

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

October 18, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Washington Trip

Proposed Action by the Board of Education

Approve the field trip request to Washington, DC.

Background

Any out of state field trip requires the approval of the BOE. Dave Schroeder is requesting permission to take 7<sup>th</sup> and 8<sup>th</sup> graders on this trip on June 9-11. The follow up information is on the attached pages.



Message

Oct 5, 2010 2:08 PM

From: **David Schroeder**  
To: **Ellen Mauer**  
Cc: **Jason Lind** **Jake Jorgenson**  
Subject: Washington D.C.

Attachments: **WashingtonDC.doc** 759K

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05 OCT

Dr. Mauer,

Attached is the Washington D.C./Gettysburg trip proposal for June 9, 10, and 11.

I will offer the trip for 7th and 8th grade Dist. 24 students with a 10:1 student/chaperone.

I would like provide information at parent/student conferences and follow-up with a parent meeting in early Nov.

Please let me know if you have any questions or concerns.

Thank you,

-Dave

Millburn Dist. 24  
Central 7th Grade  
West 6th Grade

**2010-2011 Proposal**

**Millburn School District #24**

**Trip to Washington DC**

**June 9 – June 11, 2011**

9/21/2011

DAVE SCHROEDER  
MILLBURN SCHOOL DISTRICT 24  
18550 W. MILLBURN ROAD  
WADSWORTH, IL 60083-9766

Dear DAVE:

Thank you for your interest in our **"WASHINGTON, DC ADVENTURE"** for the students of MILLBURN SCHOOL DISTRICT 24. As the country's premier operator of educational student tours, I look forward to showing you and your students first hand the quality of our tour programs.

Educational Tours, Inc. is a member of the **Student and Youth Travel Association (SYTA)**, and the **National Tour Association (NTA)**, which attests to our financial integrity and reputation in the student tour market. ET is an **Accredited Travel Provider** through **SYTA**, exceeding rigorous standards of industry regulations and requirements.

The tour features summarize the full array of **benefits** included in all of our tour programs. Given the services provided and the **quality of our tours**, you will find our **prices to be extremely competitive**.

ET provides customized detailed itineraries, general trip information for all students, baggage tags, and an ET lanyard with emergency information card. The tour moderator and chaperones receive travel gifts, detailed final schedules, maps and chaperoning booklets.

The tour moderator may participate in our **ET Loyalty Rewards Program**. Additionally, you can enjoy cash and travel benefits by **recommending groups to travel with ET**.

As we enjoy **our 40<sup>th</sup> year in business**, I invite you and your students to join the hundreds of groups that travel with us annually. Learn first hand about the **quality** of our tours and the **services** that we offer in providing **affordable** travel for tens of thousands of students and adults each year. For additional information, visit our website at [www.educationaltours.com](http://www.educationaltours.com).

Sincerely,

Carrie LaVigne  
Account Manager  
[www.educationaltours.com](http://www.educationaltours.com)  
**800.962.0060**

## MILLBURN SCHOOL DISTRICT 24 - LIVING CLASSROOM TOUR PROGRAM

Your custom tour program features WASHINGTON, DC. Pricing for groups of fully paid participants and complimentary chaperones per sightseeing bus is provided below.

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**June 9, 2011 – June 11, 2011**

40-50 paying participants (4 complimentary chaperones)	\$915.00
35-39 paid participants (3 complimentary chaperones)	\$935.00
30-34 paid participants (3 complimentary chaperones)	\$975.00
25-29 paid participants (2 complimentary chaperones)	\$1,015.00

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FOR YOUR BENEFIT AND THE PROTECTION OF YOUR GROUP, our **REFUND GUARANTEE PROTECTION (RGP)** for **\$85.00** guarantees a full refund of all monies paid, less the cost of the option (and any NSF or late fees), should a tour participant need to cancel for any reason prior to departure. RGP is IN ADDITION to the cost of the tour and CANNOT be applied to the final tour cost. To purchase RGP, the NON-REFUNDABLE per person fee MUST be included with the deposit. By not purchasing RGP, the stated cancellation policy applies with NO EXCEPTIONS.

**All prices are GUARANTEED for the 2010/2011 school year, based on the number of paid participants, quad occupancy for the students, and the present federal transportation taxes.** Prices are available for triple (\$29.00), double (\$69.00) and single (\$189.00) occupancies for paid participants. In addition, prices will be provided for larger or smaller size groups or for any variation in the tour program.

