

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

November 23, 2009

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Washington, DC Trip

Proposed Action by the Board of Education

Approve the resolution for a trip to Washington, DC, for students as outlined in the attached documentation.

Background

Attached you will see an itinerary and a request for a trip to Washington, DC. We are asking that the BOE give approval for this trip as outlined.

13 NOV 2009

Dear President Lahr and Board Members:

I take great pleasure in once again offering Millburn Dist 24 7th and 8th grade students an educational tour of our nation's capital, Washington D.C.

The trip will be sponsored by Educational Tours Inc. Deerfield, IL, a reputable, and local professional tour company. This is the same company the 8th grade uses for their Springfield trip.

The trip is based on 30 paying passengers at \$839.00 per person and includes round trip air fair, 2 nights hotel, meals, coach city-travel, tour guides, and all sites scheduled on the itinerary.

The trip is scheduled for March 29, 30, 31, (M,T,W) the first three days of Spring Break.

Students will meet early Monday morning, March 29th at Millburn Central before leaving for O'Hare Airport. They will fly directly from O'Hare into Reagan National and meet up with their tour guide before boarding a chartered tour bus. Logistics for the return will be the same.

For the third year, I will serve as tour moderator and will be accompanied by adult chaperones at a 10:1 student/teacher ratio. Security will be provided for our two nights stay at the hotel.

We hope to build from the two previous trips, although with modest numbers, 22 and 28 respectively; they were immensely successful. A reasonable goal of a minimum of 10 MN students and 20 MC students is in place.

Thank you for your valuable time and support.

Very Respectfully,

Dave Schroeder

Educational Tours, Inc
111 S. Pfingsten Road
Deerfield, IL 60015
847.509.0088



U.S. Capitol Building



Educational Tours, Inc.

A TUI Student Travel Company

FOR REVIEW ONLY – Booking Code XXX-XXXXX is invalid

Dear Parents/Guardians:

I am offering the 7th and 8th grade students of Millburn Central and Millburn West Schools the opportunity to participate in an outstanding tour of Washington, D.C., on March 29-31, 2010. The tour will depart the morning of March 29 and return the evening of March 31. Your student will have the unique opportunity to experience the nation's capital, a virtual "living classroom," with fellow classmates and teachers. They'll experience government in action and visit some of the country's most important historical treasures. A list of sites and special features of this tour is presented on the next page.

The tour has been prepared for us by Educational Tours, Inc., a fully insured agency specializing in student group travel to Washington, D.C., with over 40 years of experience.

The price of the tour is \$839.00 per student based on 30 paid participants per bus. Students are housed in quad occupancy (four to a room, two beds). We recommend that you also include the optional REFUND GUARANTEE PROTECTION (RGP). The RGP option provides the opportunity to cancel the tour at any time, for any reason, and receive a full refund less the cost of the protection. The cost of the RGP option is \$85.00 and will be added to your 2nd payment invoice. **Please read the General Information page carefully.**

Standard features of this all-inclusive tour are:

- Flights on Scheduled Airlines
- Meals Beginning with Lunch on Day 1 through Lunch on Day 3
- Adult Chaperone for Every 10 Students
- Hotel Security
- All Admissions
- Excellent Hotel (2 nights)
- Premium Sightseeing Bus(es)
- Complete Lectured Sightseeing
- ET Staff/24 Hour Service
- All Taxes, Tips/Insurance Coverage

To register your child for this once-in-a-lifetime opportunity, please visit www.EducationalTours.com and enter **Booking Code XXX-XXXXX** to pay by credit card (no checks online). You may also register by sending a \$200.00 deposit by check (payable to **Educational Tours, Inc.**) or Visa/MasterCard/Discover along with the completed application form to **Educational Tours, Inc.** by **Monday, November 23, 2009**. A 2nd payment of \$250.00 (plus \$85.00 for RGP, if desired) is due by **Monday, January 18, 2010**. Final payment is due approximately 8 weeks prior to departure. Invoices will be sent. **NOTE: As a limited amount of air, bus and hotel space has been reserved, applications will be accepted on a first come basis. Late registrants will be subject to a higher initial deposit amount based on the payment plan listed above.**

If you have any questions about the tour, please call me (847-356-8331). You may also call **Educational Tours, Inc.**, 9:00AM to 5:00PM, CST, Monday through Friday, at 847-509-0088 or visit ET's website at www.EducationalTours.com.

