



Elizabeth Ann Morris <eamorris@arlington.k12.ma.us>

International Travel Application

Google Forms <forms-receipts-noreply@google.com>
To: eamorris@arlington.k12.ma.us

Fri, Apr 12, 2019 at 10:58 AM

Thanks for filling out International Travel Application

Here's what we got from you:

EDIT RESPONSE

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 *

eamorris@arlington.k12.ma.us

Your Name *

Elizabeth Morris

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

Special Ed, Athletics, Arlington High School

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

San Juan, Puerto Rico

Departure Date *

July ▼	13 ▼	2019 ▼
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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) *

site supplied vans, walking

Return Date *

July ▼	20 ▼	2019 ▼
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What is the purpose of this trip? (cultural, student exchange, homestay, etc) *

service learning, cultural exchange, sports mentoring

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

students will empower each other to develop leadership skills and support Puerto Rico to sustainability

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

no, summer vacation

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) ***

All high school students interested in leadership development, travel, volunteering/community service. Student athletes are encouraged to attend and participate in leadership programs/team building and connections with local teams. Students will be in good standing and approved by the dean.

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

2,150.00 per student

What is included in the cost of the trip? *

flights, accommodations, two meals a day, service work costs, ground transportation, HC staff support, fees, tips and taxes. walking tour and national park admission included.

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

one meal a day(average cost \$15-\$20/day),personal shopping optional chaperoned excursions; such as bio luminescent bay snorkeling, kayaking, zip lines(Optional Excursions range from \$120-\$150/person or higher depending on the excursion ,zip lining and the closest kayaking experience fall in the middle of that range)

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? *

Elizabeth Morris Eamorris@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)

Alex Leon alexanderleon521@gmail.com (AHS CORI completed, athletics staff employee, native spanish speaker)

Travel Company

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

Hammer&Chisel

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

Dorian Botsis, dbotsis@hammerchisel.org

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

Each participant will be offered various package options to purchase their own personal trip insurance through Travelex insurance services(coverage option form included). General liability insurance is included in the trip (see in attached contract document). Travelex personal insurance greatly facilitates their own ability to claim back on any trip issues like delays or cancellations, and allows each participant to select their own insurance coverage based on their own needs. Travelex is an optional personal insurance offered for each participant.

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) *

Contained within cancellation policy document. See attached cancellation policy

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

Online through Hammer and Chisel website

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

Contained within contract document(see attached document)

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

Hammer and Chisel can provide letters for donations that will be tax deductible. Students may also direct people to donate to Hammer and Chisel on their behalf. 100% of the donated amount will be contributed to their costs.

In the future, we would like to work with the Student Athletic Council to create and participate in fundraising opportunities

If the company provides fundraising opportunities, please explain.

Exclusions and Limitations

GENERAL EXCLUSIONS: This plan does not cover any loss caused by or resulting from: intentionally self-inflicted injury, suicide, or attempted suicide of the Insured, Family Member, Traveling Companion or Business Partner while sane or insane; Normal Pregnancy or Childbirth, other than Unforeseen Complications of Pregnancy, of the Insured, a Traveling Companion or a Family Member; participation in professional athletic events; motor sport, or motor racing, including training or practice for the same; mountain climbing that requires the use of equipment such as; pick-axes, anchors, bolts, crampons, carabineers, and lead or top-rope anchoring or other specialized equipment; operating or learning to operate any aircraft, as student, pilot, or crew; air travel on any air-supported device, other than a regularly scheduled airline or air charter; war (whether declared or not) or act of war, participation in a civil disorder, riot, insurrection or unrest; any unlawful acts committed by the Insured; Mental, Nervous or Psychological Disorder; if the Insured's tickets do not contain specific travel dates (open tickets); being under the influence of drugs or narcotics, unless administered upon the advice of a Physician or intoxication above the legal limit; any Loss that occurs at a time when this coverage is not in effect; traveling solely or substantially for the purpose of securing medical treatment; any Trip taken outside the advice of a Physician; Pre-Existing Medical Conditions of an Insured, Traveling Companion, Business Partner or Family Member (within a 60 day period immediately preceding coverage effective date).

The following exclusions also apply to the Medical Expense Benefit: routine physical examinations; mental health care; replacement of hearing aids, eye glasses, contact lenses, sunglasses; routine dental care; any service provided by the Insured, a Family Member, or Traveling Companion; alcohol or substance abuse or treatment for the same; Experimental or Investigative treatment or procedures; care or treatment which is not Medically Necessary, except for related reconstructive surgery resulting from trauma, infection or disease; coverage for Trips less than 100 miles from the Insured's Primary Residence (also applies to the Emergency Evacuation Benefit).

The following exclusions also apply to Accidental Death and Dismemberment: loss caused by or resulting directly or indirectly from Sickness or disease of any kind; stroke or cerebrovascular accident or event; cardiovascular accident or event; myocardial infarction or heart attack; coronary thrombosis; aneurysm.

Please refer to your policy for a complete list of plan exclusions and limitations.

The purchase of this product is not required in order to purchase any other travel product or service. Your travel retailer might not be licensed to sell travel insurance and will only be able to provide general information about the product. An unlicensed travel retailer may not answer questions about the terms and conditions of the insurance offered AND may not evaluate the adequacy of your existing insurance coverage. The products being offered provide insurance coverage that only applies during your covered trip. You may have insurance coverage from other sources that provide similar benefits but may be subject to different restrictions depending upon the coverage. You may wish to compare the terms of the travel policy offered through Travelex with any existing life, health, home and automobile insurance policies you may have. If you have questions about your coverage under your existing insurance policies, contact your insurer or insurance agent or broker. The product descriptions provided here are only brief summaries and may be changed without notice. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. If you have questions about coverage available under our plans, please review the policy or contact us. Travelex Insurance Services Inc. 9140 West Dodge Road, Suite 300, Omaha, NE 68114. Toll Free 800.228.9792. Email: customersolutions@travelexinsurance.com.

Any inquiry regarding claims may be directed to travelex.claims@bhspecialty.com; P.O. Box 31003 Charlotte, NC 28231-1003; 855.205.6054. Inquirers regarding new, existing or denied claims and any other claims questions may also be directed to this address.

To view state specific fraud warnings, visit travelexinsurance.com/company/fraud-warning.

Consumers in California may also contact: California Department of Insurance Hotline 800.927.4357 or 213.897.8921. Travelex CA Agency License #0D10209.

