

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 *

smatson@arlington.k12.ma.us

Your Name *

Scott Matson

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

AHS-History & Social Studies

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

Vietnam

2/14/19

Departure Date *

MM DD YYYY

02 / 13 / 2020

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

Plane

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

Plane/Bus

Return Date *

MM DD YYYY

02 / 22 / 2020

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

Historical - Visiting sites from the Vietnam War; Cultural

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

Students will learn about the Vietnam War through interpretation at historic sites; Students will experience Vietnamese culture

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

Just one day

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

Students will contact teachers for make-up instructions

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) *

AHS Students Grades 9-12

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

\$3,905.00

What is included in the cost of the trip? *

Meals, Airfare, Transportation, Hotels, sightseeing, insurance

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

Lunches, Tips, Souvenirs

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? *

Scott Matson, smatson@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)

Kevin Toro ktoro@arlington.k12.ma.us; Lauren Peterson lpeterson@arlington.k12.ma.us;

Others to follow

Trip planned for 18 students and 3 chaperones. One additional chaperone for every 6 additional students.

Travel Company

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

EF Educational Tours

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

Maggie Lenahan, (617) 619-1218, maggie.lenahan@ef.com

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

General Liability Policy

- All EF Group Leaders and schools are automatically insured under our \$50 million General Liability

Policy, regardless of whether or not the tour is considered a school event.

- This policy safeguards Group Leaders and schools in case of claims from on-tour incidents, such as

personal injury and provides a legal defense and covers all associated legal fees.

- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies

with A.M. Best Ratings of A-

- All customer payments are protected by a \$1 million customer protection plan.

- EF's General Liability Policy allows for schools and districts to receive a certificate of insurance that

names you or your school as a certificate holder. To receive a certificate of insurance that details

coverage, talk to your Tour Consultant.

Global Travel Protection Plan

Designed specifically with EF travelers in mind, all travelers have the option to purchase the Global Travel

Protection Plan. This plan helps travelers protect their investment from common claims, including: flight

delay, loss of job by a parent, death or illness of a family member, and medical coverage on tour in case of

sickness or an emergency. While this plan is not required, many Group Leaders choose to make this

comprehensive and affordable protection plan mandatory for their travelers.

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) *

EF's Peace of Mind Program

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of

Mind Program ensures:

- Teachers can work with EF Educational Tours to change their tour's travel dates, modify their tour plans,

find an all-new tour or cancel their tour up until 45 days prior to departure. If unforeseen circumstances

cause you to cancel within this time period, all travelers will receive a transferable travel voucher.

- With 44 days or less left until departure, teachers may still choose any of the above options if a formal

Travel Warning is issued by the US Department of State for any country on your itinerary

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

Through Lead Teacher

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

\$295.00 a month for 13 months.

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

Contact AHS Administration for scholarship opportunities.

If the company provides fundraising opportunities, please explain.

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)

Arlington Vietnam ...

Pre-Trip Prep

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

Student Interest meeting afterschool. Evening parent meeting with EF Representative.
School-Wide email, posters, announcement on daily post.

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

Parent Meetings, Email

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) *

Arlington Vietnam ...

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

Contact AHS administration beforehand. Collect funds from students before the trip.

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

Email/telephone

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

Email/telephone

This form was created inside of Arlington MA Public Schools.

Google Forms

OK, Matthew Jang, Principal 1/14/19

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



Denny Corbin History 1/15/19
Name Department Date

Signature of International Travel Coordinator

Mary Villano 1/15/19
Name Date

Signature of Principal

on previous page
Name School Date

Signature of Superintendent

Rachel Bades 1/29/19
Name Date

