

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORT/FIELD TRIP REQUEST FORM**

TODAY'S DATE 4/8/24  Elementary  High School  Guardian Angel

Faculty/Staff/Coach/Sponsor(s) Taylor Walton

Date(s) of Trip 11/13/24 - 11/17/24 Departure Time 7:00 pm Return Time 9:00 pm

*\*If Peanut/Tree Nut Allergy Safety Alert is checked on the School-Related Trip Permission Slip and Medical Release Form (09.36 AP.211) then faculty/staff member(s) sponsoring this trip are responsible to ensure buses/mode of transportation comply with procedure related to foods on trip. Also, staff are required to know where AED's are located if applicable. SEE BELOW.*

**TYPE OF TRIP (CHECK ONE):**

- Classroom Field Trip, Specify Class \_\_\_\_\_
- Class Trip (i.e. Junior, Senior), Specify \_\_\_\_\_
- Organization/Club Trip, Specify \_\_\_\_\_
- Other (athletic, band), Specify HS choir

\*\*DESTINATION New York Miles (one way) to destination: 645 City/State New York, New York

Overnight: Give name of lodging and address ~~Cooper Hotel~~ Fairfield Inn by Marriott  
850 Paterson Plank Rd., East Rutherford, NJ, 07073

**TRANSPORTATION (to be completed by Requestor)**

\_\_\_\_ FORM has been completed and approved by Jim Swift and is on the Transportation Spreadsheet.

\*\*Does the trip exceed 100 miles?  Yes  No **If Yes, trip requires Board of Ed approval.** See Below.

- Use of Common Carrier in Lieu of School Bus Procedure 09.36
- Private Vehicle, if allowed by policy. Specify Driver(s) \_\_\_\_\_

Purpose/Educational Value Perform on EMD Island Number of days absent from school 2

Number of: Students Going on Trip 49 Faculty/Staff 2 Other Chaperones 5

**ARE ALL CHAPERONES ON THE VOLUNTEER LIST?**  YES  NO **IF NO, THEY WILL NEED TO COMPLETE THE YOUTH LEADER FORM AND BE APPROVED PRIOR TO CHAPERONING.**

**SUPERVISION** - Attach a list of names of adults accompanying students on trip.

<b>Trip Approved</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Principal <u></u> Signature Date <u>4/07/2024</u>
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<b>Trip Approved</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Superintendent/Designee _____ Signature Date _____  <input type="checkbox"/> Yes <input type="checkbox"/> No Board of Education if applicable _____ Signature Date _____
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**MUST COMPLETE PAGE 2 AS WELL and turn in with request form.**

## Event Specific (EAP) for School Sanctioned Non Athletic Event Held Off-Campus

(Teacher/Sponsor must complete with above form).

Destination/Venue Fairfield Inn by Marriott

Venue Address 850 Paterson Plank Rd. East Rutherford, NJ, 07073

Person or email contacted at venue to discuss EAP Tracey Chapman

Position/Title of person contacted Director of Sales

Date (s) of contact 4/16/24

Is there an Automatic External Defibrillator (AED) on site  yes  no

If yes, where is it located Back office behind front desk

Does the venue have an emergency response team (ERT)?  yes  no

Process to request (how will you request) AED and/or ERT if needed at the scene \_\_\_\_\_

Call front desk

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP as follows:

- Know Location of AEDs
- If possible, how to gain access
- Steps that must be taken quickly to initiate the chain of survival
  - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing)
  - Call 9-1-1 using cell phone or other means of communication
  - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute)
  - Retrieve and use the nearest Automated External Defibrillator (AED)
  - Continuing supporting the victim until the local EMS arrives and takes over care
  - Direct EMS to the scene



**TOUR PROPOSAL**

**Every Bob Rogers Travel tour comes with these essentials:**

- Motor coach operators that adhere to the strict USDOT standards for safety
- Payment options tailored to fit your group's needs and schedule (*including the option to have BRT automatically collect payments from travelers through our BRT Payments System*)
- Professional liability insurance and a consumer protection plan as recommended by the Student & Youth Travel Association
- The same high level of service and attention to detail which the company was founded on in 1981

**YOU WANT TO GIVE YOUR STUDENTS THE WORLD. WE HELP YOU TAKE THEM THERE.**



Founded by a former music educator, Bob Rogers Travel has been making student travel simple since 1981. Our team's singular focus is to allow you to keep yours – because when you can focus on inspiring students while we handle your trip, we all do our best work. Our team is comprised of educators, musicians and travel professionals. Together, we've planned over 6,000 memorable student travel experiences.