Consumers in Maryland may contact: Maryland Insurance Administration 800.492.6116 or 410.468.2340.

All products listed are underwritten by Berkshire Hathaway Specialty Insurance Company; NAIC #22276 under Policy Form series (all states except as otherwise noted) PG-TA-IPL-USE. In KS, MN, MO, MT, OR, and VA Policy Form series PG-TA-IPL-NV. In CA Policy Form # PT-TA-IPL-CAEAH, CO Policy Form # PG-TA-IPL-COEAH and PG-TA-IPL-COEIM, IL Policy Form # PG-TA-IPL-ILE, IN Policy Form # PG-TA-IPL-INEAH and PG-TA-IPL-NVIM, MD Policy Form # PG-TA-IPL-MDE, NH Policy Form # PG-TA-IPL-NHE, NY Policy Form # PG-TA-IPL-NVIM and PG-TA-IPL-NVAH-NY, PA Policy Form # PG-TA-IPL-USIM and PG-TA-IPL-NVAH-PA, TX Policy Form # PG-TA-IPL-TXEAH and PG-TA-IPL-TXEIM, WA Policy Form # PG-TA-IPL-NVIM and PG-TA-IPL-WAEAH. To view a sample of your state-filed policy, call 800.228.9792 or visit travelexinsurance.com.

IS TRAVEL BASIC FOR ME?

Dream. Explore. Travel On. Take Travel Basic on the journey with you!

PRIMARY COVERAGE

Primary coverage pays your claim first with no deductibles. This means faster payment to you. Purchase any time before your trip and primary coverage is automatically included!

BONUS COVERAGES

Included in the base plan, coverage to cancel for business reasons and financial default of your travel supplier when plan is purchased within 15 days of initial trip deposit.

PRE-EXISTING EXCLUSION WAIVER

Pre-existing medical conditions are waived when plan is purchased within 15 days of initial trip deposit, full trip cost is insured and traveler is medically able to travel at the time of plan purchase.

PLAN DETAILS

To view complete details of this travel protection plan, please visit policy.travelexinsurance.com/TBB-117

ONLINE CLAIMS

New claims process that pays up to five times faster than industry average. Most claims can be filed with a "pic and click" on the go without piles of claim forms.⁶



For Questions, Quotes or to Enroll
visit travelexinsurance.com, call 800.228.9792
or Contact your Travel Professional



Dream. Explore.
Travel On.



TRAVEL BASIC
ESSENTIAL TRAVEL PROTEC

BENEFIT HIGHLIGHTS¹

TRIP CANCELLATION	100% OF TRIP COST (\$10,000 limit) ²
TRIP INTERRUPTION	100% OF TRIP COST (\$10,000 limit)

Protect travel investments and recover non-refundable, prepaid trip costs if a trip is canceled or interrupted. Popular reasons include:

- Sickness, Injury or Death³
- Financial Default⁴
- Traffic Accident
- Inclement Weather
- Home Uninhabitable
- Military Duty
- Cancel for Business Reasons⁴
- Strike
- Quarantine/Hijacking
- Jury Duty/Subpoena
- Termination of Employment

FREQUENT TRAVELER BENEFIT \$200

Reimbursement for the cost of re-depositing frequent traveler awards utilized for trip.

TRIP DELAY \$500 (\$250 per day)

Reimbursement of additional costs such as accommodations, transportation and meals if a trip is delayed 5 hours or more.

MISSED CONNECTION \$500

Reimbursement for unused, non-refundable expenses and additional transportation to join the departed trip if a connection is missed by 3 hours or more.

BAGGAGE & PERSONAL EFFECTS \$500

Reimbursement for personal articles and expenses if bags are lost, stolen or damaged.

BAGGAGE DELAY \$100

Reimbursement for personal articles and expenses if bags are delayed for 12 hours or more.

EMERGENCY MEDICAL & DENTAL EXPENSES \$15,000

Emergency medical treatment if a sickness or injury occurs while traveling. \$500 dental expense sublimit.

EMERGENCY MEDICAL EVACUATION \$100,000

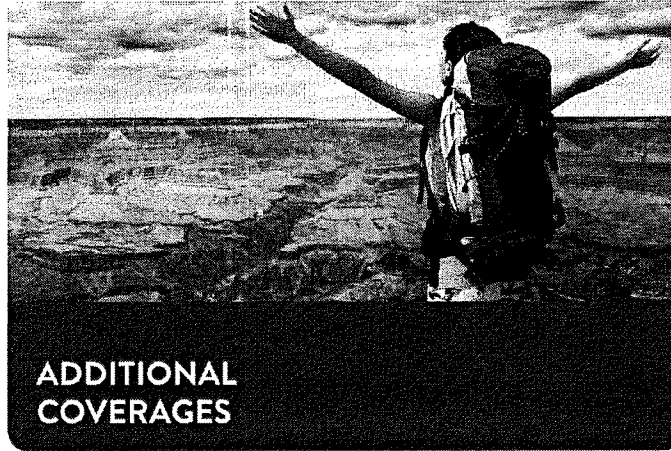
Emergency medical evacuation to the hospital of your choice. Includes repatriation and travel expenses (maximum \$25,000) for escort.

ACCIDENTAL DEATH & DISMEMBERMENT \$10,000

Reimbursement for permanent loss of life, limbs or sight from a covered accidental injury during travel.

TRAVEL ASSISTANCE SERVICES⁵ INCLUDED

A wide range of services before and during trips through a 24/7 toll free number. Includes assistance with medical emergencies, lost documents or baggage, event ticketing, business services and much more.



ADDITIONAL COVERAGES

Bonus Coverages

If plan is purchased within 15 days of initial trip deposit.

PRE-EXISTING EXCLUSION WAIVER

INCLUDED

Pre-existing medical conditions are waived when full trip cost is insured and traveler is medically able to travel at the time of plan purchase.

FINANCIAL DEFAULT COVERAGE

INCLUDED

Cancellation coverage when a tour operator, travel supplier, airline, hotel, etc. suspends operations due to insolvency.

CANCEL FOR BUSINESS REASONS

INCLUDED

Cancellation coverage when you are required to work, a merger takes place or your company is deemed unsuitable for business and you are the key employee.

Customized Upgrades

Please visit travelexinsurance.com for upgrade pricing.

