

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.

Your email address (eamorris@arlington.k12.ma.us) was recorded when you submitted this form.

Your Name *

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

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

Departure Date *

Return Date *

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

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.

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

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Karen Fitzgerald
Administrative Assistant to the
Arlington School Committee/
Superintendent of the Schools
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If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do seu filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant - 如果你需要这份文件翻译, 请联系您的孩子的学校 - إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال بمدرسة ، - طفلك /طفلاتك