

TTUSD School-Sponsored Field Trip Request

[Board Policy 6153/Administrative Regulation 6153](#) - School Sponsored Trips

Principals: Please review the interactive [Activity Matrix](#) to determine which color category this field trip falls under.

School: Truckee High School Submission Date: 10/04/2023

Name of Staff Member Requesting School Trip: Jesse Steele

Email of Staff Member Requesting School Trip: jsteele@ttusd.org

Name and Address of Trip Destination and/or Organization:

New York City, NY

Trip Date/Time Start: 02/16/2024 12:00 AM Trip Date/Time End: 02/20/2024 12:00 AM

Transportation Method: District Vehicle(s) e.g., white vans or Charter Bus Staff/Parent Drivers: N/A

If using parent drivers, are current insurance certificates on file at the school office? N/A

For Principal Use Only: Color Category of Field Trip: Green

Educational Value:

We will be attending professional concerts/performances, touring historic sights, performing in public, working with a college music director in a clinic format, and attending a Broadway performance workshop.

Trip Itinerary (list the trip itinerary and student activities):

Specific itinerary has not yet been fully established. We will be traveling with Educational Discovery Tours (EDT). All pertinent documentation is attached.

Will students miss academic instruction? Yes

Please list the classes below:

One full day of school.

Classroom Instruction Follow-Up/Assessment:

We will reflect on our trip when we return to class.

Students Attending (attach roster if additional space is needed):

The final student roster is not complete.

Do any of your students have medical or physical conditions, medication information, allergies, severe behavior challenges, or any special education needs? Yes

Please list the name of the student(s) and needs below:

Beatrice Vachon
Grant Supan

Names of Chaperones in Attendance:

Jesse Steele
Julie Supan
Others TBA

Principal Approval: 

Date: 10/04/2023

Business Services Approval: _____

Date: _____

Superintendent Approval: _____

Date: _____

District Office Notes:



Truckee High School

New York City - Performing Arts Tour

Your School Contact is: Jesse Steele – jsteele@ttusd.org

Register at www.educationaldiscoverytours.com using Tour Code:

TRUC24NYC5P

Register By December 22nd, 2022

Program Overview

Dates of travel:	February 16 th – 20 th 2024. <i>with possible redeye flight on February 15</i>
Destination:	New York City 5 Day Performing Arts Tour!
Cost:	\$2,343.00 per student (quad occupancy) \$2,694.00 per adult (double occupancy)
Payment Schedule:	Only \$150.00 deposit by December 22, 2022 to secure your space on the trip. Balance payable in 12 monthly installments at no extra charge starting 1/22/2023. Final payment due 12/16/2023. See online registration page for payment schedule details.
Program Inclusions:	<ul style="list-style-type: none"> ▪ Round trip air transportation (<i>checked luggage fees not included</i>) ▪ One 24-hour-a-day EDT Trip Leader on each coach in the destination ▪ Deluxe Motorcoach transportation, incl driver accommodation and gratuity ▪ 4 Nights hotel accommodations in Manhattan ▪ Private security service each night at hotel ▪ 4 Breakfasts and 4 Group Dinners, tax and gratuity ▪ Keepsake video created from photos taken during the trip
Included venues/sightseeing	<ul style="list-style-type: none"> ▪ Attend 2 Broadway Shows: 1 evening, 1 matinee ▪ Attend a Performance an NYC Jazz Club ▪ Custom Masterclass with a professional NYC Clinician in music studio ▪ Statue of Liberty cruise ▪ One World Observatory Skyscraper, soar to the top! ▪ Radio City Music Hall Tour ▪ Attend an evening musical performance by the <i>NY Phil, or other</i> ▪ Lincoln Center for Performing Arts ▪ Visit Ground Zero ▪ 9/11 Memorial Museum entrance ▪ American Museum of Natural History ▪ Public Performance by Truckee HS ▪ Participate in a Broadway Workshop ▪ Driving and Walking Tour: The “Neighborhoods” of New York City <i>Tribeca, Little Italy, Greenwich Village, and more!</i> ▪ Walking Tours: <i>Times Square & Theatre District, Rockefeller Center/St. Patrick’s Cathedral, Central Park</i> <p style="text-align: center;"><i>Performances, workshops/clinics are subject to availability and acceptance*</i></p>

Please see the second page of this flier for payment & cancellation policies and travel protection information.