WASHINGTON, DC sites and standard tour features for your custom tour program are included for your review. ET creates your customized itinerary in three steps. First, a proposed itinerary is sent to you, which includes specific appointments and sites requested from the attached list. Second, you review the proposed itinerary so that we may make the necessary adjustments based on your suggestions and comments. Third, a final itinerary is prepared and presented approximately two weeks prior to your departure to WASHINGTON, DC.

Special features for your tour may include:

- **SPECIAL EXCURSION TO GETTYSBURG TO EXPERIENCE THE BATTLEFIELD TOUR**
- **RECREATION CENTER (EVENING ACTIVITY)**
- **USS BARRY/ NAVAL MUSEUM**
- **INTERIOR TOUR OF THE US CAPITOL**

### **Important information about air trips:**

The airfare included in the tour price reflects the best available group fare at the time of booking air seats for the group. Any additional fees (such as the new checked bag fee; presently \$50-60.00 roundtrip on many airlines) are validated at the time of ticketing.

With respect to the new checked bag fee, this charge is not included in the tour price. However, we recommend participants bring only 1 carry-on bag and the checked bag fee would not apply. With a 3 day / 2 night tour in June, it should not be a problem for participants to fit all necessary items in 1 piece of carry-on luggage. A suggested packing list will be provided.

In our 40+ years in business, we have not encountered such high transportation costs, in general, and difficult airline issues in particular – very high air fares, luggage fees and reduced seat availability for groups. We are doing everything possible to continue to offer an extraordinary experience for your group as we provide “a bigger world for every student” through travel.



## Most Popular DC Attractions

- CAPITOL HILL TOUR
  - CAPITOL BUILDING (ET to request appointment)
  - SUPREME COURT (congressional appointment suggested)
  - LIBRARY OF CONGRESS
- SMITHSONIAN INSTITUTION
  - AIR & SPACE MUSEUM
  - STEVEN F. UDVAR-HAZY CENTER
  - NATURAL HISTORY MUSEUM
  - AMERICAN HISTORY MUSEUM
  - NATIONAL MUSEUM OF THE AMERICAN INDIAN
  - NATIONAL ZOO
- NATIONAL GEOGRAPHIC – EXPLORER'S HALL
- RESTORED UNION STATION
- PENTAGON TOUR (by appointment only)
- EMBASSY ROW (driving tour)
- KOREAN WAR MEMORIAL
- VIETNAM VETERANS MEMORIAL
- IWO JIMA MEMORIAL
- JEFFERSON MEMORIAL
- FDR MEMORIAL
- LINCOLN MEMORIAL
- WORLD WAR II MEMORIAL
- WHITE HOUSE (PICTURE STOP)
- KENNEDY CENTER FOR THE PERFORMING ARTS
- HOLOCAUST MUSEUM (DANIEL'S STORY)
- MT. VERNON
- OLD TOWN ALEXANDRIA
- FORD'S THEATRE & PETERSEN HOUSE TOUR (IF CONFIRMED)
- ARLINGTON NATIONAL CEMETERY (wreath laying ceremony by appointment only)
- MARINE BARRACKS PARADE (May-August/Friday evenings)
- WOMEN IN MILITARY SERVICE FOR AMERICA MEMORIAL (Docent tours available)
- NAVAL MUSEUM/USS BARRY
- WASHINGTON MONUMENT (limited advanced tickets available for ride to the top)
- NATIONAL ARCHIVES
- MUSEUM OF HEALTH & MEDICINE (located at the Walter Reed Medical Center)
- POPE JOHN PAUL II CULTURAL CENTER (admission required)
- NATIONAL SHRINE OF THE IMMACULATE CONCEPTION



ET creates your customized itinerary in three steps. First, a proposed itinerary is sent to you, which includes specific appointments and sites requested from the list above. Second, you give us feedback after you review the proposed itinerary so that we may make the necessary adjustments based on your suggestions and comments. Third, a final itinerary is prepared and presented approximately two weeks prior to your departure to Washington, D.C.

