

**SAN MARINO UNIFIED SCHOOL DISTRICT
APPLICATION FOR APPROVAL TO CONDUCT
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP
(AT LEAST THREE TO SIX MONTHS BEFORE DEPARTURE DATE)**

(Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services)

To: Board of Education for approval to conduct a Multi-Day Overnight/Out-Of-State field trip Date: 11/01/2019

The undersigned for San Marino High School hereby applies for approval to conduct a field trip to Dayton, Ohio . Date: 04/14/2020 - 04/19/2020

<p>1. Inclusive dates of trip: <u>04/14/2020 - 04/19/2020</u></p> <p>NOT DURING TESTING <input checked="" type="checkbox"/> Itinerary attached Principal's Initials: <u>[Signature]</u></p>	<p>2. Purpose of trip: <input checked="" type="checkbox"/> Paragraph attached describing educational value and specific activities students will be required to complete</p>
<p>3a. Membership of Group: <u>SMHS Winter Percussion</u> (e.g., U.S. History class, choral group)</p>	<p>3b. Number of Students Attending: <u>31</u> Boys: <u>21</u> Girls: <u>10</u></p>
<p>4a. Cost of trip financed by: <u>Students/Boosters</u> 4b. Name of travel agency contracted for trip: (professional travel organization is required) <u>Music Travel Consultants (used in 2014, 2016, 2018)</u> 4c. Cost per student: (no student will be excluded from a required trip due to a lack of funds.) <u>\$1,900 - \$2,100</u> <input type="checkbox"/> Attached student(s) name and verify funding source</p>	<p>4d. Describe fundraising activities, if any: Attachment(s), if any</p>
<p>5a. Name of certificated employee(s) in charge of trip: <u>C. Shota Horikawa</u> Responsible for coordinating fundraising, organization, and supervision while students are on SMUSD – sponsored trip</p>	<p>5b. Names of staff members who will provide supervision of students: <u>Scott Tanaka, Esteban Guillen, Alberto Avelar, Jimmy Nguyen</u></p>
<p>5c. Attach names of authorized chaperones on FORM #1 (include relationship to students and/or school)</p>	<p>5d. Student/Chaperone ratio: (see attached FORM #1) <u>4 students: 1 chaperone</u></p>

This application, together with the necessary documents, must be sent to the Assistant Superintendent of Instructional Services at least three months in advance (unless an exception to timeline is granted).

The undersigned applying for approval of the field trip will ensure conformance with all requirements of San Marino Unified School District procedures for field trips out-of-state, to foreign countries and/or involving multiple days.

[Signature] 1/27/20
 (Field Trip Coordinator's Signature) (Date)

Endorsed with Approval:

[Signature] 2/5/2020
 (Principal's Signature) (Date)

[Signature] 2/5/20
 (Assistant Superintendent of Instructional Services Signature) (Date)

Endorsed with Approval

[Signature]

BOARD APPROVAL DATE: _____

San Marino Unified School District
MULTI-DAY OVERNIGHT AND/OR OUT-OF-STATE/COUNTRY FIELD TRIP

Form #1

SCHOOL: San Marino High School **SPONSORING GROUP:** SMHS Winter Percussion

ACTIVITY: WGI Percussion World Championships **DATE(S):** 04/14/2020 - 04/19/2020

DESTINATION: Dayton, Ohio

Please attach flyer or printed information pertaining to Study Trip.

Number of Students: 31 Attach list of student names and gender

Submit 3 days before trip to appropriate Site Administrator

Number of Chaperones: 8 List chaperones names below and indicate gender [M or F], attach pages as needed

For Retirees indicate date retired

Certificated District Chaperones			Training Completed
	M	F	
C. Shota Horikawa	X		Yes

Classified District Chaperones			Training Completed
	M	F	
Scott Tanaka	X		Yes

Non-District Chaperones			Training Completed
	M	F	
Jimmy Nguyen	X		Yes
Esteban Guillan	X		Yes
Alberto Avelar	X		Yes
Linda Hui		X	Yes
Gloria Wong		X	Yes
Elsie Wu		X	Yes

TRANSPORTATION

Commercial Carriers: Yes or No: Southwest or United Plane, Travel Bus
 (Examples: bus, plane, ferry, taxi, shuttle) (All buses must be CHP approved as SPAB, verify with SMUSD Transportation Department)

Private Vehicles: *DMV Report & Insurance Verification. Attach copy of completed forms and Parent/Guardian to sign Transportation Waiver Form for each student:* Yes ___ No ___

FUNDING

Individual Students: Yes X No ___
 Donations: Yes X No ___
 Fundraisers: Yes ___ or No X Name of Fundraiser _____
 Others: _____

Chaperones expenses to be paid by: Funding indicated above Individual Chaperones

CHARGE OR BILL MANDATORY STUDENT TRIP LIABILITY INSURANCE TO:
 District Office staff in accordance with Board of Education Policy 3541.1(c) will obtain liability/insurance coverage.
 In State _____ Out of State X Out of Country _____

Others: _____

When submitting field trip invoices for payment (includes deposits) attach a copy of this form and board item.
 Please submit all approved paperwork at least 3 weeks prior to Board Date.