CAR RENTAL COLLISION COVERAGE

Up to \$35,000 per plan for collision damage, vandalism, windstorm, hail, fire or flood occurs to a rental car while on your trip. \$100 deductible.

AIR AD&D COVERAGE

Up to \$200,000 if loss of life, limbs or sight occurs from an accidental injury while on a common carrier airline flight.

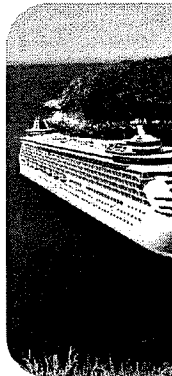
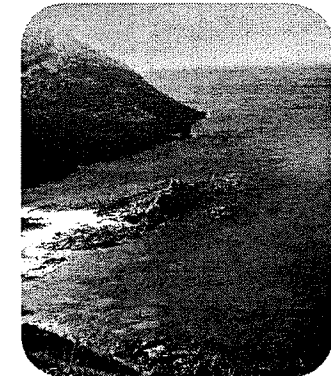
RATES¹

BASE PLAN RATES BY AGE AND TRIP COST

TRIP COST	0-34	35-59	60-69	70-74	75-79	80+
\$1-\$250	\$19	\$27	\$37	\$58	\$72	\$81
\$251-\$500	\$22	\$32	\$46	\$69	\$86	\$95
\$501-\$1,000	\$30	\$44	\$61	\$88	\$108	\$118
\$1,001-\$1,500	\$42	\$63	\$87	\$120	\$147	\$157
\$1,501-\$2,000	\$56	\$85	\$116	\$156	\$191	\$201
\$2,001-\$2,500	\$72	\$110	\$149	\$198	\$242	\$252
\$2,501-\$3,000	\$82	\$125	\$170	\$224	\$274	\$284
\$3,001-\$3,500	\$95	\$145	\$197	\$257	\$314	\$324
\$3,501-\$4,000	\$106	\$162	\$220	\$286	\$351	\$361
\$4,001-\$4,500	\$110	\$167	\$227	\$295	\$360	\$370
\$4,501-\$5,000	\$146	\$226	\$308	\$398	\$491	\$501
\$5,001-\$5,500	\$164	\$255	\$349	\$450	\$556	\$566
\$5,501-\$6,000	\$184	\$286	\$391	\$504	\$622	\$632
\$6,001-\$6,500	\$221	\$345	\$473	\$608	\$753	\$763
\$6,501-\$7,000	\$247	\$385	\$524	\$669	\$825	\$835
\$7,001-\$8,000	\$262	\$408	\$556	\$708	\$873	\$883
\$8,001-\$9,000	\$287	\$448	\$610	\$777	\$959	\$969
\$9,001-\$10,000	\$306	\$477	\$650	\$827	\$1,021	\$1,031

Rates are per traveler. Maximum trip length allowed 30 days. Individuals household may be on one policy.

¹ All coverages per insured up to limits listed. Coverage and rates may vary. See your policy for details or call 800.228.9792. ² \$200,000 aggregate all travelers on the same policy. ³ Of you, a traveling companion, family member or business partner. ⁴ Coverage when plan is purchased within 15 days of deposit. ⁵ Provided by the designated provider as listed in the Policy. ⁶ E average. Fastest payments on approved claims when debit card or other chosen as preferred payment method. Speed of transaction varies by provider institution.



Students may utilize our website and provided material to fundraise on their behalf.

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. *

Promoted by teachers in school, interest/information meetings, AHS coaches, Athletic Director, team meetings.

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

Parent meetings, 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:

20 2019 - Elizabeth Ann Morris

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

Service provider carries emergency funding for trip program elements and teachers may carry emergency cash at their discretion.

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

Email, phone, social media

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

Email, phone

Create your own Google Form



HAMMER & CHISEL

HAMMER AND CHISEL INC.
32 Meeting House Path
Ashland, MA, USA, 01721
617.390.3609

Hammer and Chisel Trip Contract

This contract is between Arlington High School ("school") and Hammer and Chisel Inc (HC) for the following trip:

Type of Trip: Puerto Rico

Date of Trip: 7/13/19-7/21/19 subject to flight availability.

Cost of Trip: \$2150, including the following:

- 1 teacher travels free for 10 paying students.
- Additional chaperones may be added at the full cost of the trip.
- Trip includes 2 meals a day, flights, in-country transport, accommodation, select tours, tips, select service projects, general liability insurance, HC fees and associated staff.

Trip Conditions:

- Minimum paying participants is 20
- Maximum paying participants is 30.
- HC will execute the trip including bookings, flights, tours, service projects and associated work as detailed in the trip information sheet and agreed upon in consultation with the school.
- HC will handle payment through their website or in direct invoicing with participants and/or their parents/guardians.
- School may provide administrative support for trip meetings, receiving payments and collecting forms.
- All participants (students and teachers) must sign associated forms, waivers and meet entry requirements for destination country. Failure to do so will mean dismissal from the trip at participant's expense.

Payment Structure

- 1st payment: 5/15/19 - \$1000
- 2nd payment: 6/15/2019 - \$860
- 3rd payment: 7/1/2019 - \$290
- Payment may be in full at any time prior to 7/1/19 subject to above payment dates.

Cancellations

- Trip cancellations are detailed in the Trip Cancellation Policy except for amendments listed below.
- Any exclusions or additions may be added to that policy with approval by both school and HC.
 - All sections of the The Cancellation Policy deadline listing 100 days is amended to be 90 days.
 - The 100 day (now 90 day) and 60 day deadlines in all sections of the Cancellation Policy are amended to the day airline tickets are booked by deposits or purchased, whichever is sooner.

Participant, Chaperone and Teacher Behavioural Expectations

- Teachers, students and other chaperones from the school will be subject to the laws of the land and Arlington High School rules.
- We reserve the right to refuse to retain any participant on the tour. No refund will be issued to any member who is dismissed subject to the Cancellation Policy. Expenses incurred by the individual after dismissal are the responsibility of that individual only and not the school or HC.
- Teachers are responsible for the discipline of students who fail to adhere to rules and directives as stipulated by teachers or HC staff. HC staff may issue instructions to provide additional safety and security. These are to be followed by all involved. Failure to do so may require disciplinary action which will be determined in consultation with the teachers on the trip. Discipline of fellow teachers will be determined by school guidelines.

