

**Field Trip Planning Form**

This form is to be used when students take any trip off campus for school purposes.

School: Gray Middle School Grade(s): 8 Class/Activity Group/Team: \_\_\_\_\_  
 Teacher/Sponsor/Coach: Jobeth Shafer Cell Phone Number: 513-400-8075  
 Person trained with current medication administration training CPR/FA/AED credential yes

Destination Venue, Location and State: Washington DC  
 Trip Location Contact Person: Jobeth Shafer Phone Number: 513-400-8075

# Teachers: \_\_\_\_\_ # Students: \_\_\_\_\_ # Chaperones: \_\_\_\_\_ Adult/Student Ratio: \_\_\_\_\_

Date(s) & Times		Cost	Transportation
Departure Date: <u>3/25/25</u>		Total Cost: \$ _____	<input type="checkbox"/> District Bus/Van
Time: <u>5:00</u> <u>AM</u> <u>PM</u>		Funding Source: _____	<input type="checkbox"/> Charter Bus: _____
Return Date: <u>3/28/28</u>		Fee to be assessed to students: \$ _____	Approved Bid – Company Name
Time: <u>10:00</u> <u>AM</u> <u>PM</u>		Attach Student Activity Cost Form 09.15 AP.23	<input checked="" type="checkbox"/> Other: <u>BUS contracted through World Strides</u> Attach a copy of the contract to this form.
Meals	At school prior to departure <input type="checkbox"/>	Student Packed <input type="checkbox"/>	Location where packed lunches will be consumed: _____
	School Cafeteria Packed <input type="checkbox"/>	Name & Location: _____	
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: _____	
Over Night	Date: <u>3/25/25</u>	Lodging: _____	
	Date: <u>3/28/25</u>	Lodging: _____	

Trip Purpose and Core Content/learning targets: US History, Government

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: \_\_\_\_\_

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Jobeth Shafer

School Nurse Initials: AP for verification that medications administrator listed above received training.

Due Date: 3/7/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- ✓ I have attached an anticipated Trip Itinerary
- ✓ I have evaluated the trip site for potential hazards/special requirements
- ✓ I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- ✓ Funds have been secured for indigent students
- ✓ If needed, background checks for chaperone approval have been initiated
- ✓ Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Jobeth Shafer Date: 1/30/25

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**

FOR

**ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue Washington DC

Venue Address (Hotel) \_\_\_\_\_

Person or email contacted at venue to discuss EAP

Position/Title of person contacted

Date (s) of contact

Is there an Automatic External Defibrillator (AED) on site ☐ yes ☐ no? Is it regularly maintained? ☐ yes ☐ no? If yes, where is it located? we will take a portable with usDoes venue have an emergency response team (ERT) yes ☐ no?

Process to request AED and/or ERT if needed at the scene

Various sightseeing locations — see trip itinerary — will bring AED

Will a portable AED be taken from school on this trip? ☒ yes ☐ no? If yes, who will be responsible for oversight and location of AED? Heather TombragelIs any other assigned emergency equipment available on field trip? ☐ yes ☐ no

If so, list location of equipment \_\_\_\_\_

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.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- 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 911 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 AED.
  - Continuing supporting the victim until the local EMS arrives and takes over care; and
  - Direct EMS to the scene.

**○ APPROVAL SIGNATURES REQUIRED**

- CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

○ Principal: [Signature] Date: 1/31/25

○ ☐ Required for all trips

○ Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

○ ☐ Overnight Trips

○ Board of Education: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ ☒ Travel outside the Tri-State area of KY, OH, IN

○ ☐ Common Carrier contract including cost

○ ☐ Common Carrier Transportation Reason for using a Charter Bus/Plane: distance

○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.



# WorldStrides

Educational Travel & Experiences

## WorldAssist™ by WorldStrides

For 24/7/365 assistance call: 800-999-4542

## Coach Information (DRAFT)

Gray Middle School AAW  
 Trip ID: 216713 HD  
 Group Number: 18413-11-L  
 Jobeth Shafer [153S+24A+16TC=193]

## Sightseeing Information (DRAFT)

### Course Leaders

03/25, 03/26, 03/27, 03/28  
 03/25, 03/26, 03/27, 03/28  
 03/25, 03/26, 03/27, 03/28  
 03/25, 03/26, 03/27, 03/28  
 03/25, 03/26, 03/27, 03/28

Total Count: 153S + 24A + 16TC = 193  
 PRT: 01/20/25

WorldStrides reserves the right to revise this itinerary due to unforeseen circumstances such as traffic, road closures, site closures, weather or any restrictions related to public health and safety matters. Your Course Leader will consult with the Program Leader and Bus Driver(s) on any changes.