Please route (1) copy of this form to Human Resources Dept.
 Submit to Assistant Superintendent of Instructional Services

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Christopher Shota Forkawa, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as Winter Drum Line
(School Function)

at the following school(s): San Marino High School

will participate in a field trip to Dayton, Ohio,

and that I have been asked to accompany these students on their trip during the period from

04/14/2020 to 04/19/2020.

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

My acknowledgment of the foregoing paragraph is subject to the provision that I retain any and all of my employment rights including, but not limited to, District liability insurance, workers compensation insurance, and District health insurance.

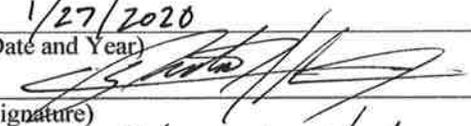
I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

1/27/2020
(Date and Year)


(Signature)

Christopher Forkawa
(Print or Type Name)

Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: 04/14/2020 - 04/19/2020

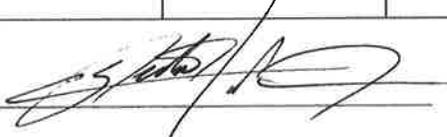
Name: Christopher Fortkawa

Position: Teacher - Director of Instrumental Music

Location: San Marino High School

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity

Signature:  Date: 1/27/2020

**San Marino Unified School District
FIELD TRIP COORDINATOR'S CHECKLIST
FOR MULTI-DAY OUT OF STATE FIELD TRIPS**

School: San Marino High School

Dates of Trip: 04/14/2020 - 04/19/2020

Trip Destination: Dayton, Ohio

**To be completed by field trip coordinator in charge of the field trip
THREE MONTHS PRIOR TO TRIP**

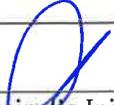
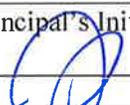
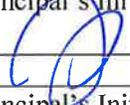
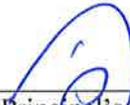
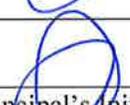
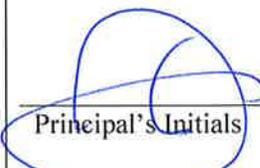
Date Completed	Initials	<p align="center">Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.</p>
1/30/20	CH	1. Secure principal's tentative approval to conduct field trip (and approval to conduct fundraising, if applicable). Send form Application for Approval to Conduct Multi-Day and/or Out-of State to the site administrator in charge of field trips.
1/30/20	CH	2. Review procedure for fundraising and develop plan to include: a) description of fundraising activities, b) plans to assist students who are unable to pay their own expenses, c) a written statement that no student will be excluded from a required trip due to lack of funds, and d) that funds will be returned to the school if not used for the trip.
1/30/20	CH	3. Select the travel agency to be used (if appropriate). Have travel agency complete "Compliant Form for Sellers of Educational Travel" and forward to the site administrator in charge of field trips.
1/30/20	CH	4. Obtain and submit copy of itinerary. This itinerary shall include a) dates (not during testing), b) locations (city, state, country) and c) accommodations. Attach itinerary
1/30/20	CH	5. Arrange for chaperones, if appropriate. Provide chaperones with guidelines to complete Volunteer Application and on-line training module no later than, date _____. Ensure chaperones have completed chaperone training and agree to comply with all states and District laws, rules, and regulations. Provide list to Principal and secure his/her approval.
1/30/20	CH	6. If academic competition is involved, submit to Principal for approval: a) Written criteria and guidelines used to select participants in academic competitions, and b) copies of written communications used to inform parents and students of the academic competition and of the governing guidelines.
1/30/20	CH	7. Send home request for parental approval of student participation. If parent does not sign student cannot go.
1/30/20	CH	8. Verify insurance coverage to provide personal medical insurance for participating students where required.
1/30/20	CH	9. Secure trip cancellation insurance from travel agency where required.
1/30/20	CH	10. Notify parents of other insurance coverage available as an option.

