

International Travel Application

Please fill out this form, which will go to the School Committee for approval, to the best of your ability. Remember to send the questionnaire to your travel representative before filling out this form, so that you can simply cut and paste their answers into this document.

Email address *

mvillano@arlington.k12.ma.us

NAME *

Mary Villano

In what department and at which school does the lead teacher work? *

Foreign Exchange Program

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

Los Angeles and San Francisco California

Departure Date *

April 13 2019

How will you be traveling to your destination? (bus, plane, train, etc) *

Plane to California

How will you be traveling around your destination once you have arrived? (bus, plane, train, etc) *

Tour Bus

Return Date *

April 20 2019

What is the purpose of this trip? (cultural, student exchange, homestay, etc) *

Cultural, social

Briefly describe the educational purpose/value of this trip. *

The trip will give Foreign Exchange students an opportunity to see another part of the US that they would not have been able to visit

Will any school be missed by those attending? (Yes or No) *

No

If school will be missed, what steps will be taken to minimize the impact?

N/A

Who can attend this trip? Is it geared toward particular students? Grade levels? etc. (Requirements for participation should be clearly stated on the Trip Policy & Behavior Contract to be signed by parents. Edits to this document can be made on your own copy) *

Any interested exchange students and Arlington students who meet the criteria for participation

How much does the trip cost (an estimate is fine) per student? *

\$2344

What is included in the cost of the trip? *

Round-trip transportation
5 overnight stays (7 with extension) in hotels with private bathrooms
Breakfast daily (except arrival day)
Dinner daily (except departure day)
Full-time services of a professional Tour Director
Guided sightseeing tours and city walks as per itinerary
Visit to select attractions as per itinerary
Overnight security chaperone
Tour Diary™

What is NOT included in the cost of the trip? What expenses will students incur during the trip? *

Passport, visa, transit visa and any required travel insurance
Taxes, fuel surcharges, and airport fees (applies to tours departing prior to 9/1/14)
Beverages at dinner
Lunch, unless specified in the itinerary
Optional excursions and/or extensions (including cruise shore excursions)
Explorica's Travel Protection Plans
Local transportation to unscheduled activities
Tips to Tour Director, bus drivers, local guides, and cruise staff
Any applicable private group fee or small group supplement
Any applicable baggage-handling fees imposed by airlines

Chaperones

Arlington Public Schools requires a minimum of 2 chaperones for all international travel. One male and one female is required.

What is the name and email address of your chaperone? *

Mary Villano. mvillano@arlington.k12.ma.us
Joe Vautour. jvautour@arlington.k12.ma.us

Please provide the names and emails of all chaperones. (Ensure, if not district employees, that they have been CORI'd well before the trip)

see above

Travel Company

What is the name of the agency with whom you have worked to plan this trip? *

Explorica

What is the name, phone number and/or email address of the individual agent(s) with whom you have worked? *

Amanda Blizard
Explorica
p: 888 310 7120 x193
acather@explorica.com

Describe the trip insurance plan. (Trip insurance usually includes coverage for emergency travel home, trip cancellation, etc. This is NOT just liability.) *

EXPLORICA'S TRAVEL PROTECTION PLANS
Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.
EXPLORICA'S TRAVEL PROTECTION PLAN
Our standard travel protection plan covers you for the following events:
A traveler's injury, sickness, or death of a family member
Theft of passport or visas
Flight cancellations due to strike or bad weather
Loss of luggage and personal effects
Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
Trip cancellation or trip interruption due to terrorist acts, as defined
EXPLORICA'S TRAVEL PROTECTION PLAN PLUS
Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.
With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour,

maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

HOW TO SUBMIT A CLAIM

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

Your Plan Number: A433E

The departure and return date of your trip

Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

Online - visit <https://www.travelclaimsonline.com>

Phone - call to 1.800.888.7292 during business hours.

Fax - 1.816.523.3379

Mail - Trip Mate, Inc.

