

Issue Paper

DATE:

July 10, 2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve the contract with Dixie Heights High School and Southwest Airlines to provide air travel for the Dixie Heights Cheerleaders to compete at Nationals in Orlando, Florida in February of 2026.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Each year the Dixie Heights Cheerleaders travel to Orlando, Florida to compete at Nationals. They attend competitions throughout the year and then submit to qualify for the National competition and previously won a National title in 2017.

FISCAL/BUDGETARY IMPACT:

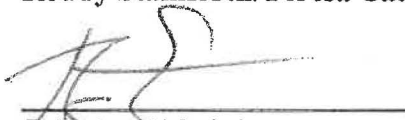
All expenses for travel will be paid from the Cheerleading school activity account. The approximate cost of airfare for a group reservation is \$11,629.44.

RECOMMENDATION:


Approval to contract with Dixie Heights High School and Southwest Airlines to provide air travel for The Dixie Heights Cheerleaders to compete at Nationals in Orlando, Florida in February of 2026.

CONTACT PERSON:

Roddy Stainforth/Teresa Catchen


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –If approved, sign and put in the Superintendent's mailbox.



Request ID: **GRP237524**
Group name: **DIXIE HEIGHTS HIGH SCHOOL
CHEERLEADING**
Group size: **27 (27 Adult)**
Date of request: **08 Jul 2025**
PNR: **A8FNAP**

Contact details:
alexis bullock
3010 dixie hwy
edgewood, KY 41017
United States of America
E-mail: **alexisbullock2@gmail.com**
Phone: **8594665628**

Group Travel Agreement

Thank you for choosing Southwest Airlines for your Group Travel needs. Now that your flight(s) have been booked, please refer to the Group Travel Policies Section below for more information on finalizing your reservation.

Fare details

Passenger type	Number of passengers	Fare without taxes per passenger (USD)	Taxes per passenger (USD)	Total per passenger (USD)
Adult	27	354.16	76.56	430.72
Tour conductor	0	0.00	0.00	0.00
Infant in seat	0	0.00	0.00	0.00
Infant in lap	0	0.00	0.00	0.00
Total number of Passengers	27	Total group price:		11629.44 USD

The Total group price includes all government-imposed taxes and fees, including the September 11th Security Fee and, applicable international taxes and fees, effective as of the date of this Agreement. Prior to booking international travel, we recommend that you review any U.S. Government's prohibitions, warnings and advisories applicable to your destination(s). By offering travel to any particular destination, we do not represent that travel in such destination is safe or without risk. For travel information to Cuba, please visit the FAQ information on Southwest.com®.

Flight details

Flight times are displayed in local military time.

Trip	Route	Flight number	Departure date	Arrival date	Number of passengers
Departing 1 Stop	CVG	BWI	WN - 1162	22 Jan 2026 05:55	27 (27 Adult)
	BWI	MCO	WN - 1864	22 Jan 2026 09:35	
Returning 1 Stop	MCO	BWI	WN - 4276	26 Jan 2026 08:05	27 (27 Adult)
	BWI	CVG	WN - 868	26 Jan 2026 11:10	

Payment details

Type	Amount	Status	Due Dates	Paid Date
Deposit	2907.36 USD	Pending	18 Jul 2025 23:59 CT	-
Final payment amount	8722.08 USD	Pending	08 Dec 2025 23:59 CT	-

Group Travel Policies

The Total Group Price includes all government-imposed taxes and fees, including the September 11th Security Fee and, applicable international taxes and fees, effective as of the date of this Agreement. Prior to booking international travel, we recommend that you review any U.S. Government's prohibitions, warnings and advisories applicable to your destinations. By offering travel to any particular destination, we do not represent that travel in such destination is safe or without risk. For travel information to Cuba, please visit <https://www.southwest.com/html/promotions/new-service-cuba.html>.