Founded by a music educator in **1981**

Over **8,000** trips with **650,000** students

Over **500** successful international trips

every trip is **custom** no two trips are alike

Contact **Alyssa Hosking** at (800) 373-1423 ext. 248 or [ahosking@bobrogerstravel.com](mailto:ahosking@bobrogerstravel.com)



**TOUR PROPOSAL**

**TOUR FEATURES**

**MOTOR COACH**

- 1 - 56 passenger motor coach(es)
- Gratuities for your motor coach driver(s)
- 2 Ride MetroCard

**HOTEL**

- 3 Nights' accommodations at Hampton Inn and Suites Teaneck Glenpoint
- Breakfast at hotel
- Hotel Room for the Motor Coach Driver(s)
- All Students will pay Quad Occupancy Price (Quad Occupancy must be maximized)

**SECURITY**

- 1 Dedicated overnight chaperone(s)

**MEALS**

- Group Dinner at Gayle's Broadway Rose
- Group Dinner at House of Joy
- Group Meal at John's Pizzeria
- Visa Gift Card(s) per Itinerary
- 1 - Boxed Meal

**ATTRACTIONS**

- Excursion to the Financial District
- Excursion to Chinatown & Little Italy
- Admission to the National September 11 Memorial and Museum
- Admission to the Metropolitan Museum of Art
- Admission to Top of the Rock
- Admission to Statue Cruises to Liberty & Ellis Island
- Excursion to Times Square
- Excursion to Rockefeller Center
- Tour of Radio City Music Hall
- Walking Tour of Central Park TV & Movie Sites

**THEATER/ATTRACTION TICKETS**

- Ticket to Two (2) Broadway Shows (based on 2025 scheduling \$210 allotted)

**CLINIC**

- Participation in a Broadway Imagined Vocal Workshop

**ADDITIONAL INCLUSIONS**

- BRT Payments - Online Payment System
- 2 Complimentary Director Package(s) (based on single occupancy)
- BRT Drawstring bag for every participant
- BRT Video Souvenir & Tracking/Messaging App
- 1 Onsite Company Tour Director(s)

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Beechwood High School

New York- Choir



Bob Rogers Travel

Quote Q-12183

Touring from 11/13/2024 through 11/17/2024

## TOUR PROPOSAL

### TOUR PRICING

Occupancy	Paying Participants		
	50-54	45-49	40-44
Quad	\$1,375	\$1,440	\$1,525
Triple	\$1,455	\$1,520	\$1,605
Double	\$1,530	\$1,595	\$1,675
Single	\$1,835	\$1,899	\$1,985

### Non-inclusions/Options

- Meals stated at student cost
- Rental costs for chairs, stands, instruments or keyboards for performances/clinics (BRT can assist in arranging the rental of these items)
- TripMate offers a specially priced Enhanced Trip Protection which includes a CFAR\* (Cancel For Any Reason) feature for BRT travelers. \*CFAR coverage covers 75% of the nonrefundable trip cost. Trip cancellation must be made with BRT 2 days or more prior to scheduled departure. Traveler must "opt in" to this plan within 14 days of initial deposit to be eligible for CFAR coverage. This benefit is not available for residents in New York.

Note: Motor coach pricing quoted at \$15,995 by Gold Shield Transportation- above pricing includes \$12,995 for coach. Additional \$3,000 will be invoiced to school. Additionally, \$2,275 for Broadway tickets will be invoiced to school.