Have questions? Please call us 1-800-544-4723 or email chelsea@educationaldiscoverytours.com

www.EducationalDiscoveryTours.com • (800) 544-4723 • fax (530) 582-6039
PO Box 6717, Reno, NV 89513

PAYMENT POLICIES

Late registration: Registrations received by 12/22/2022 will secure their space on the tour, along with the lowest monthly payments. Registration forms received after this date will be considered on a case by case, space available basis. Travelers registering after the deposit due date, up to 60 days prior to travel, must submit the deposit plus the amount of any missed payments, according to the listed payment schedule.

Late-adds: Travelers wishing to add to a trip within 60 days of departure will be added on a space available basis. EDT will require payment in full and will charge an additional fee equal to 10% of the trip price.

Returned checks: There will be a \$25.00 fee for any check returned by your bank as unpaid.

CANCELLATION POLICY

The following is the Educational Discovery Tours cancellation fee schedule. Any additional nonrefundable payments made to a supplier on your behalf *will be in addition to* Educational Discovery Tours cancellation policy and fee schedule below. In order to process your cancellation, please be sure to submit your notice of cancellation in writing. **If notice of cancellation is received:**

- **Between Point of Registration and 60 days prior to departure** your deposit is non-refundable and non-transferrable. (Please refer to the deposit amount listed on your registration flier.)
- **Between 45 and 60 days prior to departure** 30% of the total trip cost is non-refundable and non-transferrable.
- **Between 15 and 44 days prior to departure** 50% of the total trip cost is non-refundable and non-transferrable.
- **Less than 15 days prior to departure** 100% of the total trip cost is non-refundable and non-transferrable.

ALL NOTICES OF CANCELLATION MUST BE RECEIVED IN WRITING. MAILED IN NOTICES WILL BE ACCEPTED ACCORDING TO THE DATE OF THE POSTMARK.

TRAVEL PROTECTION

EDT strongly recommends the purchase of travel protection for your trip. A Travel Insurance policy with a **Cancel For Any Reason (CFAR)** benefit provides travelers with maximum flexibility and peace of mind knowing that, in the event of an unforeseen circumstance, their investment will be protected, per the terms of the plan.

CFAR travel protection may be purchased from Travel Insured, EDT's trusted partner. Please view the Group plan fliers on the online registration page for rates and schedule of coverage. For questions regarding Travel Insured's plan, please contact their Group Desk at 1-844-440-8113 / groups@travelinsured.com.

After reviewing Travel Insured's information, travelers can purchase the plan during the online registration process, or alternatively by copying and pasting the following link to a web browser:

<https://www.travelinsured.com/group.signup?group=147909&guid=aa104d6e686f4882bbe86a9514c47eea>

Important: CFAR Must Be Purchased before (or at the same time) Trip is Paid in Full

EDT is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel protection plans. EDT cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker.

Full Terms & Conditions are available on the trip registration page

Performing Arts

discover the difference

www.EducationalDiscoveryTours.com

5 DAY NEW YORK CITY PERFORMING TOUR

Truckee High School

February 16-20 2024

DAY 0 – Redeye Departure from Reno, *is a possibility*

DAY 1 Friday

- Welcome to The Big Apple – NYC!!
- Meet your professional EDT Trip Leader at the airport and transfer to Manhattan
- Breakfast, on own
- Board the Ferry to the Statue of Liberty, for close up views of Lady Liberty
- Early check in to hotel, *requested* for some down time
- Tour the Big Apple with your EDT Trip Leader on a Walking Tour: *Times Square and Theatre District, Rockefeller Center/St. Patrick’s Cathedral and more!*
- Enjoy a first night welcome Dinner with your group
- Return to hotel for a comfortable 1st night sleep

DAY 2 Saturday

- Breakfast at hotel
- Explore Ground Zero, and visit the 9/11 Memorial and Museum, *entrance included*
- Soar to the top of the tallest building in the western hemisphere – the “One World Trade Center” – for 360 degree panoramic views of New York City!
- Possible outdoor Public Performance by Truckee High School* *tbd by teacher*
- Special Pre-Broadway Dinner
- Broadway Evening Show
- Return to hotel for a comfortable sleep

DAY 3 Sunday

- Breakfast at hotel
- Head back to the theater district for additional Trip leader led touring as time permits
- Radio City Music Hall *Behind the Scenes tour included*
- Broadway Matinee Show *Disney show requested*
- Group Dinner
- Attend a Performance at a NYC Jazz Club, *Cotton Club requested or other*
- Overnight at hotel