PER-PERSON FARE RULES

Upon presentation by a passenger of a valid Group Ticket that was ticketed on or before January 26, 2026, Southwest will transport two (2) pieces of checked baggage without charge, each piece of which will be subject to the size and weight limits stated in the Southwest Airlines Contract of Carriage. Group Tickets are flight and date specific and cannot be used or exchanged for travel on other flights. Once purchased, each Group Ticket is nonrefundable, except as otherwise required by applicable law. Group Tickets are not eligible for upgrades, downgrades, standby or changes or exchanges. All Group Tickets are fare class V and use fare basis codes VGROU and VTOUN.

Each Passenger with a Rapid Rewards number submitted prior to travelling on this group reservation will earn the following number of Rapid Rewards points per one-way flight subject to this Travel Agreement: (1) for Passengers with A-List Preferred Status, 1400 points; (2) for Members with A-List Status, 875 points; and (3) for all other Members, 700 points. Passengers shall not be eligible to earn any other Rapid Rewards points in connection with flights subject to this Travel Agreement. You shall notify Passengers they are not eligible to earn Rapid Rewards points in connection with flights subject to this Travel Agreement except as set forth herein. Group travel does not qualify earning Rapid Rewards Business points.

For every 29 Group Tickets purchased, one Tour Conductor Ticket will be provided free of carrier charges. The payment of any taxes, fees, and other government or airport-imposed charges is the responsibility of the passenger and must be paid at final payment. For International Group Travel, in some instances, the government may elect to collect the fees directly from the passenger. Tour Conductor Tickets have the same restrictions as all other Group Tickets.

Once a Deposit Amount or Final Payment Amount is received, Southwest will not increase the fare for air transportation. However, it is possible that a government-imposed tax or fee may increase prior to the date of travel, even after the Final Payment Amount is received. If this happens, Southwest reserves the right to collect that amount of increased government-imposed tax or fee.

By paying the Deposit Amount and/or Final Payment Amount, you indicate your understanding of the potential for such an increase in a government-imposed

tax or fee. Your ability to cancel the reservation prior to travel would remain subject to the cancellation policy.

CONTRACT INFORMATION

This Group Travel Agreement (the "Travel Agreement") is made as of the date set forth at the top of page 1 (the "Effective Date") by and between Southwest Airlines Co. ("Southwest Airlines") and the individual identified on the first page of this Travel Agreement ("you" or "I"). This Travel Agreement incorporated by reference the Southwest Airlines Group Travel Policies.

Southwest Airlines reserves the right to cancel this Travel Agreement immediately upon any breach of this Travel Agreement by you or anyone traveling in the group and upon such cancellation, the fares offered will no longer be available to members of the group covered herein and the Deposit Amount will be forfeited.

The Travel Agreement, together with the attached Southwest Airlines Group Travel Policies, will be governed by the laws of the State of Texas and supersedes all prior oral or written representations, constituting the entire understanding of all parties.

Any legal action arising in whole or in part out of this Travel Agreement shall be filed and adjudicated exclusively in the state or federal courts located in Dallas County, Texas. Any disputes related to this Travel Agreement must be filed within 60 days from the last day of travel.

Southwest Airlines reserves the right to change equipment or schedules and you shall release and waive any claim against Southwest Airlines regarding cancellation or schedule change.

Southwest Airlines shall not be liable to perform under this Travel Agreement when such failure is caused by a cessation in Southwest Airlines' service to the contracted destination city or by circumstances beyond its reasonable control including, but not limited to accidents, strikes, walkouts, or other labor disturbances, weather, acts of God, public enemies, war or acts of any government authority.

KEEP A COPY FOR YOUR RECORDS

By paying the Deposit Amount (or Final Payment Amount when no Deposit Amount is due) to Southwest Airlines, you represent and warrant to Southwest Airlines that you have read and understood, and will act in accordance with, all of the terms set forth in the Southwest Airlines Group Travel Policies and this page.

You represent and warrant that you are of sufficient age to use our services and website and can create binding legal obligations in connection with your use, and to act on behalf of those you represent and accept these terms and conditions on their behalf.