In keeping with WorldStrides' commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations and giving drivers at least 9 hours off each night and a maximum of 14 hours on duty, not to exceed 10 hours of driving during any 24 hour period. This includes time for drivers to follow any necessary health and safety cleaning protocols.

## Group 1 - (DRAFT) Tuesday, March 25, 2025

Cherry Blossom Timing Advisory: Due to large crowds and vehicle/pedestrian traffic, Program Leader & Course Leader may adjust itinerary as necessary. Tidal Basin Memorials (MLK, FDR, Jefferson) will require extra time. (Festival runs 3/20-4/14)

Group 1: Buses 1 and 2  
 Group 2: Buses 3, 4, and 5

### Bus Captains

Bus 1: Jobeth Shafer (513)400-8675  
 Bus 2: Heather Tombragel (859)802-5805  
 Bus 3: Nick Dornig (859)653-5940  
 Bus 4: Kerri Stec (859)547-7011  
 Bus 5: Matt Kipling (859)640-9323 and Johnica Baker

- 5:00A Coach REPORTS at Gray Middle School
- 5:30A Coach DEPART for Washington D.C.
- 12:00P \$15 Lunch Allotment
- 4:30P Approximate arrival in Washington D.C.
- 4:30P >> MEET Course Leader(s) at Old Post Office (Pennsylvania Avenue Side) 1100 Pennsylvania Ave, NW, Washington, DC 20004
- Washington Monument (picture stop only)
- Lincoln Memorial - Korean Memorial - Vietnam Memorial
- 7:00P >> Course Leader DISMISSED
- 7:30P \*\*\*\*\*Dave & Busters- Fairfax, VA 11958U Fair Oaks Mall, Fairfax VA 22033 (Pending)
- 9:30P Coach DEPART for hotel
- 9:45P Coach DROP group at hotel for check-in

## Group 1 - (DRAFT) Wednesday, March 26, 2025

It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.

- 7:00A Hotel Breakfast
- 8:15A Coach DEPART
- 9:25A >> MEET Course Leader(s) at Fords Theater
- 9:30A \*\*\*\*\* Ford's Theatre - 511 10th Street NW, Washington, D.C. 20004 - (202) 347-4833 - Please Note: Tickets must be picked up at will call. Please provide Confirmation #: at the box office. (Pending) - (208 ppl) Conf#-1649549 RANGER, PETERSEN, CENTER
- Souvenir Shopping - DC
- 11:00A Reagan International Trade Center Food Court (MEAL TICKETS) - 1300 Pennsylvania Avenue, Washington, DC 20004 - 202-312-1300
- Important location instructions: Please enter on 14th Street (Ground Level). Management asks that

## Itinerary for Group 18413

groups please avoid congregating in the atrium. Please instruct students NOT TO SCAN tickets on-own as this will invalidate them. Mon-Fri 9a-4:30pm WorldStrides DC Field Office is open in this building and can provide extra vouchers or replace any that may be at issue or not able to be scanned: 202-886-0216

White House (picture stop)

Smithsonian Complex: 1-2 museums of choice, as time allows. (Operating days/hours subject to change. Course Leader to check Smithsonian website for operating hours/days)

Capitol Hill - Capitol (tour of grounds) - Supreme Court - Library of Congress(photo stop)

Kennedy Center: Hall of Nations - John F. Kennedy Bust - Terrace View

5:00P \*\*\*\*\* Shear Madness - The Kennedy Center - 2700 F Street NW, Washington, D.C. 20566 - (800) 444-1324 (Pending) - (260 ppl) Conf#-43305525

7:30P \*\*\*\*\*Nighthawk Pizza - Group leader please connect with management on arrival to review dietary. 1201 S. Joyce St. Arlington, VA 22202 - 571-416-8100 (Pending) - (165 ppl)

World War II Memorial

9:15P >> Course Leaders DISMISSED

10:00P Coach DROP at hotel

## Group 1 - (DRAFT)Thursday, March 27, 2025

It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.