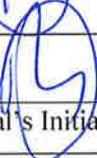
1/20/20	CH	11. Provide written evidence of financial ability to cover travel and living expenses for all participants while outside of San Marino.
1/20/20	CH	12. Verify that permission forms and waivers are returned for all students participating on a field trip. Verify alternate arrangements at school for those students not participating.

Date Completed	Initials	THREE WEEKS PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
1/30/20	CH	13. Field trip coordinator develops orientation plan for students, parents, and chaperones.
1/30/20	CH	14. Arrange for participating students to be excused from other classes.
1/20/20	CH	15. Arrange for first-aid kit and/or snake-bite kit, and ensure they are taken on trip.

Date Completed	Initials	ONE WEEK PRIOR TO FIELD TRIP Exceptions to timeline must be approved in advance by the Assistant Superintendent of Instructional Services.
1/30/20	CH	16. Report to principal's designee the names of all persons (adults and students) who will actually go on the trip. Provide list of students to verify those actually participating prior to departure.
1/30/20	CH	17. File this form with other required papers in school office. (Records must be kept for three years.)

San Marino Unified School District
PRINCIPAL'S CHECKLIST
MULTI-DAY AND/OR OUT-OF-STATE/COUNTRY
FIELD TRIPS

<p>1. Approval for Field Trip: I have reviewed the plan for the field trip to Dayton, Ohio on 04/14/2020 - 04/19/2020 (not during testing) and I give tentative approval for the students to participate.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>2. Approval for Field Trip Fund-Raising: I have reviewed the plan for fundraising for this field trip and give my approval for fundraising activities to begin.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>3. Lack of Funds: To help students in need of funds, the following actions are being taken:</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>4. Return of Funds: Any funds not used for the trip will be returned in the following way:</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>5. Chaperones: An approved list of chaperones is on file in the main office of the school. (FORM #1)</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>6. Academic Competition Trips Only: I certify that written criteria, guidelines and other communication to parents and students related to the competition are on file in the main office of the school.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>7. Insurance: I certify that each and every student participating in the field trip has personal medical insurance and trip cancellation insurance, if applicable.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>8. Travel and Living Expenses: Provision has been made for coverage of all expenses while outside of San Marino. This includes airfare, ground transportation, hotels, tours, and meals. Written evidence of this coverage is on file in the main office of the school.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>

<p>9. Contribution of Services: Statement of Acknowledgment and Consent to Conditions of trip are on file at the following location at the school site:</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>10. Authorization for Student Participation: For each and every student participating in the field trip there is a <i>Permission to Participate, Notification of Insurance, Waiver of Claims, and other Release Forms</i> on file in the main office of the school.</p> <p>File title, if appropriate: _____</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>
<p>11. Forward this completed form to the Assistant Superintendent of Instructional Services.</p>	<p style="text-align: center;"> Principal's Initials</p>	<p style="text-align: center;"><u>2/5/2020</u> Date</p>

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Adult Chaperone, not an Employee or Student in the District)

I, Alberto Avelar Jr., am the Music Coach
(Name of Adult) (Indicate Relationship to Student)

of Instrumental Music Department, a student enrolled at San Marino High School (Name of Student)
(Name of School)

a public school operated by the San Marino Unified School District.

I understand that a group identified as Winter Drum Line (School Function)
enrolled at the following school(s): San Marino High School.

has been offered the opportunity to participate in a field trip to Dayton, Ohio,
and that I have been asked to accompany these students on their trip during the period from
04/14/2020 to 04/19/2020.

I understand that my participation in the aforementioned program, including the field trip, is voluntary. I agree to pay all expenses for my participation in the field trip including, but not limited to, the cost of airfare and such insurance as may be required by the San Marino Unified School District.

I am aware of the provisions of Education Code Section 35330, which states in part that "... All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion..."

I acknowledge that I have received Chaperone Guidelines and agree to comply with them.

I acknowledge that I have completed the online training and agree to comply with all state, federal laws, and District policies and regulations.

I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

1/27/2020
(Date and Year)

Alberto Avelar Jr.
(Signature)

Alberto Avelar Jr.
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Adult Chaperone, not an Employee or Student in the District)

I, Jimmy Nguyen, am the music coach
(Name of Adult) (Indicate Relationship to Student)

of instrumental music, a student enrolled at San Marino High School (Name of Student)
(Name of School)

a public school operated by the San Marino Unified School District.

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enrolled at the following school(s): San Marino High School.