If your itinerary includes at least one international flight you should arrive at the Southwest Airlines Ticket Counter at least two hours* prior to your flight's scheduled departure time in order to have your passports verified, to check luggage, and to receive your boarding pass. If you arrive at the ticket counter with 60 minutes or less time remaining until your flight's scheduled departure time, we will be unable to accommodate you on your scheduled flight. For flights departing Aruba (AUA), if you arrive at the ticket counter with 75 minutes or less remaining until your flight's scheduled departure time, we will be unable to accommodate you on your scheduled flight.

*Some international cities suggest a three-hour airport arrival during peak travel times. Visit our Airport Information page for further details:

<https://www.southwest.com/html/air/airport-information.html?clk=GFOOTER-FLY-AIRPORTINFO>.

Southwest Airlines Group Travel Policies:

This document contains our Group Travel Policies as well as step-by-step instructions on how to complete your Group Reservation. Deposit and Final Payment Amounts can be verified by calling 1-800-433-5368.

Step 1: Read this Travel Agreement and the enclosed Group Travel Policies. Call Group Travel Services immediately if you have any questions about your itinerary or fares.

Step 2: Submit Deposit payment by the due date by logging into Southwest Business Assist and navigating to Southwest Groups. (Note: If you do not have access to Southwest Business Assist, you can utilize the one-time passcode sent via email to allow access to Southwest Groups to make payments or you can call Group Travel Services at 1-800-433-5368 .

Step 3: Submit Final Payment along with Passenger Names and details by the due date by logging into Southwest Business Assist. (Note: If you do not have access to Southwest Business Assist, you can utilize the one-time passcode sent via email to allow access to Southwest Groups to make payments or you can call Group Travel Services at 1-800-433-5368 . Note: Tickets cannot be issued until we receive payment, Passenger names, and details. Final Payment Amount is subject to adjustment for an increase in a government imposed tax or fee. For reservations booked within 72 hours of the published scheduled

Deposit Policies:

The Deposit Amount will be applied towards the base fare of the group tickets unless the Deposit Amount is forfeited. If there is a residual amount from the Deposit Amount it will be refunded within five (5) business days after final payment and ticketing. If the Final Payment Amount and passenger information are not received by Southwest Airlines in accordance with the Travel Agreement, your Group Reservation will cancel without notice and your Deposit Amount will be forfeited. The Deposit Amount cannot be applied toward other group or individual travel reservations.

How to Submit Passenger Names:

Complete the Excel® Name Template provided by Southwest Airlines, and upload via the Southwest Airlines Group Travel Management page: swagrouptravel.com

The full legal name of each passenger as it appears on their government-issued photo ID that they intend to travel with should be used.

How to Submit Final Payment Amount:

If you have already submitted a complete name list (for International Travel name templates must include passport information), you may pay online via Southwest Groups or you can call 1-800-433-5368 to pay over the phone, using a credit card or UATP.

PLEASE NOTE: Wire transfers, Physical Checks, eChecks and Money Orders are no longer accepted

Forms of Payment for Final Payment Amount:

Accepted: Credit Card, UATP, or PayPal

Not Accepted: eCheck, Rapid Rewards Points, Rapid Rewards Business Points, Personal Checks, Travel Agency Check, Business or Organization Checks, Southwest LUV Vouchers, Gift Cards, Residual Travel Funds, Money Orders, or Wire Transfer

Final Payment Amount Policies:

We are unable to accept multiple forms of payment or multiple payments. If you have a daily limit on your credit or debit card, please ensure your bank has released the funds prior to submitting your Final Payment.

Payment Amount

Cancellation of your group reservation will result in forfeiture of the Deposit Amount.

Group Tickets are flight and date specific and cannot be changed, used or exchanged for travel on other flights.