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VALID THRU 4/13/2024

[bobrogerstravel.com](http://bobrogerstravel.com)

(800) 373-1423

Since  
1981



## Associations



- Student Youth Travel Association (SYTA)
- National Tour Association (NTA)
- Official Sponsor of Music for All
- American Bus Association (ABA)
- American Choral Directors Association (ACDA)
- Members of 25 State Music Associations
- Official Sponsor of Make-A-Wish
- Producer of the Thanksgiving Parade of Bands

## Accolades

- Top Producer for Broadway.com (since 2010)
- Top Producer for the Chicago Symphony Orchestra (since 2013)
- A Disney Youth Programs PremEar Travel Planner
- Top Producer for Disney Performing Arts OnStage at Walt Disney World (since 2011)
- Top Producer for Festival Disney (since 2014)
- Universal Orlando Resort Preferred Youth Travel Planner



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**PARTNERS AWARD**

**Presented to Bob Rogers Travel**

For exemplary leadership and achievement within the student travel industry providing quality experiences and demonstrating business integrity, while embracing and promoting the Magic of Disney.



**GROUPS TODAY**  
"TODAY!" Award

Presented to an ABA member demonstrating that it has what

it takes to make an impact in the group travel industry—today.



PERFORMING ARTS  
TOP PRODUCER

## Financial Protection and Insurance

When you travel with BRT your investment is protected

- Professional liability insurance
- Optional Trip Cancellation Insurance
- Consumer Protection Plan

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**BEECHWOOD HIGH SCHOOL CHOIR**  
**TAYLOR ROSS, DIRECTOR**  
**DESTINATION: NEW YORK, NY**  
**DATES: NOVEMBER 13-17, 2024**

**SUGGESTED ITINERARY**  
**AS OF**  
**APRIL 1, 2024**  
*Alyssa Hosking, Travel Consultant*

**WEDNESDAY, NOVEMBER 13**

- 7:00 PM One (1) **56-passenger motor coach** arrives at **Beechwood High School**  
54 Beechwood Rd., Fort Mitchell, KY 41017
- PM Begin loading
- 8:00 PM Depart for **New Jersey!** (635 miles, 10.5 hrs plus 2 hours for driver changes and meal stops)



## THURSDAY, NOVEMBER 14

8:30 AM Arrive in **New York at Liberty State Park**  
 200 Morris Pesin Drive, Jersey City, NJ 07305  
**~Your BRT Professional Tour Director will meet you here~**  
 PLEASE NOTE: your motor coach driver will be OFF DUTY until pick up this evening

9:00 AM Proceed through security for the **Statue Cruises**

10:00 AM Board ferry for **Ellis Island**  
 Enjoy your chance to walk through the **American Immigration Museum** on **Ellis Island**.  
 From 1892 to 1954, millions of the world's huddled masses passed through the gates following the American Dream.

**OPTION: Beechwood HS Choir performs at Ellis Island**

12:30 PM Depart **Ellis Island** and board ferry to **Battery Park** (different ferry route)

12:45 PM Arrive at **Battery Park**; walk to **Brookfield Place**  
 230 Vessey Street, New York, NY 10281

*En route:* Walk through the **Financial District** and **Wall Street**  
 See the Oculus, New York Stock Exchange, the Federal Reserve, Charging Bull Statue, Trinity Church, and walk the path of the 200 ticker-tape parades that took place in NYC.

1:30 PM Enjoy lunch at **Brookfield Place – Hudson Eats (\$20 visa gift card provided)**

2:30 PM Walk to the **9/11 Memorial & Museum**  
 180 Greenwich Street, New York, NY 10007

3:00 PM Visit the **National September 11<sup>th</sup> Memorial and Museum**  
 This 16-acre site features two enormous waterfalls and reflecting pools, each about an acre in size, set within the footprints of the original twin towers. Its design conveys a spirit of hope and renewal, and creates a contemplative space separate from the usual sights and sounds of a bustling metropolis.

5:00 PM Walk or **take the subway to Chinatown and Little Italy (2 ride metro card included)**

5:30 PM Enjoy time to explore **Chinatown** and **Little Italy**

7:00 PM Meet at **Delight 28**; enjoy a group dinner  
 28 Pell Street, New York, NY 10013  
 This meal will be served “family style” and will include: crispy spring rolls, pan fried pork dumplings, salt and pepper fish filet, General Tso’s chicken, sweet & sour chicken, sautéed mixed vegetables, vegetable fried rice, and of course, fortune cookies.

