

Kenmore-Town of Tonawanda Union Free School District  
Request for Approval of Long Distance, Out of Country, or Overnight Educational Field Trip

(Must be submitted 8 WEEKS in advance)

Charge to Account No. \_\_\_\_\_ Teacher Requesting: Belote  
School Kenmore West Date(s) of Trip 3/15/17 - 3/17/17  
Grade, Class Pop Band Site of Trip New York City

**CHAPERONE INFORMATION**

# Of Students: 50 # of Chaperones 4

Names of Chaperones	Substitute Needed (List time if not full day)
<u>Ken Belote</u>	<input checked="" type="radio"/> Yes _____ No
<u>Laura Anderson</u>	<input checked="" type="radio"/> Yes _____ No
<u>Jon Pomschick</u>	<input checked="" type="radio"/> Yes _____ No

\*If a substitute is needed, the Building Secretary will process the substitute requests after approval of the field trip.  
\* TPA

**TRAVEL ARRANGEMENTS:** Will you be using a travel company/agency with this field trip? YES/NO If yes which company/agency. 1st choice Edu catland  
\*All travel contracts must be sent to the Superintendent's office for approval. TOWN  
# Ken-Ton Buses Needed 0  
Depart From See Attached at \_\_\_\_\_  
Pick up From \_\_\_\_\_ at \_\_\_\_\_  
Arrive Back At School At \_\_\_\_\_  
Special Needs \_\_\_\_\_  
Other Travel Arrangements - explain fully on itinerary

Incomplete requests will be returned.

Approved  \_\_\_\_\_ 9/22/17  
Principal Date

Approved  Disapproved  (Reason) \_\_\_\_\_

ROJ 10/4/17  
Assistant Superintendent for Instruction & Student Services Date

Long distance, out of country or overnight trip requests must be accompanied with an itinerary including what the students are going to know or do when they return from this field trip that they did not know or do before. Also include lodging arrangements, meal arrangements, and ratio of students to chaperones, insurance, safety precautions, instructional provisions made for any student not participating in the trip and travel provisions.

# Kenmore-Town of Tonawanda UFSD

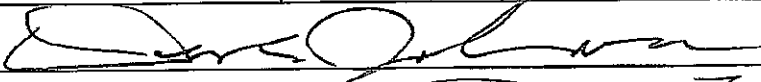
## Long Distance/Overnight Field Trip Requests

### School Year 2017-18

\* FOR BUILDING USE – SUBMIT 1 FORM PER BUILDING  
 PLEASE LIST ALL TRIPS HERE AND ATTACH A FIELD  
 TRIP FORM AND ITINERARY FOR EACH TRIP LISTED

School:

DATES	TEACHER	DESTINATION (FULL ITINERARY MUST BE ATTACHED)	PURPOSE OF TRIP	COST PER STUDENT	FUNDING SOURCES	GRADES AND NUMBER OF STUDENTS	# OF CHAPERONS	INST DAYS MISSED	# OF SUBS	APPROVE	DISAPPROVE
3/15/18- 3/17/18	Belote	New York City	Music Clinic, Experience NYC	\$450	Entertainment Banks, Coke Dash Chicettes Dine	8-12 45 students	3	2	3		

Principal's Signature:  Date: 9/22/17

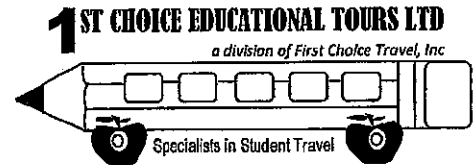
Asst Superintendent for Instruction & Student Services:  Date: 10/4/17

