

**FIELD TRIP REQUEST FORM**

Name of School: Conner Middle School

Date of Field Trip: 3/27/25 to 3/30/25

Days of School Missed: 1 day 3/28/25

Location of Field Trip: Washington D.C.

Grade Level and Number of Students Attending: 8<sup>th</sup> grade - 100

Number of Chaperones Attending: 15

What form of transportation will be used?\* Be Specific. World Strides Tour Co.

Have field trip rules been explained to the students and chaperones?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are there students being denied the right to attend due to finances?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Does this trip comply with Title IX equity issues?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Brief Description (Be specific regarding educational purpose):

Optional Field Trip to Washington DC to visit memorials, museums + exhibits

Please check the appropriate box:

To be used for 1 (one) day trips using a school bus or private automobile.\*  
**NEEDS PRINCIPAL APPROVAL ONLY.** PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.  
**TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.**

To be used for trips taken by common carrier.  
**TO BE APPROVED BY THE BOARD OF EDUCATION.**

**NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.**

Sponsor Signature: Shannon L Baul

Principal Signature: [Signature]

Date Approved: 4/16/24

DISTRICT OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Confirmation Date: April 16, 2024

**Group**  
 Program Leader: Shannon Back  
 PL ID#: 101432612  
 School: Conner Middle School  
 Hebron, KY 41048-9642

**Program**  
 Trip#: 214833  
 Program: 3 Days and 2 Nights  
 Destination(s): Washington D.C.  
 Departing: Thursday, March 27, 2025 PM  
 Returning: Sunday, March 30, 2025 PM  
 Airport: BUS

**Terms**  
 Deposit Amount: \$89 (\$89 of which is non-refundable)  
 Price: \$1179 per student quad occupancy, based on 35 full-paying participants.  
 (Price includes the \$89 deposit noted above)

**Additional Charges for Adults.** Adults (including Program Leaders, chaperones, and discount participants) are automatically registered two to a room unless stated otherwise on the registration letter. WorldStrides charges an adult room supplement if adults cannot be accommodated in a double room because of group configuration, lack of additional adults to room with, and/or hotel availability. Please make sure your full-paying adults are aware of the prices below.

Full Paying Adults:	\$1,179	Quad Room
	\$1,297	Triple Room
	\$1,356	Double Room
	\$1,533	Single Room

Includes: Educational activities, round-trip transportation, accommodations, deluxe motor coach, meals and admissions

The above inclusions are subject to changes WorldStrides deems advisable for the well-being of the group or changes in circumstances.

Full Refund Program\*: \$169; offered to all registrants; provides a refund of all monies paid if it becomes necessary to cancel at any time prior to departure for any reason, subject to certain exclusions.  
 \*Please note: The handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, or late payments and registration fees are not refundable.

Standard Cancellation Policy: For individuals/groups not enrolled in the Full Refund Program, WorldStrides will retain a percentage of the base tour price. The amount retained is based on the post-mark date of the cancellation letter and the number of days to trip departure:

Over 74 days	25%
45-74 days	50%
44 or less	100%

Late Registrations: Greater of 10% of base tour price or \$30 for registrations received after January 11, 2025.  
 Late Payment: \$60 late payment fee if not paid in full by the final payment deadline.  
 Returned Check Fee: \$35 fee for each returned check, declined credit card, or e-check.  
 Handling Fee: \$6 for each installment.  
 Late Installment Payment Fee: There will be a \$15 late payment fee for any late installment payment  
 Changes in Travel Dates: All monies minus fees will be refunded if WorldStrides changes scheduled program by 3 days or more.

Free Chaperone: One for each 25 full-paying participants.

**Schedule**  
 Registration Due: April 12, 2024  
 Payments: Monthly installments based on registration date or pay-in-full option. Registrants can sign up for EZPay to have regular payments automatically deducted from their checking account established through a US banking institution. There are no handling fees charged for trip installments when paying through the EZPay option. For single payments or final installments, we offer payment via Electronic Check (e-check) after registering.

Final Payment Deadline: January 11, 2025

**Staff**  
 Account Manager: Emily Dickerson  
 Financial Services Representative: Brenda Roadcap  
 Account Support Representative: TaQuan Pace

**In the event of any discrepancy between this Educator Confirmation and the Registration Letter and Brochure, the Registration Letter and Brochure shall control. Please review this carefully and contact us if you have any questions.**