

Arlington Public Schools
Student Out of State and Travel Abroad Application

Today's Date FEBRUARY 12, 2019

Trip Leader Name PAUL MCKNIGHT
School ARLINGTON HIGH SCHOOL
E-mail address pmcknight@arlington.k12.ma.us

Subject/Grade STUDENT COUNCIL
Phone 781-859-8320

Trip Destination: City(s)/Country

RESORT AND CONFERENCE CENTER, HYANNIS, MA

Dates of Trip

Departure Date MARCH 6TH, 2019

Return Date MARCH 8TH, 2019

Method of transportation

RENTAL VAN

Leaving from (school, airport)

AHS

Purpose of Trip (check all that apply)

Cultural

Educational

Home Stay

Sister City

Student Exchange

Other (describe)

Itinerary (attach additional documents as necessary)

Describe the educational purpose and value of the trip? TO ATTEND THE ANNUAL CONFERENCE OF THE MASSACHUSETTS ASSOCIATION OF STUDENT COUNCILS.
If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact? LEADERSHIP DEVELOPMENT; STUDENTS WILL COORDINATE W/ INDIVIDUAL TEACHERS TO STAY CURRENT WITH ACADEMIC WORK.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)

ALL STUDENT GOVERNMENT MEMBERS ARE ELIGIBLE.

Cost of trip per student? \$185

What is included in the trip? HOTEL, CONFERENCE REGISTRATION, TRANSPORTATION, MEALS

What is not included in the trip? What expenses will students incur during the trip?

LUNCH ON WED, FRI; SNACKS

Other Chaperones

N/A

Name

School

Subject/Grade

E-mail address

Phone

Name

School

Subject/Grade

E-mail address

Phone

Name

School

Subject/Grade

E-mail address

Phone

How do students register for the trip? Is there a payment plan? Describe.

STUDENTS HAVE BEEN REGISTERED; CHECK DUE TO
STUDENT COUNCIL BY MARCH 1ST

Is there a process in place for students who have difficulty paying for the trip? (scholarships?)

Funds available? STUDENT COUNCIL SUBSIDIZES 50% OF TRIP

Fundraising available? EXPENSES.

We currently have a \$10K scholarship program open to participants in all AHS
international Trips.

Please list the name and contact information for the agency you are working with, if applicable.

N/A

Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for
emergency travel home, trip cancellations, etc. This is not just liability.)

N/A

Describe the refund policy and dates. (Include this information in the Trip Policy Contract
that is signed by students and parents/guardians)

N/A

Please describe the plans for chaperones and supervision (AHS requires at least 2 AHS chaperones, preferably 3, and roughly 1 chaperone per 10 students. Chaperone levels differ based on the size and complexity of the trip. Please clear all chaperone plans with the Principal.) **STUDENTS DO NOT LEAVE THE HOTEL / CONFERENCE CENTER**

SO THEY ARE UNDER SUPERVISION AT ALL TIMES.

Describe how you will factor emergency cash into the trip budget? (Staff must have access to at least \$2000 rapidly, by credit card, trip agency, or other method appropriate to the country)

N/A

Describe how you will communicate with parents before and during the trip. (This does not require constant contact, just a plan to get key information out to the parent groups and to reach individual parents.) - **LETTERS PROVIDED IN DECEMBER + FEBRUARY**

W/ KEY TRIP INFORMATION + PERMISSION / EMERGENCY / RELEASE FORMS.

Describe how you will communicate with administration during the trip. (There should be identified administration contacts and plans to reach by phone and email.)

TEXT, EMAIL, PHONE.

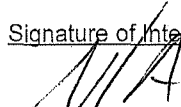
Thanks

REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

Before the application is presented to School Committee, please obtain the following signatures in this order.

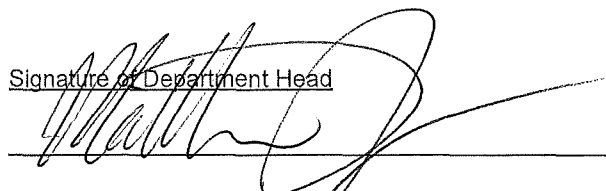
Signature of International Coordinator



Name

Date

Signature of Department Head



Kate Bader 2/13/15