Toni Alongi
Senior Global Education Consultant



Educational Tours

SPENCER COUNTY GLOBAL EDUCATION PROGRAM

Costa Rica: A Touch of the Tropics

Prepared for:
Whitney Reno
Spencer County High School
May 2, 2016

EF Center Boston, Two Education Circle, Cambridge, MA 02141

www.eftours

Our commitment to education

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

Accreditation

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI); North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

A standard of excellence

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21st Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

weShare, a more engaging learning experience

Students learn on a deeper level when their lessons connect to their own lives. Our weShare platform makes sure that happens on tour. It taps into each student's strengths and passions, helping them put a more personal lens on their experience. Their post-tour presentations and videos give them a chance to reflect on and share what they've learned, and even earn high school or college credit.

Earning credit

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 7-12 can earn elective credit for completing assignments before, during and after their EF tour, setting themselves apart from other college applicants.
- Students can earn college credit through our partnerships with accredited universities.

Accredited by:



We'll handle the details

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

BEFORE TOUR

Support Team and resources

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

International Training Tours

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

+ 25 hours
PD credit

Traveler account management

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, protection plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

WHILE ON TOUR

Everything is included

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

- all 3 meals every day
- are included

Guided travel

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

AFTER TOUR

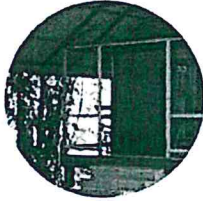
Program development

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

What your hotels will be like

A good night's sleep is important, so you can count on safe, clean and comfortable hotels with private bathrooms. Every hotel we work with is required to meet our high standards for quality, safety and cleanliness. Three to four students of the same gender will share a room, which will have a combination of twin and shared double beds. Please be aware that hotels may have different amenities than you find in American hotels.

HERE ARE EXAMPLES OF THE TYPES OF HOTELS YOU'LL STAY AT ON TOUR:



Cabinas Rana Roja

Tortuguero Village

Tortuguero

<http://www.tortuguerorranaroja.com/home.html>

The Lodge Tortuguero Rana Roja was built to match its surrounding landscape—the canals, rivers, beaches and sparkling lagoons of Tortuguero National Park. With bungalow-style cabins decorated by local craftsmen, the site boasts a buffet-style restaurant, laundry services, canoe rentals and a 24-hour Internet café.



Gran Hotel Costa Rica

Avenida 2, Calle 3

San José

www.grandhotelcostarica.com

Located in the heart of San José, the Gran Hotel Costa Rica is a national historic and architectural landmark, combining neoclassical detail with modern amenities. Just steps away from the National Theater, it is surrounded by pedestrian streets, public squares and monuments. The hotel features a restaurant, café, open-air patio, lounge and elevators. All of the hotel's rooms are equipped with televisions, telephones, ceiling fans, Internet connections and safes.



Hotel Cabanitas

La Fortuna de San Carlos

La Fortuna, Arenal

<http://www.hotelcabanitas.com/en>

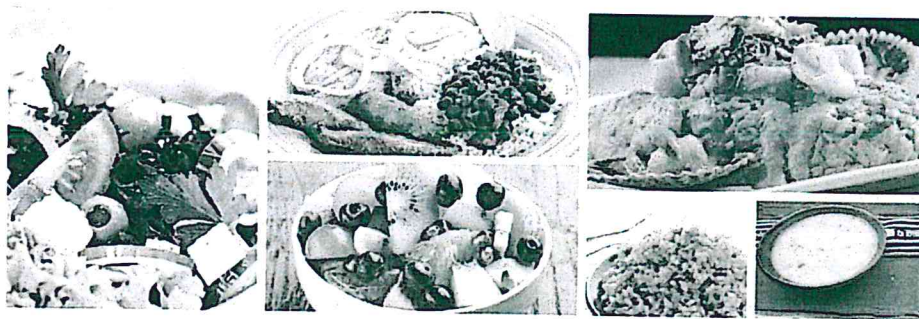
Hotel Cabanitas' rustic wooden bungalows are based on a compound where guests can enjoy spectacular views of the Arenal Volcano. The cabins are surrounded by beautiful flower gardens, and are each equipped with a coffee maker, air conditioning, telephone and access to laundry services.

What your meals will be like

These are examples of the types of meals you and your students will be served on tour.

SAMPLE MENUS: LATIN AMERICA

Discovering new foods can be one of the best parts of traveling. The sample menus below are just a few examples of the types of traditional, local favorites you will have the opportunity to try on tour. Every meal will include table water (or bottled water if deemed necessary by locals) and you can usually buy other beverages if you wish. All meals are served as a group—not à la carte—and a vegetarian option will be available if requested in advance. Please notify EF of any other dietary restrictions or food allergies you may have. Enjoy!



BELIZE

Fish tacos
Caramel Flan

COSTA RICA

Lunch and dinner
Rice and beans
Chicken/meat or sandwich
Salad
Fresh fruit juices

ECUADOR

Soup
Roasted chicken with rice
and vegetables
Fresh fruit

PERU

Soup
Salad
Chicken with fries
Fresh fruit

DOMINICAN REPUBLIC

Rice and beans
Chicken/meat
Stew
Plantains

GALÁPAGOS

Lunch and dinner
Buffet with fish, chicken, rice,
pasta, salad and fresh fruit

Important final details

The EF Price Guarantee

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.

International Training Tours

Through our blended learning model, all first-time EF Group Leaders experience a tour by traveling to Paris, Rome, Madrid, Barcelona, Berlin, Panama, or Beijing, enhanced with online and classroom components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

I hope you've found this document useful. As your personal Tour Consultant, I'm here to answer any questions that you may have. My goal is to be your partner in expanding the global education program at Spencer County High School and to provide opportunities for all of your students to travel. Please don't hesitate to contact me with any questions.

Sincerely,
Toni Alongi
Senior Global Education Consultant
270.370.1211
Toni.Alongi@EF.com