



Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>

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## Fwd: Out of State Travel Application

2 messages

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Jenna Fernandes <jfernandes@arlington.k12.ma.us>  
To: Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>

Mon, Dec 2, 2019 at 4:10 PM

This is the application. Can we use the same signature page, given that the information hasn't changed? I can easily get Brian's signature but Bill Pappazisis is not in my building on a regular basis.

Sent from my iPhone

Begin forwarded message:

**From:** Google Forms <forms-receipts-noreply@google.com>  
**Date:** November 19, 2019 at 4:51:42 PM EST  
**To:** JFernandes@arlington.k12.ma.us  
**Subject:** Out of State Travel Application

Thanks for filling out Out of State Travel Application

Here's what we got from you:

EDIT RESPONSE

## Out of State 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 (jfernandes@arlington.k12.ma.us) was recorded when you submitted this form.

**Name of the lead teacher. \***

Jenna Fernandes

**Lead Teachers School and Department \***

Ottoson/Performing Arts

## Trip Basics

Please provide some basic information about this trip.

**Destination (City(s)/State): \***

New York City, NY

**Departure Date \***

May ▼ 16 ▼ 2020 ▼

**Return Date \***

May ▼ 16 ▼ 2020 ▼

**Method of travel to your destination? (bus, plane, train, etc) \***

Coach bus

**Method of travel in destination location(s) (bus, plane, train, etc) \***

On foot

Option 1

**Purpose of this trip. (cultural, conference, educational, etc) \***

Educational/Cultural

**DESCRIPTION of the educational purpose/value of this trip. \***

Ottoson drama students will see a professional show on Broadway. They will see the best example of what they aim for in our shows - precision, commitment, and everyone fulfilling their role.

**Number of school days missed due to trip. \***

0

**Steps that will be taken to minimize the impact of missed school days.**

N/A - trip is a Saturday

**Students/groups that can attend this trip (specific class, group, grade, etc...)Is it geared toward particular students? (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) \***

Active members of the drama club. Students need to have auditioned for a show or participated in a drama club event. The trip is aimed at 7th and 8th grade students, but may be opened to 6th grade if spots aren't filled.

**Cost of trip per student. \***

\$170

**Options included in the cost of the trip. \***

The cost includes the coach bus, dinner at Ellen's Stardust Diner, and show tickets to West Side Story. It also includes snacks/water for the bus.

**Options NOT included in the cost of the trip. \***

Students may opt to buy souvenirs. They are responsible for bringing or buying lunch.

## **Chaperones**

Arlington Public Schools requires a minimum of 2 chaperones for all out of state travel. One male and one female is required.

**Name and email address of trip chaperone #1. \***

Jenna Fernandes [jfernandes@arlington.k12.ma.us](mailto:jfernandes@arlington.k12.ma.us)

**Name and email address of trip chaperone. #2**

Greg Condakes gcondakes@arlington.k12.ma.us

## Travel Company

**Travel Agency being used for this trip.**

None

**Travel agent name, phone number and/or email address.**

None

**Description of trip insurance plan. ( coverage for emergency travel home, trip cancellation, etc. This is NOT just liability.)**

Parents may purchase insurance through insuremytrip.com. Royal Coach stays in the city, so emergency travel home could be easily arranged if necessary.

**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) \***

Students who cancel can be refunded up to the date of the trip if there is someone on the waiting list to take their place.

**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. \***

Parents can arrange a payment plan with lead teacher.

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

Partial scholarships can be provided through the drama club. In the past, GOPTO has also assisted with a partial scholarship.

**If the company provides fundraising opportunities, please explain.**

None

**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. \***

Email, 2 informational meetings.

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

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) \***

Files submitted:

NYC Itinerary for Approval Jenna Fernandes - Jenna Fernandes

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

We rounded up the cost for each students to have a small emergency fund, as well as first aid supplies.

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

Email. Parents will also be provided with chaperone cell phone numbers.

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

Phone

Create your own Google Form

**Karen Fitzgerald** <kfitzgerald@arlington.k12.ma.us>  
To: Jenna Fernandes <jfernandes@arlington.k12.ma.us>

Tue, Dec 3, 2019 at 9:21 AM

Jenna I will print this off when I return to work and use the original signature page if it looks good.

Karen

[Quoted text hidden]

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*Karen Fitzgerald*

*Administrative Assistant to the*

*Arlington School Committee/*

*Superintendent of Schools*

*869 Massachusetts Avenue, 6th Floor*

*Arlington, MA 02476*

*781-316-3540*

*kfitzgerald@arlington.k12.ma.us*

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/طفلتك، -

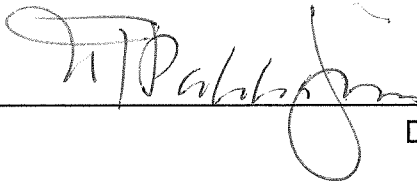
REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each for the International Travel Coordinator.

- 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

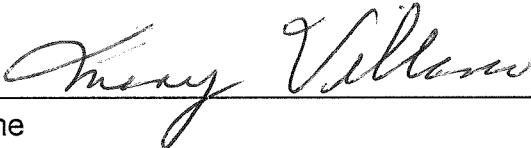
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Before submitting the completed application (with all necessary paperwork) to the School Committee, please get approval from your department head then schedule a meeting with the International Coordinator (Mary Villano).


Signature of Department Head

 Performing Arts 10/23/19  
Name Department Date


Signature of International Travel Coordinator

 10/30/19  
Name Date

Signature of Principal

 OMS 10/28/19  
Name School Date

Signature of Superintendent

 12/4/19  
Name Date