We the undersigned agree to the terms and conditions as stated above:

Name of School representative:

Name of HC representative

Signed:

Signed:

Date:

Date:

Hammer and Chisel Inc.

hammerchisel.org

Shaping Dynamic Change

Hammer and Chisel Trip Cancellation Policy - School

Upon signing of a trip contract the following criteria, conditions and policies apply:

The use of "school" in this policy stands for the administration, organization and teachers (those participating in the trip and any given the responsibility by the administration or participating teachers).

The use of "HC" stands for Hammer and Chisel Inc, its officers or representatives that are working on their behalf for the trip as stipulated in the contract.

1. School Responsibilities

- a. The school will commit to actively promote the trip to the best of their ability seeking to meet minimum quota as stipulated in the contract.
- b. The school will provide students access to information and direct students and parents on how, when and where to pay for the trip as stipulated in the contract.
- c. The school will promote the trip as agreed upon in the contract at the price stipulated in the agreement. No other pricing or information will be considered valid unless clearly agreed to and amended by HC and the school in the contract.
- d. The school will not commit HC to any project, work, effort or commitment outside of the contract.

2. Hammer and Chisel Responsibilities

- a. HC commits to providing up to date information on trip details (flights, accommodation, projects) as they are relevant to the functioning and promotion of the trip.
- b. HC will provide marketing material information for the school to use in promoting the trip. Information includes program details, costs, website promotional material and other marketing avenues HC normally uses.
- c. HC will not provide printed media for promotional purposes, but may allow printed material to be used for this purpose if deemed acceptable.
- d. HC will provide payment avenues for the trip. These will primarily be through HC website and invoicing. HC may ask the school to collect money on its behalf if the school agrees to this process.
- e. HC will fulfil planning, booking and executing of the trip as detailed in the contract.

3. Cancellations

- a. The trip may be cancelled in its entirety by either party at any time if the above responsibilities are not met.
- b. In the event a force majeure makes substantial performance of this contract impossible to complete due to circumstances outside of HC's control such as, but not limited to, acts of terrorism, natural disasters, or government shutdowns the trip may be cancelled.

4. Reimbursement Provisions

- a. If the school cancels the trip, the following provisions are in effect:
 - i. HC may reimburse participants the full cost of the trip if the cancellation is made more than 100 days prior to the trip departure, less any fees it incurs from its providers.
 - ii. HC may reimburse participants the remaining cost of the trip if the cancellation is made more than 60 days prior to the trip departure, less flight costs, other booking costs already made and any fees it incurs from its providers. HC will provide participants with their flight ticket information, if HC made the bookings, which will allow the participant to seek reimbursement or transfer directly from the airline subject to their fees and conditions, less any fees HC incurs from this process.
 - iii. HC will not reimburse any participants the cost of the trip if the cancellation is made after 60 days from trip departure. HC will provide participants with their flight ticket information, if HC made the bookings, which will allow the participant to seek reimbursement or

transfer directly from the airline subject to their fees and conditions, less any fees HC incurs from this process.

- b. If HC cancels the trip, the following provisions are in effect
 - i. HC will reimburse participants the full cost of the trip if the cancellation is made more than 100 days prior to the trip departure. HC will incur the cost of fees associated with the trip.
 - ii. HC will reimburse participants the remaining cost of the trip if the cancellation is made more than 60 days prior to the trip departure, less flight costs, and other booking costs already made. HC will provide participants with their flight ticket information, if HC made the bookings, which will allow the participant to seek reimbursement or transfer directly from the airline subject to their fees and conditions. Other bookings will be cancelled or transferred to the participant. HC will incur the cost of fees associated with the trip.
 - iii. HC will reimburse participants the remaining cost of the trip if the cancellation is made less than 60 days prior to the trip departure, less flight costs, and other booking costs already made. HC will provide participants with their flight ticket information, if HC made the bookings, which will allow the participant to seek reimbursement or transfer directly from the airline subject to their fees and conditions. Other bookings will be cancelled or transferred to the participant. HC will incur the cost of fees associated with the trip.

5. Withdrawal Provisions

- a. Participants may withdraw from the trip at any time subject to the following provisions:
 - i. HC may reimburse participants the full cost of the trip if the cancellation is made more than 100 days prior to the trip departure, less any fees it incurs from its providers.
 - ii. HC may reimburse participants the remaining cost of the trip if the cancellation is made more than 60 days prior to the trip departure, less flight costs, other booking costs already made and any fees it incurs from its providers. HC will provide participants with their flight ticket information, if HC made the bookings, which will allow the participant to seek reimbursement or transfer directly from the airline subject to their fees and conditions, less any fees HC incurs from this process.
 - iii. HC will not reimburse any participants the cost of the trip if the cancellation is made after 60 days from trip departure. HC will provide participants with their flight ticket information, if HC made the bookings, which will allow the participant to seek reimbursement or transfer directly from the airline subject to their fees and conditions, less any fees HC incurs from this process.

6. Dismissal

- a. HC reserves the right to refuse to retain any participant on the tour.
 - i. Any student participant may be dismissed from the tour at the discretion of HC and teacher chaperones on the trip. No student participant may be dismissed without agreement from both HC and teacher chaperones. No refund will be issued to any member who is dismissed subject to the Cancellation Policy. Expenses incurred by the individual after dismissal are the responsibility of that individual or their parent/guardian and not the responsibility of the school or HC.
 - ii. Any teacher or chaperone may be dismissed from the tour at the discretion of HC and the other teacher chaperones on the trip in consultation with the school administration. No teacher chaperones may be dismissed without agreement from both HC and school administration. No refund will be issued to any member who is dismissed subject to the Cancellation Policy. Expenses incurred by the individual after dismissal are the responsibility of that individual only and not the school or HC.



HAMMER & CHISEL

PUERTO RICO SERVICE LEARNING AND CULTURAL
EXCHANGE TRIP

ABSTRACT

We are inviting students, teachers and families to engage in supporting the relief work of rebuilding Puerto Rico into a resilient and sustainable community of the future. (c) 2018 Hammer and Chisel Inc.

Dorian Botsis



HAMMER AND CHISEL INC.
32 Meeting House Path
Ashland, MA, USA, 01721
617.390.3609

Puerto Rico Service Trip

Introduction

The Puerto Rico Service Trip works with local non-profits to bring relief and support to locally designated needs. While many agencies are doing relief work because of the hurricane, we focus on resilience and sustainability beyond the immediate hurricane relief.