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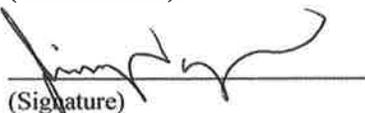
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I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

11/27/2020
(Date and Year)


(Signature)

Jimmy Nguyen
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Adult Chaperone, not an Employee or Student in the District)

I, Esteban Guillen, am the music coach
(Name of Adult) (Indicate Relationship to Student)

of instrumental music, a student enrolled at San Marino High School (Name of Student)
(Name of School)

a public school operated by the San Marino Unified School District.

I understand that a group identified as Winter Drum Line (School Function)
enrolled at the following school(s): San Marino High School.

has been offered the opportunity to participate in a field trip to Dayton, Ohio,
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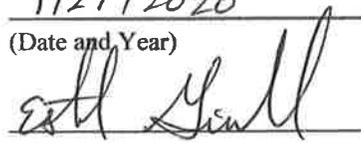
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I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

1/27/2020
(Date and Year)


(Signature)

Esteban Guillen
(Print or Type Name)

SAN MARINO UNIFIED SCHOOL DISTRICT
STATEMENT OF ACKNOWLEDGMENT AND CONSENT TO CONDITIONS OF TRIP
(Employee Chaperone of the San Marino Unified School District)

I, Kazumasa Scott Tanaka, am an Employee of the San Marino Unified School District
(Name of Employee)

assigned to San Marino High School, a public school operated by
(Name of School)
the San Marino Unified School District.

I understand that a group identified as Winter Drum Line
(School Function)
at the following school(s): San Marino High School

will participate in a field trip to Dayton, Ohio

and that I have been asked to accompany these students on their trip during the period from

04/14/2020 to 04/19/2020

I agree to donate as much of my time beyond my normal workday as may be required while on the field trip. I understand that I will suffer no loss of pay by reason of participating in the field trip. I further understand that, except as set forth above, I may receive no additional compensation for any such time or services donated by me, or for any other reason, in connection with the trip.

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I have read and understand the foregoing statement and sign it below voluntarily.

Executed in the City of San Marino, County of Los Angeles, State of California, on

04/27/2020
(Date and Year)

[Signature]
(Signature)

Kazumasa Scott Tanaka
(Print or Type Name)

Conflict of Interest Disclosure Form

Each Principal, ASB Advisor or Sponsoring or participating in a tour or trip paid by students is required to complete this form.

Field Trip and Date: 04/14/2020 - 04/19/2020

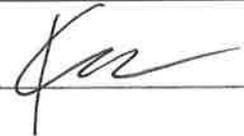
Name: Kazumasa Scott Tanaka

Position: Music Coach

Location: San Marino High School

Indicate below whether you or a member of your family is currently receiving (or has received during the last five year) any gratuity, commission, rebate, or thing of value from any travel agency or travel promoter involved or associated with the trip. Airfare, hotel accommodations, etc., provided in return for chaperoning should be listed and would be considered reasonable and acceptable.

Self	Relative	Company Name	Type of Gratuity	Value of Gratuity	Year of Gratuity

Signature: 

Date: 01/27/2020



San Marino HS Percussion

of
San Marino, CA

DAYTON, OHIO

WGI Percussion World Championships

April 14 - 19, 2020

Tuesday, April 14

Travel Day

MY MUSIC TRAVEL

Your travelers pay Music Travel Consultants directly, conveniently, securely on-line 24/7. Eliminate stress and pass the liability on to us. Save yourself and your booster program time and headaches by not having to make those dreaded phone calls inquiring about past due trip payments and watch the excitement when you announce your next trip! Save time, energy, and trees! Use My Music Travel.

MTC TOUR DIRECTOR

Most companies will send you out on the road alone or, at best, provide you with a guide who might meet you at your destination. Instead of troubling you to manage the logistics, Music Travel Consultants will provide a personable, experienced Tour Director, empowered to fix problems on the spot. This professional Tour Director will manage the many facets of a successful trip, including confirmations, deadlines, routing, and other logistical pieces and will join you at your point of departure and be by your side until the group is safely home. Leave the travel to us and enjoy being a teacher!

MTC APP

Introducing: The Music Travel App! At no additional charge, Directors, Staff, and Travelers may use the information-packed, versatile Music Travel App before and during their trip. Features include the itinerary, traveler location, interactive attendance taking, rapid communication between directors & travelers, and trip feed. We're constantly updating our app, bringing more and more features online.

SHIPPING & TRUCKS

\$6,000 has been included to cover costs of round trip equipment shipping to Ohio & the rental of local box trucks and cars.