Superintendent  Date: 10/10/17

Board of Education \_\_\_\_\_ Date: \_\_\_\_\_

# School Trip Contract

EDT#6866 September 21, 2017



## Kenmore West Senior High School

33 Highland Pkwy, Buffalo NY 14223

Music Trip to New York City

March 15-17, 2018

## 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS

3080 West Main St. Rd.

P.O. Box 950, Batavia, NY 14021

PH: 1 585 762 6090 FAX: 1 585 762 6081

### SECTION #1: TRIP PACKAGE

- Roundtrip motorcoach transportation
- Hotel Accommodations: 2 nights, 2 breakfasts
- Private Security at Hotel
- Music Clinic – Houghton College
- Lunch *at your expense* Wegman's Market Café, Corning, NY
- Dinner *at your expense* – Times Square
- Free Time – Times Square
- Step On Guided Tour – Upper and Lower Manhattan
- Lunch *at your expense* Whole Foods, Columbus Circle
- Self-guided Tour – American Museum of Natural History
- Broadway Show – TBD (\$60 value)
- New York Taxi – Statue Cruises – 1 hour boat tour around Statue of Liberty and Ellis Island
- Lunch *at your expense* and Shopping – South St. Seaport
- Dinner Stop *at your expense* Wegman's Market Café, Dickson City, PA en route Home
- Comps – 1 Music Director – Single Occupancy
- Gratuity for your motorcoach driver
- All Taxes and Gratuities

**TRIP RESERVATIONS:** ALL TRIP RESERVATIONS ARE ON REQUEST and dependent on availability of date and time requested and capability to accommodate the number of travelers in tour group.

**TRIP GUARANTEE:** THIS TOUR IS NOT GUARANTEED on a definite basis and may be cancelled by 1<sup>st</sup> Choice Educational Tours unless your Signed Contract and First Payment have been received by the due dates listed on this on contract. Your school will be covered by 1<sup>st</sup> Choice Educational Tours \$2 million liability insurance coverage, once your Signed Contract and your group's First Trip Payment are received.

**SCHOOL TRIP DEADLINES:** FAILURE TO MEET School Payment Deadlines and School Trip Deadlines will affect the integrity of the trip planning, trip reservations/confirmations and may result in CANCELLATION of Trip Reservations and Trip Departure.

Your Signature below indicates that you have read and approve Section #1.

X

School Trip Leader or School Administrator

**SECTION #2: TRIP PRICE** Based on a minimum of 25 paying travelers, ONE 52-passenger Motorcoach, Student QUAD Occupancy, School Chaperone Single Occupancy

	<u>STUDENT QUAD OCCUPANCY</u>	<u>ADULT DOUBLE OCCUPANCY</u>
25 paying travelers	\$515.00/student	\$599.00/student
30 paying travelers	\$475.00/student	\$559.00/student
35 paying travelers	\$445.00/student	\$529.00/student

**TRIP PRICE:** Is based on 2017 vendor pricing and will be adjusted upon confirmation of actual booking.

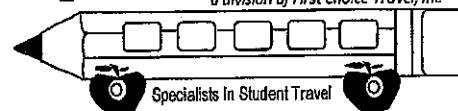
**\*\*\*\* NUMBER OF TRAVELERS:** Changes in the number of paying travelers (or comp chaperones) will be reflected in the Contracted Trip Price. As traveler numbers change; the trip price may change as well.

**VENDOR PRICING:** Because First Choice Travel, Inc. cannot control any suppliers of services, we cannot be held responsible for any changes in vendor price. Per person pricing is based upon your final rooming list count and room occupancy.

# School Trip Contract

EDT#6866 September 21, 2017

**1<sup>ST</sup> CHOICE EDUCATIONAL TOURS LTD**  
a division of First Choice Travel, Inc.



## Kenmore West Senior High School

33 Highland Pkwy, Buffalo NY 14223

Music Trip to New York City

March 15-17, 2018

## 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS

3080 West Main St. Rd.

P.O. Box 950, Batavia, NY 14021

PH: 1 585 762 6090 FAX: 1 585 762 6081

**ITINERARY CHANGES:** A change in your itinerary, either adding or dropping trip attractions/meals/venues, will be reflected in your trip price. It may increase or decrease, according to the change made.

**MOTORCOACH PRICING:** Trip Price reflects current fuel prices. The motorcoach company reserves the right to add fuel surcharges to the final price, if over the applicable service dates, the fuel prices have increased significantly from the date of charter agreement.

**REFUNDS:** The booking fee is non-refundable and non-transferable. If a traveler cancels and has not found a replacement, transportation, lodging, prepaid admissions and all administrative fees are non-refundable. Participants who cancel will be sent a refund after the trip travels equal to the value of the refundable unused meals and admissions returned by vendors. If it is necessary for 1<sup>st</sup> Choice Educational Tours to cancel your trip, a full refund will be issued to all participants. Cancellation insurance is available and recommended.

\*\*\* Your signature indicates that you have read and approve Section #2.