The trip focuses on multiple core goals:

- Cultural exchange
- Learning the history of Puerto Rico
- Leadership development and youth empowerment
- Support of Puerto Rico growth towards resiliency and sustainability
- Relationship building across cultural differences

The Service Work: Community Service with non-profit Ninos De Nueva Esperanza (Children of New Hope)

We will be partnering with the Executive Director, Michelle Rodriguez Maldonado on the ground, along with Hammer & Chisel representatives. They will also provide administrative support for the trip related to on the ground needs (medical, relief, and safety support). The service work of the tour focuses on resiliency and the sustainability of Puerto Rico. Participants will work in smaller teams focused on needs determined by Ninos De Nueva Esperanza.

Projects include but are not limited to:

- Community Engagement with the elderly in Sabana Seca: the school team will work in smaller groups and support the elderly in the Sabana Seca community. They will provide support to clean homes, clear yards, deliver goods, repair or renovate structures and engage with the elderly persons and their families. Teams will work together, that is, no student will work alone individually with a family.
- Classroom preparation: the school team will work in smaller groups preparing classrooms for the teachers at Ninos De Nueva Esperanza. This will include classroom set up, design, supplies and cleaning.
- Other work may be added depending on the needs and time allotment.
- Service work will run from 9-3pm (Mon-Thurs)

Island experiences (e.g. ziplining in the rainforest, kayaking in the bioluminescent bay) are optional extras to the trip.

Proposed Trip Itinerary (8 day option)

- Day 1:** Saturday
Arrive in Puerto Rico
Check in to accommodation (Hampton Inn)
Orientation, safety briefing
Afternoon beach activity (dependent on flight options)
- Day 2:** Sunday
Visit Old San Juan to experience a walking tour of Old San Juan
Shopping, castle tour options, try local food
Meet with Michelle Rodriguez Maldonado with Ninos De Nueva Esperanza
Prep for service project
Purchase materials/prep for project as needed
- Day 3-6:** Monday-Thursday
Drive from hotel area to Sabana Seca (about 15-20 minute drive)
Meet the team, participate in orientation to the service project
Engage with the service project (about 6 hours/day approx. 9a-3p)
Return to hotel
Afternoon options include:
 Beachfront, hotel pool
 Walking tour
 Drive to San Juan
 Debrief session including journaling and group discussions
 Team building activities
 Attending sporting events
- Day 7:** Friday
Travel to a national park to enjoy hiking and waterfalls
Optional activities (for purchase) include:
 Snorkeling in the bioluminescent bay
 Kayaking
 Zip Lining
- Day 8:** Saturday
Beach morning (dependent on flight availability)
Return flight to Boston

Cost: \$2150/person

Cost includes flights, accommodation (3 star hotel or equivalent), two meals a day, service work costs, in-country transport, H&C staff support, fees, tips and taxes. Price is subject to change based on actual booking costs until a contract is finalized.

Next Steps: If you are interested in booking a Puerto Rico service trip please contact Dorian Botsis at dbotsis@hammerchisel.org.

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

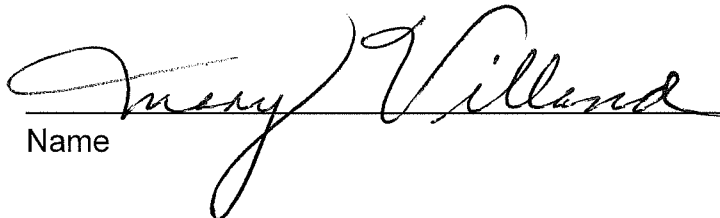
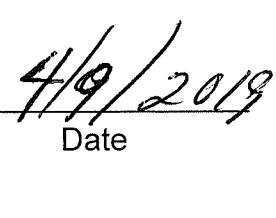
- AHS - International Travel Application (printed by Travel Coordinator)
- International Trip Application - Signature Form
- Legal Documents - Medical Info, Permission to Treat & Release from liability
- Trip Selection Criteria & Behavior Contract

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

_____	_____	_____
Name	Department	Date


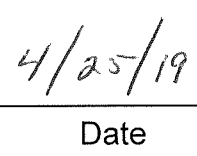
Signature of International Travel Coordinator

	
Name	Date

Signature of Principal

	Arlington High School	
Name	School	Date

Signature of Superintendent

	
Name	Date





HAMMER & CHISEL

**PUERTO RICO
SERVICE
LEARNING AND
CULTURAL
EXCHANGE TRIP**

ABSTRACT

We are inviting students, teachers and families to engage in supporting the relief work of rebuilding Puerto Rico into a resilient and sustainable community of the future. (c) 2018 Hammer and Chisel Inc.

Dorian Botsis



HAMMER AND CHISEL INC.
32 Meeting House Path
Ashland, MA, USA, 01721
617.390.3609

Puerto Rico Service Trip

Introduction

The Puerto Rico Service Trip works with local non-profits to bring relief and support to locally designated needs. While many agencies are doing relief work because of the hurricane, we focus on resilience and sustainability beyond the immediate hurricane relief.

The trip focuses on multiple core goals:

- Cultural exchange
- Learning the history of Puerto Rico
- Leadership Development
- Support of Puerto Rico growth towards resiliency and sustainability
- Relationship building across cultural differences

The Service Work: Community Service with non-profit Centros Sor Isolina Ferre.

The service work of the tour focuses on the resiliency and sustainability of Puerto Rico. Participants will work in smaller teams focused on needs determined by either of the locally based partner non-profits.

Projects include but are not limited to:

- Oversight and support of summer camps
- Care for the elderly in the community
- Classroom preparation for the new school year
- Classroom immersion and teaching
- Various community engagement and support work for the array of programs on offer
- General clean up and support of the local non-profit

Island experiences (e.g. ziplining in the rainforest, kayaking in the bioluminescent bay) are optional extras to the trip.