DAY 4 Monday

- Breakfast at the hotel
- Master Class with professional NYC clinician
- “Neighborhoods” Tour – led by your expert Trip Leader, the diverse and eclectic “neighborhoods” will be discussed as you are driving and walking through Chinatown, Tribeca, Little Italy, Greenwich Village
- Participate in a Broadway Workshop
- Dinner
- Attend an evening instrumental or theatrical performance, for example a performance by the NY Phil, *director to be presented with options closer to the date of travel*

DAY 5 Tuesday

- Check out of hotel
- Breakfast at a famous restaurant – Ellens Stardust!!
- Visit the Lincoln Center of Performing Arts
- Visit the American Museum of Natural History
- Last minute souvenir shopping time
- Transfer to the airport for return flights home

STUDENT DELUXE



TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

GROUP TRAVEL PROTECTION PLAN

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

<u>Benefit</u>	<u>Maximum Limit</u>
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Non-Medical Emergency Evacuation	\$150,000
Accident & Sickness Medical Expense	\$25,000
Emergency Medical Evacuation, Medical Repatriation & Return of Remains	\$100,000
Cancel for Any Reason (CFAR)***	Optional
Non-Insurance Worldwide Emergency Assistance Services	Included

Coverages may vary and not all coverage is available in all jurisdictions.

* Subject to the maximum benefit amount of \$10,000.

** For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only.

*** CFAR coverage is up to 75% of the nonrefundable trip cost (subject to \$10,000 maximum). CFAR is optional and available for purchase at the individual level. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR is available if purchased at the time of original plan purchase and with, or before your final payment for your trip, and you paid your Travel Supplier for the full cost for all non-refundable trip costs for your trip prior to your cancellation of your trip. For \$0 Trip Cost there is no CFAR. **This benefit is not available to residents of New York State.**

PER PERSON RATES

Cost of Trip	Rates	With CFAR*	Cost of Trip	Rates	With CFAR*
\$0	\$7	N/A	\$4,001-\$4,500	\$121	\$181.50
\$1-\$200	\$12	\$18.00	\$4,501-\$5,000	\$135	\$202.50
\$201-\$400	\$17	\$25.50	\$5,001-\$5,500	\$149	\$223.50
\$401-\$600	\$21	\$31.50	\$5,501-\$6,000	\$163	\$244.50
\$601-\$800	\$25	\$37.50	\$6,001-\$6,500	\$177	\$265.50
\$801-\$1,000	\$30	\$45.00	\$6,501-\$7,000	\$190	\$285.00
\$1,001-\$1,500	\$41	\$61.50	\$7,001-\$7,500	\$204	\$306.00
\$1,501-\$2,000	\$54	\$81.00	\$7,501-\$8,000	\$218	\$327.00
\$2,001-\$2,500	\$68	\$102.00	\$8,001-\$8,500	\$233	\$349.50
\$2,501-\$3,000	\$81	\$121.50	\$8,501-\$9,000	\$247	\$370.50
\$3,001-\$3,500	\$94	\$141.00	\$9,001-\$10,000	\$261	\$391.50
\$3,501-\$4,000	\$108	\$162.00			

The above rates are for trips up to 30 days – for each day over 30 add \$3.00 per person per day.

All of the above rates are for the plan which includes insurance and non-insurance services.

*Cancel For Any Reason (CFAR) benefit not available to residents of New York State.

**COMPETING
ATHLETES CAN
BE COVERED
UNDER THE
PLAN!**

Travel Insured International
844-440-8113
groups@travelinsured.com
www.travelinsured.com

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating in skydiving or parachuting, hang gliding or bungee cord jumping; 7. piloting or learning to pilot or acting as a member of the crew of any aircraft; 8. being Intoxicated as defined in the Plan, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 9. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 10. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 11. dental treatment (except as coverage is otherwise specifically provided in the Plan); 12. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Plan's Schedule of Benefits; 13. due to a Pre-Existing Condition, as defined in the Plan. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 14. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 15. a mental or nervous condition, unless hospitalized for that condition while the Plan is in effect for You; 16. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Purchase Up to Final Trip Payment Due Date for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased at or before final trip payment due date for this trip, for the full non-refundable cost of the trip and you are not disabled from travel at the time you pay the plan cost.

PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.