Dave Schroeder
Tour Moderator

NOTE: Airline checked bag fees are not included in the price of the tour. You can avoid checked bag fees by using carry-on luggage whenever possible. A suggested packing list for carry-on luggage will be sent along with final tour information prior to departure.

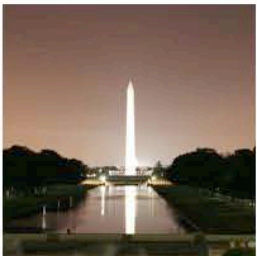
REGISTER ONLINE – BOOKING CODE XXX-XXXXX
WWW.EDUCATIONALTOURS.COM



The White House



Lincoln Memorial



Washington Monument

Washington, D.C.

TravelLearn
experience
Are you ready?

www.EducationalTours.com



Sightseeing in Washington is prepared from the list of sites indicated below. The sites included depend on specific appointments and optional excursions requested by the group as well as the time of year and days of the week the tour is planned.



WASHINGTON, D.C. SITES

- Capitol Hill
 - U.S. Capitol Building
 - Supreme Court
 - Library of Congress
- Iwo Jima Marine Memorial
- Smithsonian Institution
 - National Air and Space Museum
 - National Museum of Natural History
 - National Museum of American History
- National Archives
- Union Station
- National Zoo – Panda exhibit
- Embassy Row
- Korean War Veterans Memorial
- Jefferson Memorial
- World War II Memorial
- United States Holocaust Memorial Museum (permanent exhibit by appointment only)
- White House
- Mount Vernon – George Washington’s estate
- Ford’s Theatre and Petersen House (by appointment only)
- Kennedy Center for the Performing Arts
- Old Town Alexandria
- Arlington National Cemetery
 - Guard Change - Tomb of the Unknowns
 - Wreath Laying Ceremony (by appointment only)
 - Challenger Memorial
 - Kennedy Gravesites
- FDR Memorial
- Washington National Cathedral (by appointment only)
- Vietnam Veterans Memorial
- Lincoln Memorial
- Washington Monument (by appointment only)

SPECIAL FEATURES INCLUDED

- **Wreath Laying Ceremony at Arlington National Cemetery (if confirmed)**
- **"Footsteps to the Past" Ghost Tour in Old Town Alexandria**

GENERAL INFORMATION

(KEEP TOP PORTION FOR YOUR RECORDS)

1. The price of the Washington Educational Tour is based on 30 paid participants per sightseeing bus and the best available base airfare at the time the group booked. **This price does not include checked baggage fees.** The price is subject to change if there are less than 30 paid participants per sightseeing bus or variations occur in fuel surcharges, taxes or vendor fees. Per person bus surcharge is: \$30.00 for 25-29 paid per bus. For less than 25 paid per bus, the surcharge will be provided.
2. **Per person insurance coverage:** \$5,000 life, \$1,500 illness, \$5,000 accident and \$750 dental.
3. The deposit and additional payments are required by the dates indicated in the cover letter. **Personal and/or business checks will not be accepted 28 days or less prior to the tour.** Prior to departure, information will be sent specifying final details of the tour.
4. Failure to completely pay for the tour by the deadline date may result in the participant being dropped from the tour. If space is still available after the deadline date, a \$50.00 late payment fee will be assessed plus any extra airfare, if applicable.
5. A service fee of \$35.00 is assessed for NSF checks or stop payment checks.

CANCELLATION POLICY: ALL CANCELLATIONS MUST BE IN WRITING TO EDUCATIONAL TOURS, INC., P.O. BOX 828, NORTHBROOK, IL 60065-0828. The date of the postmark is the date used to determine the amount of the cancellation fee. Refunds take approximately 4-6 weeks and will be issued in the same form as payment was made.