X

School Trip Leader or School Administrator

### SECTION #3: SCHOOL TRIP DEADLINES

#### PAYMENT DEADLINES:

(The following payments must be received at 1<sup>st</sup> Choice Ed. Tours Office on deadline dates.)

Wed., Nov. 8, 2017

1<sup>ST</sup> TRIP PAYMENT: \$175.00 per student OR \$199.00 per adult is due.

**ALSO DUE:** A completed and signed Trip Registration Form and Student Travel Protection Plan Election Form from each traveler; plus TG payment to 1<sup>st</sup> Choice Travel if purchasing insurance.

Wed., Dec. 20, 2017

2<sup>ND</sup> TRIP PAYMENT: \$175.00 per student or \$199.00 per adult is due.

Wed., Jan. 31, 2018

FINAL TRIP PAYMENT: Unpaid Balance per traveler is due. Must be received at 1<sup>st</sup> Choice Educational Tours LTD office 45 days prior to trip departure.

#### TRIP DEADLINES:

(Please email the following information to Joanna and Mary on or before the deadline dates.)

September 2017

Official School Approval of Itinerary by School

Wed., Sept. 27, 2017

Trip Contract Signed & Returned by School

Wed., Nov. 8, 2017

Estimated Traveler Count (pricing & reservations will be based on this number)

Wed., Jan. 31, 2018

Hotel Rooming List is due.

Wed., Feb. 14, 2018

Final Traveler Count – No changes after this date.

Wed., Feb. 14, 2018

Final Itinerary – No Changes after this date.

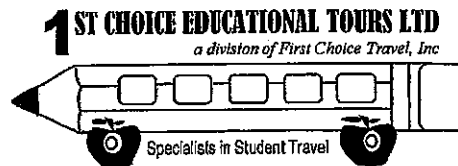
\*\*\* Your signature indicates that you have read and approve all deadline dates listed in Section #3.

X

School Trip Leader or School Administrator

# School Trip Contract

**1ST CHOICE POLICIES & PROCEDURES**  
EDT#6866      September 21, 2017



## Kenmore West Senior High School

33 Highland Pkwy, Buffalo NY 14223

Music Trip to New York City

March 15-17, 2018

## 1ST CHOICE EDUCATIONAL TOURS

3080 West Main St. Rd.

P.O. Box 950, Batavia, NY 14020

PH: 1 585 762 6090    FAX: 1 585 762 6081

### PAYMENT TERMS:

A booking fee is required per student and calculated into the deposit to ensure space on a contracted trip. (One day trip - \$25.00; two day trip - \$50.00; three day & over - \$75.00). **The booking fee is non-refundable and non-transferable.** Final Trip Payment is due 45 days prior to the trip departure date. If a trip is booked within 60 days of the departure date, a one lump sum payment will be required.

### RATE INFORMATION:

\*\*\*\* All trips are priced based on your estimated number of participants. If the group size falls below the guaranteed number, prices will be adjusted accordingly. Prices reflect current fuel prices. The motorcoach company, train, and/or airline company reserves the right to add a fuel surcharge to the final price if the applicable service date fuel prices have increased significantly from the date of the contract agreement.

### REFUNDS:

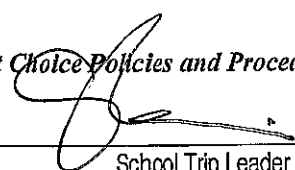
The booking fee is non-refundable and non-transferrable. A person unable to attend the trip is encouraged to find a school approved replacement to avoid the loss of monies paid. Participants who cancel and do not arrange for a replacement will be sent a refund after the return of the trip equal to the value of the refundable unused meals and admissions. Transportation, lodging, prepaid admissions and all administrative fees are not refundable. If it is necessary for 1ST CHOICE EDUCATIONAL TOURS to cancel a trip, a full refund will be issued to all participants. **Optional cancellation insurance is available and suggested.**

### RESPONSIBILITY:

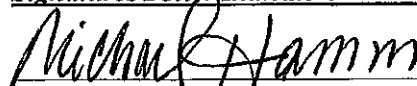
1ST CHOICE EDUCATIONAL TOURS, a division of 1ST CHOICE TRAVEL, INC., acts as an agent for educational and travel related suppliers in all matters relevant to transportation, entertainment, attractions, sightseeing, and other tour-related features. As an agent, 1ST CHOICE EDUCATIONAL TOURS has no control over the personnel, actions, facilities, or equipment of such suppliers and accepts no responsibility or liability for loss, damage, personal injury, accident, inconvenience, delay or irregularity, regardless of the cause related to or during a trip. 1ST CHOICE EDUCATIONAL TOURS recommends cancellation insurance. 1ST CHOICE EDUCATIONAL TOURS retains the right to substitute any tour component with another of comparable or better value, and to cancel any trip at any time and provide all participants with a full refund.