This document contains highlights of the plans, which include travel insurance coverages underwritten by United States Fire Insurance Company under form series T210 et. al. and TP-401 et. al. The plans also contain non-insurance Travel Assistance Services provided by C&F Services through Active Claims Management (2018) Inc., operating as Active Care Management. The cost of your plan is for the full plan. The Crum & Forster group of companies is rated A (Excellent) by AM Best 2019. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. **Insurance coverages are subject to the terms, limitations and exclusions in the plan, including an exclusion for pre-existing conditions.** Coverages may vary and not all coverage is available in all jurisdictions. In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions, and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may provide general information about the plans offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. CA DOI toll free number: 800-927-4357. MD Insurance Administration: 800-492-6116 or 410-468-2340. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Travel Insured: 855 Winding Brook Drive, Glastonbury, CT 06033; 800-243-3174; customercare@travelinsured.com; California license #0113223.



Enhancing classroom studies through responsible student travel

Online Registration Instructions

1. Visit our website at www.educationaldiscoverytours.com
2. Click on **Registration** at the top of the page
3. Parents/Guardians (person who will be paying for the trip) will need to create an account by clicking **Tour Participant Log-in** and then **Create an Account**. *Students should not make an account unless they are 18 or older and paying for the trip on their own.*
4. Once the online account has been created, click **New Reservation** then click the **Enter Tour Code** button on the left.
5. Enter the Tour Code provided on the registration flier. This will take you to the trip overview.
 - **EDT strongly encourages purchasing travel protection.** Parents are welcome to choose any insurance company; however, we recommend Travel Insured, a reputable company that offers travel protection for student travel groups and has a CFAR (Cancel for Any Reason) plan available. **To purchase Travel Insured's CFAR plan, click the purchase link on this page.**
6. Click **Book Now** and select the type of traveler you would like to book. *Please note: If you are booking more than one traveler, you will have an option to add another traveler once the first traveler has been booked. **Each traveler (students and adults) will need to be booked separately.***
7. Enter information for the traveler you are booking and read and agree to the Terms & Conditions/Release.
8. Review trip payment schedule, enter the amount you would like to pay and enter payment information. Click **Review Payment**.
9. Confirm payment details and click **Make Payment** – *only click this button once to avoid being charged multiple times.*
10. If you need to book another traveler, click **Book Another Traveler** and repeat steps 6-9.
11. **As a safety precaution, we will not keep your banking account information on file for future payments.** Invoices will be emailed monthly as payment reminders.

Log into your account to view your current invoice, make payments via credit/debit card or e-check and edit account information. Checks/money orders can also be mailed to our PO Box below and payments can also be made over the phone.



Dear Parents:

As many of you may have heard by now, the **Truckee High School Band** will be traveling to **New York City**, “The Performing Arts Capital of the World”, from February 16th – 20th 2024, to participate in a once in a life time Performing Arts Tour!

Given the immense success of our 2019 trip, we are again working with *Educational Discovery Tours* and have designed a trip that will not only be a fun, milestone opportunity for our students, but also a solid educational program designed to support the goals of our program. For over 40 years, *Educational Discovery Tours* has worked with students, parents, teachers and administrators providing memorable and safe educational trips for students across the nation.

During our tour, your student will partake in an **Instrumental clinic** by a **Professional Clinician** and will have the chance to **perform publicly in New York City**. At the same time your son or daughter will experience the many highlights that the “Big Apple” has to offer and will see: **Manhattan, Times Square, the Statue of Liberty, Ground Zero, Wall Street, the Rockefeller Center, and Radio City Music Hall**, to name just a few. Other highlights will feature **2 Broadway Shows, a show at Famous Jazz venue, an evening enjoying a instrumental/theatrical performance** plus many more fun events!!

Our tour will be led by experienced **24/7 Trip Leaders** on each coach who, in addition to handling the logistics of the tour and keeping our students safe, will bring this city to life culturally and historically!

By planning early, we will be able to divide the total cost of the trip into lower monthly payments. Over time, students and families will have the opportunity to earn money from fundraising, summer jobs, donations, gifts from distant relatives and other sources that may help offset the cost of the tour.

Please see the tour **Registration Flier** to learn more about this exciting trip, and **be sure to register for the tour before the registration date – December 22 2022**. If you do not have a flier, please contact me, or our tour company – Educational Discovery Tours at 1 800 544 4723 and request one.

I look forward to once again offering this rewarding opportunity to the hard-working Truckee High School Music students and encourage your student’s participation in this memorable, once in a lifetime event!

Feel free to contact me with any questions.

Sincerely,

Jesse Steele
Truckee High School Band