Passenger Name Policies:

The Transportation Security Administration (TSA) has implemented a program called Secure Flight which is intended to enhance the security of commercial air travel into, out of and within the continental United States. Under Secure Flight, airlines are required to ask traveling passengers for their full legal name as it appears on the government-issued photo ID they intend to travel with, along with their date of birth, gender and redress number (if applicable).

Passengers will not receive a boarding pass or be able to travel until the appropriate data is collected. To learn more, please go to:

<https://support.southwest.com/helpcenter/s/article/tsa-secure-flight>. All seat reservations for which names are not provided by the date that the Final Payment Amount is due will be cancelled.

It is your responsibility to fulfill the passport, visa and other immigration requirements applicable to your itinerary. You should confirm these with the relevant embassies and/or consulates. We do not accept any responsibility in the case of you being unable to travel due to not complying with any such requirements. U.S. Citizens should refer to the travel advice posted by the U.S. Department of State at travel.state.gov for all the countries you intend to visit. Vaccinations may be required for some or all of the places you are intending to visit. It is your responsibility to ensure that you have arranged all necessary vaccinations for your itinerary.

Minors under the age of 18 are not permitted to fly unaccompanied on international flights or any itinerary that includes an international flight. If a minor is traveling with an adult over the age of 18, they must be listed on the same flight itinerary.

Passenger Name Change Policies:

Name change requests may be made up to three business days before date of travel. Upload name template with name changes designated via the

Southwest Airlines Group Travel Management Page: <http://swagrouptravel.com/>.

Call Group Travel Services at 1-800-433-5368 Monday-Friday 5AM-12AM CST.

Group Increase/Decrease Policies:

Before Ticketing:

Contact Group Travel Services during normal business hours (Monday-Friday 5AM-12AM CST) call 800-433-5368

Increases: Fares may vary for additions to the Group and are based on availability of seats.

Decreases: You cannot decrease your Group Reservation by more than 10%. Further, if you reduce to fewer than 10 people, your guaranteed Group fares and the Travel Agreement will be cancelled and the Deposit Amount will be forfeited. If Group Reservation utilization reveals what Southwest Airlines considers, in its sole discretion, to be inadequate usage of reserved seats, Southwest Airlines may require the Group Reservations be converted to ticketed individual reservations at the applicable individual fare or be forfeited and the Deposit Amount will be forfeited.

Individual reservations can be made on southwest.com or by calling 1-800-435-9792. Fares may be higher based on availability of seats.

After Ticketing:

Increases: Once your Group Reservation is ticketed, we cannot increase the number of Group Travelers. Individual reservations can be made on southwest.com or by calling 1-800-435-9792. Fares may be higher based on availability of seats.

Decreases: Once Group Tickets are purchased; specific refund and other restrictions may apply.

Online Checkin for Groups:

Boarding positions may be reserved in advance for your Group by checking in at southwest.com/groups within 24 hours prior to departure.

Each Customer will need to reserve their own boarding positions online. Southwest does not currently allow a Group to all be checked in at the same time for international travel.

Each Customer will need to proceed to the ticket counter to obtain a boarding pass.

Learn more at southwest.com

Miscellaneous Policies:

Transportation provided under the Travel Agreement is subject to the terms and conditions of the Southwest Airlines Contract of Carriage.

Check southwest.com or call Group Travel Services 1-800-433-5368 for current airport and policy information.

Baggage limitations, checkin times, and airport policies are subject to change at any time.

EarlyBird Check-in® and Express Bag Drop are not available for Group itineraries

HAZMAT Notification

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: Paints, lighter fluid, fireworks, tear gases, oxygen bottles, and radio-pharmaceuticals. Loose or spare lithium batteries have certain size requirements and must be protected from short circuit and carried in carryon baggage only. E-cigarettes and similar devices are not allowed in checked baggage and must be transported in carryon baggage. It is recommended that all electronic devices be transported in carryon baggage. Smart luggage is only permitted if batteries are removable; if smart luggage is checked, the battery must be removed, protected from short circuit and carried in the cabin. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For additional information, please visit southwest.com.