* Individual cancellations, for any reason, will be subject to the following fees to be retained by Educational Tours, Inc.:

more than 60 days before the tour	\$150.00
from 59-31 days before the tour	50% of tour cost
from 30 days before the tour to date of departure	100% of tour cost

* If the tour moderator or school cancels an individual or the tour, individual cancellation fees apply.

* If the tour moderator or school changes the tour date or destination, all monies received will be transferred to the new tour date/destination. Individual cancellations after the date/destination change will be subject to the same cancellation fees.

* If Educational Tours, Inc. changes the date/destination and you feel it necessary to cancel because of the change(s), a full refund will be provided as long as a letter is received postmarked no more than 14 days after the change is announced.

REFUND GUARANTEE PROTECTION (RGP) – Should a tour participant need to cancel for any reason prior to departure, RGP guarantees you a full refund of all monies paid, less the cost of this option and any NSF or late fees. By accepting RGP, the cost will be included in your 2nd payment invoice (the RGP option may not be available for late registrants). You will not be eligible for RGP unless you pay for the cost of this protection. To decline RGP, simply check the box below. By not accepting RGP, the above stated cancellation policy applies with no exceptions. **ET strongly recommends accepting RGP as part of your tour package.**

RESPONSIBILITY: Educational Tours, Inc. is not responsible for any services or accommodations provided by third parties and disclaims any liability for personal injury, property damage, or other loss to the traveler unless such damage, injury or loss is caused by the willful and wanton negligence of Educational Tours, Inc. With respect to the student traveler, the student and his/her parent(s) or guardian assume full responsibility for any damages, injury, or losses that might occur during the tour except as stated above. Any photo or video likeness taken of a participant and any comment or statement made by him/her while taking part in an ET program may be used in materials published by ET without compensation.

To register for this tour, please visit www.EducationalTours.com and enter Booking Code XXX-XXXXX. If you are unable to register online, please detach and return with your payment to:

Educational Tours, Inc. – P.O. Box 828 – Northbrook, IL 60065-0828

Participant's Name (all fields are **required**; please print clearly)

_____ Male Female
(first) (middle) (last)

Street Address _____ Phone: (_____) _____

City _____ State _____ Zip Code _____ Date of Birth ____/____/____

Please check your school:

MILLBURN CENTRAL SCHOOL MILLBURN WEST SCHOOL- #XXXXX (09/10 TS)

Parent/Guardian Name(s) _____ Email _____

Alternate Numbers: Father (_____) _____ Mother (_____) _____

I do not accept Refund Guarantee Protection (RGP). By declining RGP, I understand that I will be subject to the full cancellation policy as outlined above and agree that 100% of the trip price is non-refundable if I cancel within 30 days of departure for any reason.

I permit my child to participate in the Washington Tour on March 29-31, 2010. I have read and agree to the above General Information including the Cancellation Policy, Surcharges, Responsibility, and Refund Guarantee Protection.

Parent's/Guardian's Signature _____ Date _____

UNSIGNED APPLICATION WILL BE RETURNED WITH DEPOSIT

If paying by credit card: Please charge my Visa, MasterCard *or* Discover account for \$_____.

*Since an original signature is required, **phone calls and faxes will NOT be accepted for credit card payments.**

MILLBURN CENTRAL SCHOOL MILLBURN WEST SCHOOL- #XXXXX (09/10 TS)

Participant Name _____ Street _____ Zip Code _____

Account Number _____ - _____ - _____ Expiration Date _____

Name as it appears on the card _____ Home Phone _____

Cardholder's Signature _____ Work Phone _____

Check if desired: "I authorize Educational Tours, Inc. to automatically debit my account for payments on future due dates."

For Office Use: ID # _____ Approval # _____ Ref # _____ Today's Date _____

FILL OUT COMPLETELY. Registration will be processed only when credit card information is complete.