9225 Ward Parkway

Kansas City, MO 64114

In the event of cancellation, describe the refund date(s) and policy. (Include a print out of this information attached the Trip Policy & Behavior Contract that is signed by students and parents/guardians) *

EXPLORICA'S TRAVEL PROTECTION PLAN

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable

accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

How do students register for this trip? (online with travel company, through lead teacher, through the school, etc) *

Students register on line with the travel company

If there is a payment plan, or options, please describe. *

Explorica offers three convenient payment plans and accepts Visa and MasterCard (credit and debit), checks, electronic checking account payments, online banking and money orders. Payments can be made online, over the telephone or by mail.

Checks should be made payable to Explorica and sent to:

Total Fee: \$2,344.00*

OR 8 monthly payments of \$286.75

After initial payment of \$50.00

Explorica, Inc

145 Tremont Street, 6th floor

Boston, MA 02111

What is the process for students who may have difficulty paying for this trip? *

Scholarships are available through the school. Students will have the ability to apply for the scholarship in the fall of 2018

If the company provides fundraising opportunities, please explain.

N/A

Please upload a "School Board Packet," if provided by the travel agency. (Be sure the document includes the lead teacher name, the phrase "School Board Packet" and destination city in its title)

Files submitted:

Pre-Trip Prep

Describe how you will disseminate information about this trip to students. *

Through emails, fliers posted around the school

Describe how you will communicate with parents before the trip. (Parent meetings, informational website, etc) *

There will be an informational meeting in the fall. Then a mandatory parent and student 3 weeks before the trip. We will provide information about the trip on the travel website

During the Trip

Please attach your trip itinerary. (Be sure the document includes the lead teacher name, the phrase "Itinerary" and destination city in its title) *

Files submitted:

California trip 2019 - Mary Villano.pdf

Describe how you will factor emergency expenses into the trip budget. *

We will ask students to pay \$50. each for travel emergencies. It will be reimbursable at the end of the trip if not needed.

Describe how you will communicate with parents/guardians during the trip. *

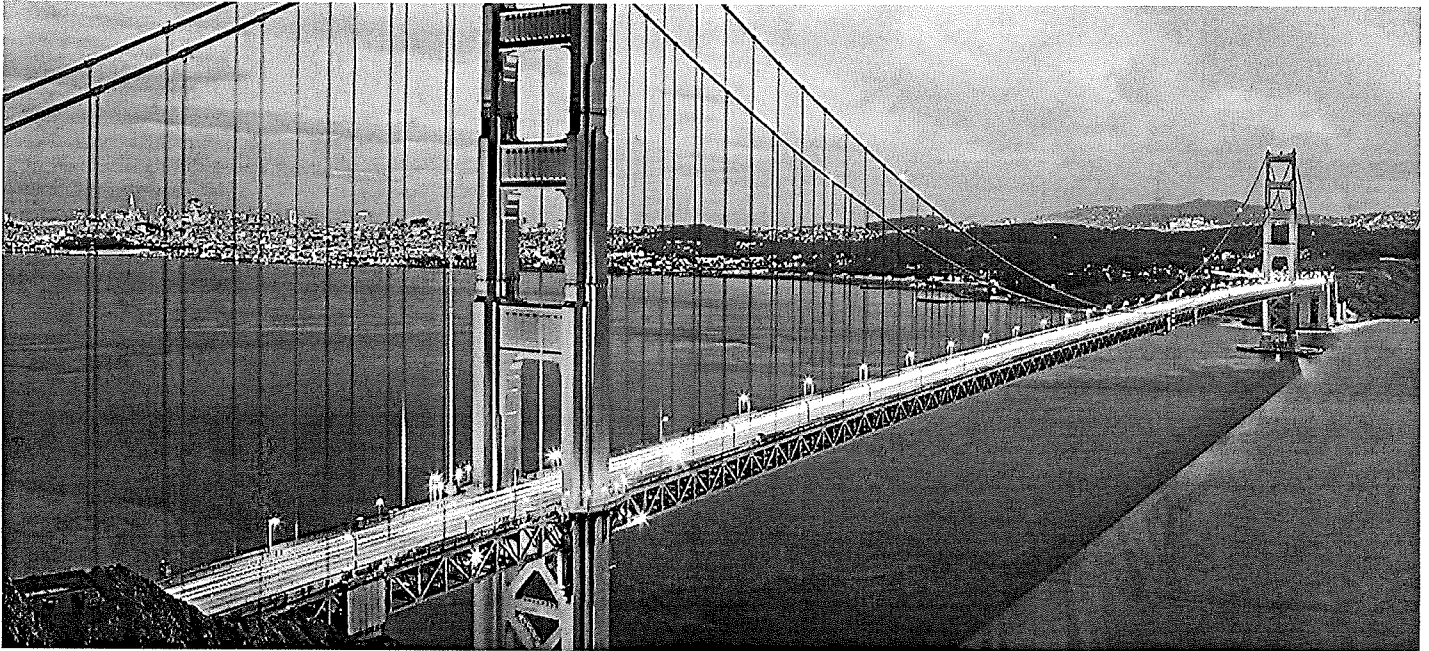
We will provide parents/guardians with our contact information, an itinerary with hotel. contact information, and we will collect email addresses and phone numbers from them so we can contact them