Sample Trip Itinerary (8 day option)

- Day 1: Saturday
Arrive in Puerto Rico
Check in to accommodation (Hampton Inn)
Orientation, safety briefing
Afternoon beach activity (dependent on flight options)
- Day 2: Sunday
Visit Old San Juan to experience a walking tour of Old San Juan
Shopping, castle tour options, try local food
Meet contact with Centros Sor Isolina Ferre to prep for service project
Purchase materials/prep for project as needed
- Day 3-6: Monday-Thursday
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Meet the team, participate in orientation to the service project
Engage with the service project (about 6 hours/day approx. 9a-3p)
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Afternoon options include:
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 Walking tour
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 Debrief session including journaling and group discussions
 Team building activities
 Attending sporting events
- Day 7: Friday
Travel to a national park to enjoy hiking and waterfalls
Optional activities (for purchase) include:
 Snorkeling in the bioluminescent bay
 Kayaking
 Zip Lining
- Day 8: Saturday
Beach morning (dependent on flight availability)
Return flight to Boston

Cost: \$2150/person

Cost includes flights, accommodation (3 star hotel or equivalent), two meals a day, service work costs, in-country transport, HC staff support, fees, tips and taxes. Price is subject to change based on actual booking costs until a contract is finalized.

Next Steps: If you are interested in booking a Puerto Rico service trip please contact Dorian Botsis at dbotsis@hammerchisel.org.

Exclusions and Limitations

GENERAL EXCLUSIONS: This plan does not cover any loss caused by or resulting from: intentionally self-inflicted injury, suicide, or attempted suicide of the Insured, Family Member, Traveling Companion or Business Partner while sane or insane; Normal Pregnancy or Childbirth, other than Unforeseen Complications of Pregnancy, of the Insured, a Traveling Companion or a Family Member; participation in professional athletic events; motor sport, or motor racing, including training or practice for the same; mountain climbing that requires the use of equipment such as; pick-axes, anchors, bolts, crampons, carabineers, and lead or top-rope anchoring or other specialized equipment; operating or learning to operate any aircraft, as student, pilot, or crew; air travel on any air-supported device, other than a regularly scheduled airline or air charter; war (whether declared or not) or act of war, participation in a civil disorder, riot, insurrection or unrest; any unlawful acts committed by the Insured; Mental, Nervous or Psychological Disorder; if the Insured's tickets do not contain specific travel dates (open tickets); being under the influence of drugs or narcotics, unless administered upon the advice of a Physician or intoxication above the legal limit; any Loss that occurs at a time when this coverage is not in effect; traveling solely or substantially for the purpose of securing medical treatment; any Trip taken outside the advice of a Physician; Pre-Existing Medical Conditions of an Insured, Traveling Companion, Business Partner or Family Member (within a 60 day period immediately preceding coverage effective date).

The following exclusions also apply to the Medical Expense Benefit: routine physical examinations; mental health care; replacement of hearing aids, eye glasses, contact lenses, sunglasses; routine dental care; any service provided by the Insured, a Family Member, or Traveling Companion; alcohol or substance abuse or treatment for the same; Experimental or Investigative treatment or procedures; care or treatment which is not Medically Necessary, except for related reconstructive surgery resulting from trauma, infection or disease; coverage for Trips less than 100 miles from the Insured's Primary Residence (also applies to the Emergency Evacuation Benefit).

The following exclusions also apply to Accidental Death and Dismemberment: loss caused by or resulting directly or indirectly from Sickness or disease of any kind; stroke or cerebrovascular accident or event; cardiovascular accident or event; myocardial infarction or heart attack; coronary thrombosis; aneurysm.

Please refer to your policy for a complete list of plan exclusions and limitations.

The purchase of this product is not required in order to purchase any other travel product or service. Your travel retailer might not be licensed to sell travel insurance and will only be able to provide general information about the product. An unlicensed travel retailer may not answer questions about the terms and conditions of the insurance offered AND may not evaluate the adequacy of your existing insurance coverage. The products being offered provide insurance coverage that only applies during your covered trip. You may have insurance coverage from other sources that provide similar benefits but may be subject to different restrictions depending upon the coverage. You may wish to compare the terms of the travel policy offered through Travelex with any existing life, health, home and automobile insurance policies you may have. If you have questions about your coverage under your existing insurance policies, contact your insurer or insurance agent or broker.

The product descriptions provided here are only brief summaries and may be changed without notice. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. If you have questions about coverage available under our plans, please review the policy or contact us. Travelex Insurance Services Inc. 9140 West Dodge Road, Suite 300, Omaha, NE 68114. Toll Free 800.228.9792. Email: customersolutions@travelexinsurance.com.

Any inquiry regarding claims may be directed to travelex.claims@bhspecialty.com, P.O. Box 31003 Charlotte, NC 28231-1003; 855.205.6054. Inquirers regarding new, existing or denied claims and any other claims questions may also be directed to this address.

To view state specific fraud warnings, visit travelexinsurance.com/company/fraud-warning.

Consumers in California may also contact: California Department of Insurance Hotline 800.927.4357 or 213.897.8921. Travelex CA Agency License #0D10209.

Consumers in Maryland may contact: Maryland Insurance Administration 800.492.6116 or 410.468.2340.

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IS TRAVEL BASIC FOR ME?

Dream. Explore. Travel On. Take Travel Basic on the journey with you!

PRIMARY COVERAGE

Primary coverage pays your claim first with no deductibles. This means faster payment to you. Purchase any time before your trip and primary coverage is automatically included!

BONUS COVERAGES

Included in the base plan, coverage to cancel for business reasons and financial default of your travel supplier when plan is purchased within 15 days of initial trip deposit.

PRE-EXISTING EXCLUSION WAIVER

Pre-existing medical conditions are waived when plan is purchased within 15 days of initial trip deposit, full trip cost is insured and traveler is medically able to travel at the time of plan purchase.

PLAN DETAILS

To view complete details of this travel protection plan, please visit policy.travelexinsurance.com/TBB-1117

ONLINE CLAIMS

New claims process that pays up to five times faster than industry average. Most claims can be filed with a "pic and click" on the go without piles of claim forms.⁶



For Questions, Quotes or to Enroll
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or Contact your Travel Professional



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Travel On.



TRAVEL BASIC
ESSENTIAL TRAVEL PROTECTION

BENEFIT HIGHLIGHTS¹

TRIP CANCELLATION	100% OF TRIP COST (\$10,000 limit)²
TRIP INTERRUPTION	100% OF TRIP COST (\$10,000 limit)
Protect travel investments and recover non-refundable, prepaid trip costs if a trip is canceled or interrupted. Popular reasons include:	
• Sickness, Injury or Death ³	• Cancel for Business Reasons ⁴
• Financial Default ⁴	• Strike
• Traffic Accident	• Quarantine/Hijacking
• Inclement Weather	• Jury Duty/Subpoena
• Home Uninhabitable	• Termination of Employment
• Military Duty	

FREQUENT TRAVELER BENEFIT **\$200**

Reimbursement for the cost of re-depositing frequent traveler awards utilized for trip.