\*\*\* Your signature indicates that you have read and are in agreement with 1st Choice Policies and Procedures stated above.


X

  
School Trip Leader or School Administrator

Signatures Below Indicate OFFICIAL APPROVAL OF ALL TERMS OF TRIP CONTRACT (Page 1, 2, &3):

  
Michael Hamm, President or Joel Hamm, Vice President

X

  
School Trip Leader or School Administrator

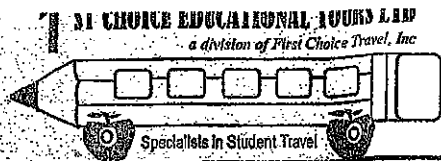
  
Joanna Borrelli, Student Group Specialist

X

Date

10/4/17

# Trip Info Page



**Kenmore West HS – Music Trip**  
 Trip to New York City, March 15-17, 2018  
**SCHOOL TRIP LEADER(S): Ken Belote**

**Kenmore West Senior High School**  
 33 Highland Pkwy, Buffalo, NY 14223  
 Phone#: 1 716-874-8401

All Reservations are on request, subject to availability, waiting for confirmation.

**EDT#6866 TRIP PACKAGE:**

- > Roundtrip motorcoach transportation
- > Hotel Accommodations: 2 nights, 2 breakfasts
- > Private Security at Hotel
- > Music Clinic – Houghton College
- > Lunch *at your expense* Wegman's Market Café, Corning, NY
- > Dinner *at your expense* – Times Square
- > Free Time – Times Square
- > Step On Guided Tour – Upper and Lower Manhattan
- > Lunch *at your expense* Whole Foods, Columbus Circle
- > Self-guided Tour – American Museum of Natural History
- > Broadway Show – TBD (\$60 value)
- > New York Taxi – Statue Cruises – 1 hour boat tour around Statue of Liberty and Ellis Island
- > Lunch and Shopping – South St. Seaport
- > Dinner Stop *at your expense* Wegman's Market Café, Dickson City, PA en route Home
- > Gratuity for your motorcoach driver
- > All Taxes and Gratuities

**TRIP PRICING:** Based on a minimum of 25 paying travelers, ONE 52-passenger Motorcoach, Student QUAD Occupancy, School Chaperone Single Occupancy

	<u>STUDENT QUAD OCCUPANCY</u>	<u>ADULT DOUBLE OCCUPANCY</u>
25 paying travelers	\$515.00/student	\$599.00/student
30 paying travelers	\$475.00/student	\$559.00/student
35 paying travelers	\$445.00/student	\$529.00/student

\*\* Above pricing based on 2017 pricing and will be adjusted upon confirmation of actual booking.

\*\* Any changes in Group Numbers will be reflected in contracted price. With an increase or decrease in travelers (students or chaperones); your group's trip price will be adjusted accordingly.

\*\* Because First Choice Travel, Inc. cannot control any suppliers of services, we cannot be held responsible for any changes. Per person pricing is based upon your final rooming list count and room occupancy.

\*\* Prices reflect current fuel prices. The motorcoach company reserves the right to add a fuel surcharges to the final price, if over the applicable service dates, fuel prices have increased significantly from the date of charter agreement.

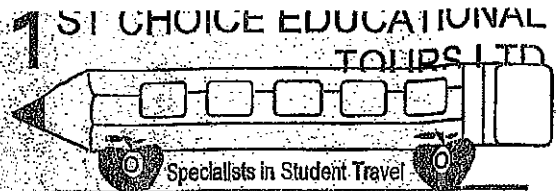
First Choice Travel Educational Tours offers a Student Travel Protection Plan insurance option through Travel Guard International for all students and adults traveling with our Educational Tours. Please review our introductory letter, the Insurance Election Form and the Insurance Overview provided in your Trip Packet. **All travelers are asked to complete, sign and submit the Election Form, either accepting or declining the insurance.** If you choose to purchase the travel protection plan, please remit a separate check payable to First Choice Travel. Whether accepting or declining Travel Guard Insurance, please return signed Election Form (and payment if purchasing) to your School Trip Leader. **Due on Wed., Oct. 25, 2017.**