8:15A Hotel Breakfast

9:30A Coach DEPART

10:00A \*\*\*\*\* Air and Space Museum - Udvar-Hazy Center - Self Guided Tour - 14390 Air and Space Museum Pkwy, Chantilly, VA - 202-633-2563 - Groups can enter anytime this day between 10a - 5:30p. (Pending) - (203 ppl)

12:00P Coach DEPART

12:30P >> MEET Course Leader(s) at Huntington Avenue Metrorail, 2701 Huntington Avenue, Alexandria VA(Huntington Avenue side - Exit 176A on I-95 -Telegraph Road, FOLLOW the signs for Huntington Avenue)

1:00P \*\*\*\*\*Golden Buffet and Grill Alexandria - 7820 Richmond Highway, Alexandria VA 22306 703-360-1888 (Pending)

2:15P \*\*\*\*\* National Museum of the US Army - 1775 Liberty Dr, Fort Belvoir, VA (Pending) - (203 ppl)  
Martin Luther King, Jr Memorial - Franklin D. Roosevelt Memorial - Jefferson Memorial

6:30P >> Course Leaders DISMISSED once group boards

6:30P \*\*\*\*\* Odyssey Dinner Cruise - 6th and Water Street SW, Washington, D.C. 20024 - (202) 488-6000 (Pending) - (260 ppl) Conf#-274521 (boarding 6:30pm, cruise-9:30pm)

9:30P Coach DEPART for hotel

10:15P Coach DROP at hotel

## Group 1 - (DRAFT)Friday, March 28, 2025

It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.

6:30A Hotel Breakfast

Bags on Bus

7:45A Coach DEPART

8:30A Coached dismissed until 11:30am

8:30A >> MEET Course Leader(s) at Arlington National Cemetery Visitor Center

Arlington National Cemetery - Kennedy Gravesites - Tomb of the Unknown Soldier - Changing of the Guard - (guests 18 and older may be asked to provide a valid photo ID, please be prepared) - Please leave all bags on the coach to expedite security clearance


11:30A \*\*\*\*\*Jimmy John's - Boxed Meal (TO BE DELIVERED) - (Please re-confirm counts and special dietary needs 24 hours in advance) Please text: 917-586-3388 (Pending)

11:45A Coach REPORTS






Iwo Jima Marine Memorial

12:00P >> Course Leader DISMISSED once group departs






12:00P Coach DEPART for Gray Middle School

- 6:00P  Enjoy boxed meal on the road  
\$20 Dinner Allotment
- 11:00P Approximate arrival at Gray Middle School






### Group 2 - (DRAFT)Tuesday, March 25, 2025

- Group 1: Buses 1 and 2  
Group 2: Buses 3, 4, and 5
- Bus Captains  
Bus 1: Jobeth Shafer (513)400-8675  
Bus 2: Heather Tombragel (859)802-5805  
Bus 3: Nick Dornig (859)653-5940  
Bus 4: Kerri Stec (859)547-7011  
Bus 5: Matt Kipling (859)640-9323 and Johnica Baker
- 5:00A  Coach REPORT to Gray Middle School
- 5:30A  Coach DEPART for Williamsburg
- 12:00P  \$15 Lunch Allotment
- 4:30P Approximate arrival in Washington D.C.
- 4:30P >> MEET Course Leader(s) at Old Post Office (Pennsylvania Avenue Side) 1100 Pennsylvania Ave, NW, Washington, DC 20004  
Washington Monument (picture stop only)  
Martin Luther King, Jr Memorial - Franklin D. Roosevelt Memorial - Jefferson Memorial
- 7:00P >> Course Leader DISMISSED
- 7:30P Dave and Busters Fairfax - 11958U Fair Oaks Mall, Fairfax VA 22033 703-259-4050
- 9:30P  Coach DEPART for hotel
- 9:45P  Coach DROP group at hotel for check-in







### Group 2 - (DRAFT)Wednesday, March 26, 2025

- It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.
- 7:00A  Hotel Breakfast
- 8:15A  Coach DEPART
- 9:25A >> MEET Course Leader(s) at Old Post Office (Pennsylvania Avenue Side) 1100 Pennsylvania Ave, NW, Washington, DC 20004
- 9:30A Ford's Theatre - 511 10th Street NW, Washington, D.C. 20004 - (202) 347-4833 - Please Note: Tickets must be picked up at will call. Please provide Confirmation #: at the box office. - (300 ppl)  
Conf#-1391697 ONE DESTINY, PETERSEN  
Souvenir Shopping - DC
- 11:30A  Reagan International Trade Center Food Court (MEAL TICKETS) - 1300 Pennsylvania Avenue, Washington, DC 20004 - 202-312-1300  
Important location instructions: Please enter on 14th Street (Ground Level). Management asks that groups please avoid congregating in the atrium. Please instruct students NOT TO SCAN tickets on-own as this will invalidate them. Mon-Fri 9a-4:30pm WorldStrides DC Field Office is open in this building and can provide extra vouchers or replace any that may be at issue or not able to be scanned: 202-886-0216  
White House (picture stop)  
Smithsonian Complex: 1-2 museums of choice, as time allows. (Operating days/hours subject to change. Course Leader to check Smithsonian website for operating hours/days)  
Capitol Hill - Capitol (tour of grounds) - Supreme Court - Library of Congress (picture stop only)  
Kennedy Center: Hall of Nations - John F. Kennedy Bust - Terrace View
- 5:00P Shear Madness - The Kennedy Center - 2700 F Street NW, Washington, D.C. 20566 - (800) 444-1324 - (262 ppl) Conf#-40835696
- 7:30P  \*\*\*\*\*We The Pizza - Crystal City - 2100 Crystal Drive, Arlington VA 22202 - 703-415-7992 - Group leader should check in with staff first before group enters. (Pending) - (100 ppl)  
World War II Memorial
- 9:15P >> Course Leader DISMISSED
- 10:00P  Coach DROP at hotel

