



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) 2020 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

(6 day option, subject to change based on timing, conditions and travel options)

- Day 1: Monday
Depart Boston (afternoon)
Arrive in Puerto Rico (early evening)
Check in to accommodation (Hampton Inn)
Orientation, safety briefing, walking tour of area (possible)
- Day 2: Tuesday
Drive from hotel area to Sabana Seca (about 15-20 minute drive)
Meet the team, participate in orientation to the service project and non-profit
Orientation to Non-profit and service project teams
Team selection and team building
Purchasing for service project needs not catered for beforehand
Old San Juan
Workshop: Introduction to the History of Puerto Rico
Cultural experiences around food, history and shopping
- Day 3-4: Wednesday - Thursday
Engage with the service project (about 6 hours/day approx. 9a-3p)
Return to hotel
Afternoon options include:
Walking tours
Debrief sessions
Journaling and group discussions/workshops:
Racism,
Discovering the artist and art within yourself
The True Story of Puerto Rico
Team building activities, Attending sporting events, Beachfront, hotel pool
- Day 5: Friday
Travel to El Yunque National Park to enjoy hiking and waterfalls
Environmental Awareness workshop
Spend the afternoon at Balneario de Lugillo beach
- Day 6: Saturday
Beach morning (dependent on flight availability)
Final dinner celebration
Return flight to Boston (early morning flight on Sunday)

Cost: \$2250*/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.

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.



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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: 4/20/20-4/26/20 subject to flight availability.

Cost of Trip: \$2250, 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

- Registration: 10% upon registration (\$225)
- 1st payment: 11/22/2019 - \$900
- 2nd payment: 12/22/2019 - \$675
- 3rd payment: 1/22/2020 - \$450
- Payment may be in full at any time prior to 1/22/2020 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.

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:

4. International Travel Application

Please fill out this form, which will go to the Principal, the Superintendent, and then the School Committee for approval. Please leave time to meet with the Principal and revise before submission. Complete the first draft to the best of your ability.

REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each and schedule a meeting with the International Travel Coordinator (currently the Principal).

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

You may also want to send the Travel Questionnaire for Travel Agencies to your travel representative before filling out this form, so that you can simply cut and paste their answers into this document.

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 *

MM DD YYYY

04 / 20 / 2020

Return Date *

MM DD YYYY

04 / 25 / 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) *

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~~
SPRING vacation

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

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? *

2,250.00 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)

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)

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) *

20 2019 - Elizabeth...

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

This form was created inside of Arlington MA Public Schools.

Google Forms