**MILLBURN SCHOOL DISTRICT 24**  
**STANDARD TOUR FEATURES**  
**WASHINGTON, DC LIVING CLASSROOM PROGRAM**

- **Roundtrip transportation** to/from WASHINGTON, DC by air. Regularly scheduled flights on commercial airlines are used.
- **Lodging in first class hotels in the WASHINGTON, DC area for 2 nights.** Full-service properties are used. Hotels are chosen with concern for chaperoning and security in mind. Where possible, groups are placed in hotels with a swimming pool and/or game room. Students are housed four per room.
- **All sightseeing transfers aboard deluxe air-conditioned, restroom equipped coach with professional driver.** Your sightseeing program includes:
  - A. **Exclusive use of your own coach.** You are never combined with another school unless you specifically make the request.
  - B. **No full or half day walking tours.** Included in your tour price is the complete daily use of the coach for all of your scheduled sightseeing, allowing for maximum flexibility and comfort.
- All **sightseeing lecturing** provided by a **licensed, local guide**.
- Complimentary chaperones in the ratio of 1:10. Complimentary chaperones are housed two to a room (DOUBLE OCCUPANCY).
- **Meals: All meals in WASHINGTON, DC** beginning with LUNCH on day 1 through LUNCH on day 3.
- **Dedicated security guard each evening** in the hotel assigned to your hotel floor from 10:30PM -5:30AM. This is in addition to hotel staff/security and ET staff.
- **ET staff** responsible for the operation of your tour.
- All **admissions** for features specified in your itinerary.
- **All taxes and tips.**
- Complete **packet of pre-tour materials** including custom designed itineraries, parent letters (registration forms), and a unique ID/emergency information card with lanyard.
- Complete **bookkeeping services** if you wish payments sent directly to our office.
- **Use of VISA, DISCOVERCARD or MasterCard** for parents to make their payment.
- **Liability, Accident, Illness, Dental and Life Insurance provided for all tour participants.** (See enclosed letter for specific coverage amounts, accreditation and bonding information).
- Use of **ET ONLINE** that allows 24/7 access trip manifest information for all participants.
- **Your own personal ET Tour Consultant.** Our "One Voice" system gives you the convenience of speaking to one professional Account Manager for **all** of your tour needs.





**EDUCATIONAL TOURS, INC.**

A TUI Student Travel Company

## **INSURANCE/BOND PROVISIONS**

As protection for you, the Tour Moderator, as well as your chaperones and school, Educational Tours, Inc., maintains extensive coverages. Certificates of insurance are available. A summary of the coverages follows:

### **INSURANCE**

- **\$2,000,000 Total Public and Products Liability Coverage**  
Policy is issued by Axa Corporate Solutions. All coverage is in addition to the coverages provided by all of our suppliers.
- **Accident, Medical, and Dental** coverage's for each tour participant issued by Travel Guard. \$5,000 accident, \$1,500 illness, \$750 dental, \$5,000 life. Note: Pre-existing conditions are not covered.

### **BOND**

- **\$70,000 Maximum Bond** directly applicable to air tickets issued by Travelers Casualty and Surety Company.
- **\$200,000 in Consumer Protection** held by the Student Youth Travel Association.

### **CREDENTIALS**

- **Educational Tours** is a fully **Accredited Travel Provider** with the Student and Youth Travel Association (SYTA). This elite accreditation status is awarded annually to firms who meet strict criteria for financial soundness, insurance, safety, integrity, and service.
- **ET is a member of the Student and Youth Travel Association, American Bus Association, National Tour Association, and the American Society of Travel Agents.** Membership in these associations attests to the financial integrity of ET and gives you added assurance that your money is secure and the operation of your tour is guaranteed.



## **Student Youth Travel Association (SYTA) Announces Accreditation Status**

February 6, 2004

**TORONTO**—Educational Tours, Inc., from Deerfield, IL, has become the first organization in the United States to receive accreditation status from the Student and Youth Travel Organization of North America (SYTA).

SYTA accreditation is part of an industry-wide effort to establish objective standards in the growing student travel field. The goal is to give parents and teachers an easy way to determine which travel companies are the most reliable and trustworthy.

Eleven criteria make up the requirements for a company to receive SYTA accreditation:

- Criminal background checks on all employees who have contact with students
- Providing a means for customers to contact company personnel 24 hours a day
- Expecting health records and medical releases for all trip participants
- Disclosing all contracted terms in writing
- Ability to demonstrate financial soundness
- Annual financial statements prepared by an independent Chartered Public Accountant
- Compliance with state "Seller of Travel" laws wherever the company solicits or accepts business
- Maintaining general and professional liability insurance at levels above industry standards
- Maintaining Workman's Compensation coverage as required by law
- Collecting evidence of proper insurance from all vendors with whom the company does business
- Collecting evaluations from participants on all trips and sharing collected data with vendors

These demanding benchmarks are designed to provide peace of mind to parents and teachers when taking on the serious challenge of planning a trip for a school or youth group.

**ABOUT SYTA:** Formed in 1997, the Student Youth Travel Association (SYTA) is a non-profit, professional trade association whose mission is to promote and support integrity and professionalism among student and youth travel service providers and to promote quality student/youth travel services that enhance social, cultural, and educational growth.