### Group 2 - (DRAFT)Thursday, March 27, 2025

- It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.
- 8:15A  Hotel Breakfast
- 9:30A  Coach DEPART
- 10:00A Air and Space Museum - Udvar-Hazy Center - 14390 Air and Space Museum Pkwy, Chantilly, VA - 202-633-2563 - Groups can enter anytime this day between 10a - 5:30p. - (262 ppl)
- 12:00P  Coach DEPART
- 12:30P >> MEET Course Leader(s) at Huntington Avenue Metrorail, 2701 Huntington Avenue, Alexandria VA (Huntington Avenue side - Exit 176A on I-95 - Telegraph Road, FOLLOW the signs for Huntington Avenue)
- 1:00P (Pending) Golden Buffet and Grill Alexandria - 7820 Richmond Highway, Alexandria VA 22306 703-360-1888
- National Museum of the US Army - 1775 Liberty Dr, Fort Belvoir, VA  
Lincoln Memorial - Korean Memorial - Vietnam Memorial
- 6:30P >> Course Leaders DISMISSED once group boards
- 6:30P Odyssey Dinner Cruise - 6th and Water Street SW, Washington, D.C. 20024 - (202) 488-6000
- 9:30P  Coach DEPART for hotel
- 10:15P  Coach DROP at hotel

### Group 2 - (DRAFT) Friday, March 28, 2025

- It may be necessary to stagger participant entry into the breakfast space. Your Onsite Coordinator will work with you if necessary while on tour.
- 6:30A  Hotel Breakfast
- Bags on Bus
- 7:45A  Coach DEPART
- 8:30A  Coached dismissed until 11:30am
- 8:30A >> MEET Course Leader(s) at Arlington National Cemetery Visitor Center
- Arlington National Cemetery - Kennedy Gravesites - Tomb of the Unknown Soldier - Changing of the Guard - (guests 18 and older may be asked to provide a valid photo ID, please be prepared) - Please leave all bags on the coach to expedite security clearance
- 11:30A Jimmy Johns
- 11:45A  Coach REPORTS
- Iwo Jima Marine Memorial
- 12:00P  Coach DEPART for Gray Middle School
- 12:00P >> Course Leader DISMISSED once group departs
- Enjoy boxed meal on the road
- 6:00P  \$20 Dinner Allotment
- 11:00P Approximate arrival at Gray Middle School

Confidential and proprietary information of WorldStrides .

Itinerary View Copies: 1 Status:Meals Submitted

Confirmation Date: August 8, 2024

**Group**

Program Leader: Jobeth Shafer  
 PL ID#: 200280251  
 School: Gray Middle School  
 Union, KY 41091 United States

**Program**

Trip#: 216713  
 Program: 3 Sightseeing Days and 3 Hotel Nights  
 Destination(s): Washington D.C.  
 Departing: Tuesday, March 25, 2025 AM  
 Returning: Friday, March 28, 2025 PM  
 Airport: Coach

**Terms**

Deposit Amount: \$115 (\$115 of which is non-refundable)  
 Price: \$1535 per student quad occupancy, based on 35 full-paying participants per bus.  
 (Price includes the \$115 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: \$1,535 Quad Room  
 \$1,689 Triple Room  
 \$1,765 Double Room  
 \$1,996 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\*: \$209; 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: 10% of base tour for registrations received after January 9, 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 10 full-paying participants

**Schedule**

Registration Due: June 28, 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 9, 2025

**Staff**

Account Manager: Alyssa Hudgins  
 Financial Services Representative: Angelina Vera  
 Account Support Representative: Jasmine Turner

**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.**

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