TRIP DELAY **\$500 (\$250 per day)**

Reimbursement of additional costs such as accommodations, transportation and meals if a trip is delayed 5 hours or more.

MISSED CONNECTION **\$500**

Reimbursement for unused, non-refundable expenses and additional transportation to join the departed trip if a connection is missed by 3 hours or more.

BAGGAGE & PERSONAL EFFECTS **\$500**

Reimbursement for personal articles and expenses if bags are lost, stolen or damaged.

BAGGAGE DELAY **\$100**

Reimbursement for personal articles and expenses if bags are delayed for 12 hours or more.

EMERGENCY MEDICAL & DENTAL EXPENSES **\$15,000**

Emergency medical treatment if a sickness or injury occurs while traveling. \$500 dental expense sublimit.

EMERGENCY MEDICAL EVACUATION **\$100,000**

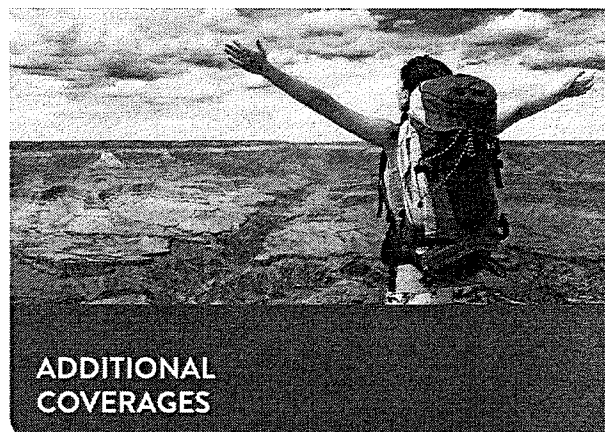
Emergency medical evacuation to the hospital of your choice. Includes repatriation and travel expenses (maximum \$25,000) for escort.

ACCIDENTAL DEATH & DISMEMBERMENT **\$10,000**

Reimbursement for permanent loss of life, limbs or sight from a covered accidental injury during travel.

TRAVEL ASSISTANCE SERVICES⁵ **INCLUDED**

A wide range of services before and during trips through a 24/7 toll free number. Includes assistance with medical emergencies, lost documents or baggage, event ticketing, business services and much more.



ADDITIONAL COVERAGES

Bonus Coverages

If plan is purchased within 15 days of initial trip deposit.

PRE-EXISTING EXCLUSION WAIVER

INCLUDED

Pre-existing medical conditions are waived when full trip cost is insured and traveler is medically able to travel at the time of plan purchase.

FINANCIAL DEFAULT COVERAGE

INCLUDED

Cancellation coverage when a tour operator, travel supplier, airline, hotel, etc. suspends operations due to insolvency.

CANCEL FOR BUSINESS REASONS

INCLUDED

Cancellation coverage when you are required to work, a merger takes place or your company is deemed unsuitable for business and you are the key employee.

Customized Upgrades

Please visit travelexinsurance.com for upgrade pricing.

CAR RENTAL COLLISION COVERAGE

Up to \$35,000 per plan for collision damage, vandalism, windstorm, hail, fire or flood occurs to a rental car while on your trip. \$100 deductible.

AIR AD&D COVERAGE

Up to \$200,000 if loss of life, limbs or sight occurs from an accidental injury while on a common carrier airline flight.

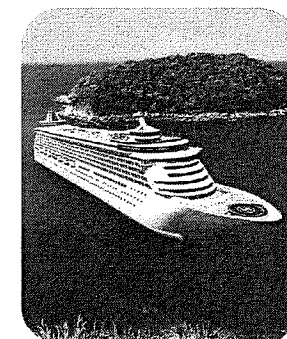
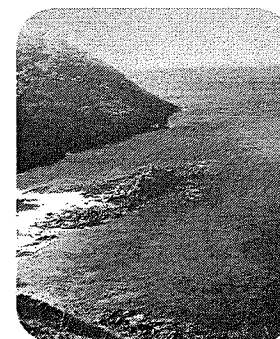
RATES¹

BASE PLAN RATES BY AGE AND TRIP COST

TRIP COST	0-34	35-59	60-69	70-74	75-79	80-84	85+
\$1-\$250	\$19	\$27	\$37	\$58	\$72	\$109	\$148
\$251-\$500	\$22	\$32	\$46	\$69	\$86	\$128	\$174
\$501-\$1,000	\$30	\$44	\$61	\$88	\$108	\$158	\$212
\$1,001-\$1,500	\$42	\$63	\$87	\$120	\$147	\$209	\$281
\$1,501-\$2,000	\$56	\$85	\$116	\$156	\$191	\$267	\$357
\$2,001-\$2,500	\$72	\$110	\$149	\$198	\$242	\$335	\$449
\$2,501-\$3,000	\$82	\$125	\$170	\$224	\$274	\$377	\$504
\$3,001-\$3,500	\$95	\$145	\$197	\$257	\$314	\$430	\$574
\$3,501-\$4,000	\$106	\$162	\$220	\$286	\$351	\$477	\$639
\$4,001-\$4,500	\$110	\$167	\$227	\$295	\$360	\$490	\$656
\$4,501-\$5,000	\$146	\$226	\$308	\$398	\$491	\$660	\$893
\$5,001-\$5,500	\$164	\$255	\$349	\$450	\$556	\$745	\$1,011
\$5,501-\$6,000	\$184	\$286	\$391	\$504	\$622	\$831	\$1,130
\$6,001-\$6,500	\$221	\$345	\$473	\$608	\$753	\$1,002	\$1,367
\$6,501-\$7,000	\$247	\$385	\$524	\$669	\$825	\$1,096	\$1,484
\$7,001-\$8,000	\$262	\$408	\$556	\$708	\$873	\$1,158	\$1,569
\$8,001-\$9,000	\$287	\$448	\$610	\$777	\$959	\$1,270	\$1,723
\$9,001-\$10,000	\$306	\$477	\$650	\$827	\$1,021	\$1,351	\$1,833

Rates are per traveler. Maximum trip length allowed 30 days. Individuals in the same household may be on one policy.