8:00 PM Load motor coach; depart for a **NJ Area Hotel**

9:00 PM Arrive and unload- check in

**~ 1 Private nighttime security chaperone at the hotel from 10:30pm – 5:30am ~**



**FRIDAY, NOVEMBER 15**

- 8:00 AM Enjoy **breakfast** at the hotel
- 9:00 AM Load motor coach; depart for rehearsal space

**AM Beechwood HS Choir participates in a Broadway Workshop (based on scheduling)**

- 11:00 AM Depart for **Rockefeller Center area**
- 12:00 PM Enjoy **lunch** and time to explore the **Rockefeller Center area (\$20 visa card provided)**  
*Located in the heart of Midtown Manhattan, it is known for its big Christmas tree and ice skating in winter, Today Show concerts, Radio City Music Hall, and Saturday Night Live. There is a vast array of options for shopping and dining, whether you are looking to purchase high-end goods or just grab a quick bite to eat. Enjoy time to explore and experience a real New York deli!*
- 1:00 PM Meet as a group at **Top of the Rock**  
30 Rockefeller Plaza (212) 698-2000
- 1:15 PM Enjoy the view at **Top of the Rock**  
*View the "Big Apple" from the observation deck TOP OF THE ROCK™ is the ultimate New York experience for groups of any generation and background. The entire TOP OF THE ROCK™ experience is entertaining, exciting and educational.*
- 3:30 PM Walk as a group to **Times Square**; enjoy time in chaperone groups to explore *"The Crossroads of the World", "The Center of the Universe", and the "The Great White Way" – Times Square is the brightly illuminated hub of the Broadway Theater District, one of the world's busiest pedestrian intersections, and a major center of the world's entertainment industry.*
- 5:30 PM Walk as a group to **John's Pizzeria**  
260 W. 44<sup>th</sup> Street, New York, NY 10036
- 6:00 PM Enjoy a group dinner at **John's Pizzeria**
- 7:30 PM Meet as a group at your **show's theatre**
- 8:00 PM The curtain rises on a **Broadway Show! (based on 2024 scheduling, \$110 allotted)**
- 9:30 PM Load motor coach; depart for **hotel**
- 10:30 PM Arrive

~ 1 Private nighttime security chaperone at the hotel from 10:30pm – 5:30am ~

**SATURDAY, NOVEMBER 16**

- 8:00 AM Enjoy breakfast at the hotel
- 9:00 AM Load motor coach and depart for **Radio City Music Hall**  
1260 Avenue of the Americas, New York, NY 10020
- 9:30 AM Arrive at **Radio City Music Hall** and take the **Radio City Music Hall Backstage Tour**  
*The Radio City Stage Door Tour offers an insider's look at the legendary Radio City Music Hall, known for the Christmas Spectacular. On this guided tour, discover art deco masterpieces, learn the secrets of the Great Stage, meet a Rockette, and much more!*
- 11:00 AM Load motor coach; depart for **Central Park**
- 11:30 AM Enjoy a **boxed lunch in Central Park**
- 1:30 PM Meet your **guides** and depart on a **guided walking tour of Central Park!**
- 3:00 PM Tour ends at the **Metropolitan Museum of Art**  
PM Explore the **MET**
- 5:00 PM Load motor coach; depart for **Gayle's Broadway Rose**  
228 W 47<sup>th</sup> Street, New York, NY 10036
- 5:30 PM Enjoy a group dinner at **Gayle's Broadway Rose**  
*Menu selections include cheeseburger deluxe, honey boneless chicken strips, greek salad with chicken salad, and ricotta cheese ravioli, all served with salad, soda, and ice cream.*  
*Your singing wait staff will serenade you with Broadway hits and pop songs while you dine!*
- 7:00 PM Walk to the theatre for tonight's performance
- 8:00 PM The curtain rises on a **Broadway show!** *(based on \$100 seats and 2024 scheduling)*
- 9:30 PM Load motor coach; depart for the hotel

~ 1 Private nighttime security chaperone at the hotel from 10:30pm – 5:30am ~



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**SUNDAY, NOVEMBER 17**

- 7:30 AM Enjoy breakfast at the hotel
- 8:30 AM Check out of hotel; begin loading
- 9:00 AM Depart for **home** (635 miles, 10.5 hrs plus 2 hours for driver change and meal stops)
- 9:00 PM Lunch and dinner en route (*student cost*)
- 9:00 PM Approximate arrival at **Beechwood High School**

**WELCOME HOME!**