Describe how you will communicate with administration during the trip. *

We will share our email addresses and phone numbers .

Create your own Google Form

--
Mary Villano,
Foreign Exchange Program Coordinator



San Francisco & Los Angeles

explorica.com/Vautour-2622

April 13 - April 20, 2019

Day 1 Hello San Francisco

Meet your tour director
Cable car ride
Fisherman's Wharf
Dinner

Day 2 San Francisco landmarks

Breakfast
Alcatraz visit
Walk across Golden Gate Bridge
Fortune Cookie Factory visit
City Lights Bookstore
Dinner in Chinatown

Day 3 San Francisco--Monterey

Breakfast
Travel to Monterey
Monterey tour director-led sightseeing: Cannery Row, Fisherman's Wharf, Larkin House, Del Monte Beach
Monterey Bay Aquarium visit
Photostops along breathtaking coastline of Big Sur
Dinner

Day 4 Central Coast to Los Angeles

Breakfast
Hearst Castle visit
Travel south along Pacific Coast to Los Angeles
Santa Monica and Venice Beach visit
Third Street Promenade dinner

Day 5 Los Angeles landmarks

Breakfast
Hollywood Boulevard guided walking tour: Walk of Fame, Babylon Court, Mann's Chinese Theater, El Capitan Theater, Egyptian Theater, Pantages Theater, Capitol Records Tower
Hollywood Wax Museum visit
Dinner
Optional Universal Studios visit

Day 6 Start extension to San Diego

Breakfast
Disneyland visit
Travel to San Diego
Dinner

Day 7 San Diego landmarks

Breakfast
San Diego Zoo visit
Balboa Park
Seaport Village
La Jolla Cove
San Diego guided sightseeing tour
Dinner

Day 8 San Diego

Breakfast

Reserve your Spot!



Tour Center ID: Vautour-2622
Registration deadline: October 02, 2018

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 5 overnight stays (7 with extension) in hotels with private bathrooms
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visit to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travelers under the age of 23): \$2,344
Adults (age 23 and over): \$2,704

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of June 29, 2018, your monthly payment would be just \$286.75.

Manual plan also available; learn more on explorica.com/paymentplans.

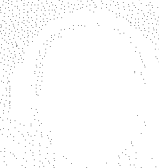
Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit explorica.com/cfar.

Enroll online,
by phone, or by mail



explorica.com/Vautour-2622



1.888.310.7121



Download and complete
a paper application on
explorica.com/resources



145 Tremont Street
Boston, MA 02111

REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each for the International Travel Coordinator.

- AHS - Out of State Travel Application (printed by Travel Coordinator)
- Out of State Trip Application - Signature Form
- Legal Documents - Medical Info, Permission to Treat & Release from liability
- Trip Selection Criteria & Behavior Contract

Before submitting the completed application (with all necessary paperwork) to the School Committee, please get approval from your department head then schedule a meeting with the International Coordinator (Mary Villano).

Signature of Department Head

N/A
Name Department Date

Signature of International Travel Coordinator

M. Villano 9/5/18
Name Date

Signature of Principal

[Signature] 9/5/18
Name School Date

Signature of Superintendent

Rachel Bodie 9/5/18
Name Date