**STUDENT DEADLINES:** Please submit all paperwork and payments to your School Trip Leaders.

Wed., Oct. 25, 2017	1 <sup>ST</sup> TRIP DEPOSIT PAYMENT: \$175.00/student traveler OR \$199.00/adult traveler is due. A completed and signed Trip Registration Form is due. A completed TG ELECTION FORM, declining or accepting travel insurance is due. And, a separate check (payable to 1 <sup>ST</sup> CHOICE TRAVEL) if you are purchasing insurance is due.
Wed., Dec. 6, 2017	2 <sup>ND</sup> TRIP PAYMENT: \$175.00/student traveler OR \$199.00/adult traveler is due.
Wed., Jan. 24, 2018	FINAL TRIP PAYMENT: Unpaid Balance per student traveler and adult traveler is due.

*Thank you and Enjoy Your Trip!*

# Trip Itinerary



**Kenmore West HS – Music Trip**  
**School Trip Leader(s): Ken Belote**

**New York City**  
**March 15 -17, 2018**

**THURSDAY, MARCH 15, 2018**

- 7:00 AM (1) NY Trailways motorcoach arrives at **KENMORE WEST HIGH SCHOOL**, Boarding begins  
(33 Highland Parkway, Kenmore, NY 14223)
- 7:30 AM Board motorcoach and depart for **Houghton College**, Houghton, NY
- 9:30 AM Arrive at **Houghton College**
- 10:00 AM **Music Clinic @ Houghton College**
- 11:30 AM Load motorcoach and depart for **Wegman's Market Cafe**, Corning, NY
- 1:00 PM Lunch at **Wegman's**, Corning, NY (30 - 45 min. Stop)
- 1:45 PM Depart for **Times Square**, Manhattan, NY
- 6:30 PM Dinner and Free Time – **Time Square District**
- 8:00 PM Meet motorcoach and depart for check-in at **Best Western Plus**, Fairfield, NJ 07004
- 10:00 PM **Private Security** at Hotel

**FRIDAY, MARCH 16, 2018**

- 8:00 AM **Breakfast Buffet** at the Hotel
- 9:00 AM Meet motorcoach and depart for **New York City**
- 10:00 AM Meet **Step on Guides – Tour of Upper and Lower Manhattan**
- 12:30 PM Drop Group off at **Columbus Circle**  
**Lunch at your expense - Whole Foods, Lower Level Columbus Circle**
- 1:30 PM Walk to **American Museum of Natural History**
- 2:00 PM Self-guided Visit – **American Museum of Natural History**
- 4:30 PM Walk to Dinner (approx. 35 minutes)
- 5:30 PM Dinner – **Buca di Beppo, Time Square**
- 7:00 PM Depart for Theater (TBD)
- 7:30 PM Line up at Theater for Broadway Show
- 8:00 PM **Broadway Show (TBD - \$60 value)**  
 After show, meet motorcoach and depart for Hotel
- 11:00 PM **Private Security** at hotel

**SATURDAY, MARCH 17, 2018**

- 8:00 AM **Breakfast Buffet** at the hotel
- 9:30 AM Check-out, meet motorcoach and depart for **New York City**
- 10:30 AM Arrive for **NY Water Taxi – Statue Cruises**
- 11:00 AM **CRUISE BEGINS:** 1 hour narrated cruise around **Statue of Liberty and Ellis Island**
- 12:30 PM Lunch & shopping – **South Street Seaport**
- 2:00 PM Meet motorcoach and depart for Home
- 5:30 PM **Dinner stop at your expense**, **Wegman's Market Cafe**, Dickson City, PA
- 11:00 PM Approximate arrival time at **KENMORE WEST HIGH SCHOOL**  
(33 Highland Parkway, Kenmore, NY 14223)

**1ST CHOICE EDUCATIONAL TOURS LTD**  
 Location: 3080 West Main Rd., Batavia, NY 14020  
 Mailing: P.O. Box 950, Batavia, NY 14021-0950

(585) 762-6090  
 (800) 438-3858  
 Fax: (585) 762-6081