¹ All coverages per insured up to limits listed. Coverage and rates may vary by state. Please see your policy for details or call 800.228.9792. ² \$200,000 aggregate trip cost limit for all travelers on the same policy. ³ Of you, a traveling companion, family member, domestic partner or business partner. ⁴ Coverage when plan is purchased within 15 days of initial trip deposit. ⁵ Provided by the designated provider as listed in the Policy. ⁶ Based on industry average. Fastest payments on approved claims when debit card or other EFT method is chosen as preferred payment method. Speed of transaction varies by processing financial institution.





HAMMER & CHISEL

**PUERTO RICO
SERVICE
LEARNING AND
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EXCHANGE TRIP**

ABSTRACT

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Dorian Botsis



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32 Meeting House Path
Ashland, MA, USA, 01721
617.390.3609

Puerto Rico Service Trip

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TRAVEL BASIC
ESSENTIAL TRAVEL PROTECTION

BENEFIT HIGHLIGHTS¹

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TRIP INTERRUPTION	100% OF TRIP COST (\$10,000 limit)
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• Traffic Accident	• Quarantine/Hijacking
• Inclement Weather	• Jury Duty/Subpoena
• Home Uninhabitable	• Termination of Employment
• Military Duty	

FREQUENT TRAVELER BENEFIT **\$200**

Reimbursement for the cost of re-depositing frequent traveler awards utilized for trip.

TRIP DELAY **\$500 (\$250 per day)**

Reimbursement of additional costs such as accommodations, transportation and meals if a trip is delayed 5 hours or more.

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Reimbursement for unused, non-refundable expenses and additional transportation to join the departed trip if a connection is missed by 3 hours or more.

BAGGAGE & PERSONAL EFFECTS **\$500**

Reimbursement for personal articles and expenses if bags are lost, stolen or damaged.

BAGGAGE DELAY **\$100**

Reimbursement for personal articles and expenses if bags are delayed for 12 hours or more.

EMERGENCY MEDICAL & DENTAL EXPENSES **\$15,000**

Emergency medical treatment if a sickness or injury occurs while traveling. \$500 dental expense sublimit.

EMERGENCY MEDICAL EVACUATION **\$100,000**

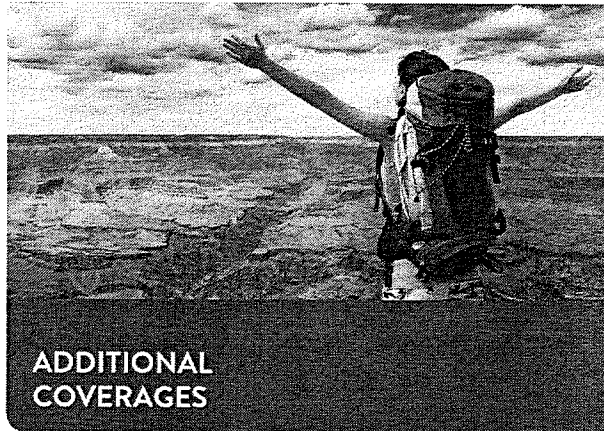
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Cancellation coverage when a tour operator, travel supplier, airline, hotel, etc. suspends operations due to insolvency.

CANCEL FOR BUSINESS REASONS

INCLUDED

Cancellation coverage when you are required to work, a merger takes place or your company is deemed unsuitable for business and you are the key employee.

Customized Upgrades

Please visit travelexinsurance.com for upgrade pricing.

CAR RENTAL COLLISION COVERAGE

Up to \$35,000 per plan for collision damage, vandalism, windstorm, hail, fire or flood occurs to a rental car while on your trip. \$100 deductible.

AIR AD&D COVERAGE

Up to \$200,000 if loss of life, limbs or sight occurs from an accidental injury while on a common carrier airline flight.

RATES¹

BASE PLAN RATES BY AGE AND TRIP COST

TRIP COST	0-34	35-59	60-69	70-74	75-79	80-84	85+
\$1-\$250	\$19	\$27	\$37	\$58	\$72	\$109	\$148
\$251-\$500	\$22	\$32	\$46	\$69	\$86	\$128	\$174
\$501-\$1,000	\$30	\$44	\$61	\$88	\$108	\$158	\$212
\$1,001-\$1,500	\$42	\$63	\$87	\$120	\$147	\$209	\$281
\$1,501-\$2,000	\$56	\$85	\$116	\$156	\$191	\$267	\$357
\$2,001-\$2,500	\$72	\$110	\$149	\$198	\$242	\$335	\$449
\$2,501-\$3,000	\$82	\$125	\$170	\$224	\$274	\$377	\$504
\$3,001-\$3,500	\$95	\$145	\$197	\$257	\$314	\$430	\$574
\$3,501-\$4,000	\$106	\$162	\$220	\$286	\$351	\$477	\$639
\$4,001-\$4,500	\$110	\$167	\$227	\$295	\$360	\$490	\$656
\$4,501-\$5,000	\$146	\$226	\$308	\$398	\$491	\$660	\$893
\$5,001-\$5,500	\$164	\$255	\$349	\$450	\$556	\$745	\$1,011
\$5,501-\$6,000	\$184	\$286	\$391	\$504	\$622	\$831	\$1,130
\$6,001-\$6,500	\$221	\$345	\$473	\$608	\$753	\$1,002	\$1,367
\$6,501-\$7,000	\$247	\$385	\$524	\$669	\$825	\$1,096	\$1,484
\$7,001-\$8,000	\$262	\$408	\$556	\$708	\$873	\$1,158	\$1,569
\$8,001-\$9,000	\$287	\$448	\$610	\$777	\$959	\$1,270	\$1,723
\$9,001-\$10,000	\$306	\$477	\$650	\$827	\$1,021	\$1,351	\$1,833

Rates are per traveler. Maximum trip length allowed 30 days. Individuals in the same household may be on one policy.

¹ All coverages per insured up to limits listed. Coverage and rates may vary by state. Please see your policy for details or call 800.228.9792. ² \$200,000 aggregate trip cost limit for all travelers on the same policy. ³ Of you, a traveling companion, family member, domestic partner or business partner. ⁴ Coverage when plan is purchased within 15 days of initial trip deposit. ⁵ Provided by the designated provider as listed in the Policy. ⁶ Based on industry average. Fastest payments on approved claims when debit card or other EFT method is chosen as preferred payment method. Speed of transaction varies by processing financial institution.