MEET AT LAX

FLIGHTS TO INDIANAPOLIS (IND)

Southwest (44 Pax Max)

WN 989

LAX-IND

9:20am-4:25pm

Two free checked bags per travelers are included on Southwest flights.

ARRIVE AT IND

Board the motor coach to transfer to your hotel for check-in.

DINNER EN-ROUTE

Dinner will be provided this evening.

HOTEL CHECK-IN

Tru by Hilton - Huber Heights

7000 Executive Blvd

Huber Heights, OH 45424

Rooms include 2 queen beds, to sleep up to 4 per room.

Wednesday, April 15

Rehearsal Day

BREAKFAST AT THE HOTEL

Breakfast will be provided at your hotel.

PICK UP LOCAL TRUCKS

TRANSFER EQUIPMENT

REHEARSAL

\$800 has been budgeted into the trip cost for rehearsal space.

LUNCH

Lunch will be provided this afternoon.

REHEARSAL CONTINUES

DINNER

Dinner will be provided this evening.

Thursday, April 16

WGI PSO Prelims

BREAKFAST AT THE HOTEL

Breakfast will be provided at your hotel.

REHEARSAL

Pending venue options, rehearse today.

LUNCH

Lunch will be provided this afternoon.

WGI WORLD CHAMPIONSHIPS

WGI Sport of the Arts, a nonprofit youth organization, is the governing body for its winter guard and indoor percussion activities. It is called the Sport of the Arts because it brings music to life through performance in a competitive format. Over 29 years old, the sport is ever-changing and growing, with over 11,000 participants at the Sport of the Arts World Championships in April. Welcome to the exciting world of performance and entertainment. Welcome to pageantry and its array of equipment, dance, drama and color. Welcome to a world of friendships, challenges and standards of excellence. Welcome to the world of winter guard and indoor percussion, a special place for young men and women of all ages. A place to grow, to laugh, to learn. To meet challenges as a group. A place to belong in one of the largest international families available to young people. Welcome to WGI Sport of the Arts.

WGI PRELIMS PERFORMANCE

The WGI PSO Class Preliminary Competitions will take place today. The schedule will be released by WGI approximately 3 weeks prior to the competition dates.

Your WGI participant wristband will allow entry to all WGI competitions sites, excluding WGI World Class Finals.

*No additional tickets have been included for extra chaperones.

DINNER

Dinner will be provided this evening.

Friday, April 17**WGI PSO Semis****BREAKFAST AT THE HOTEL**

Breakfast will be provided at your hotel.

REHEARSAL

Pending venue options, rehearse today.

LUNCH

Lunch will be provided this afternoon.

WGI SEMIS PERFORMANCE

The WGI PSO Class Semi-Finals Competition will take place today.

Participation requires qualification.

Your WGI participant wristband will allow entry to all WGI competitions sites, excluding WGI World Class Finals.

*No additional tickets have been included for extra chaperones.

DINNER

Dinner will be provided this evening.

Saturday, April 18**WGI Open & World Class Finals****BREAKFAST AT THE HOTEL**

Breakfast will be provided at your hotel.

HOTEL CHECK-OUT

Check-out of your room by packing everything up and leaving your key card in your room. Then, load your luggage onto your charter coach, and prepare for departure.

REHEARSAL

Pending venue options, rehearse today.

WGI OPEN CLASS FINALS

The WGI Open Class Finals Competition will take place today.

Participation requires qualification.

Your WGI participant wristband will allow entry to all WGI competitions sites, excluding WGI World Class Finals.

*No additional tickets have been included for extra chaperones.

LUNCH

Lunch will be provided this afternoon.

WGI WORLD CLASS FINALS

Watch the best of the best, in both scholastic & independent class, this evening, at WGI World Class Finals!

Front side tickets have been included in the trip cost. Exact seat location TBD.

DINNER

Dinner will be provided this evening.

Sunday, April 19**Travel Day****DEPART FOR THE AIRPORT**

Board the motor coach and transfer to the airport.

AIRPORT CHECK-IN

Early this morning, check-in at IND airport.

BREAKFAST AT THE AIRPORT

Meal Money will be provided for breakfast at the airport this morning.

FLIGHTS TO LAX

Southwest (44 Pax Max)

WN 2969/3504

IND-HOU-LAX

7:00am-11:25am

Two free checked bags per travelers are included on Southwest flights.

TOUR CONDITIONS

San Marino HS Percussion of

San Marino, California

Dayton, Ohio

WGI Percussion World Championships

April 14 - 19, 2020

Per Person Occupancy Tour Prices

Passengers	44	35	38	41
Quad	\$1679	\$1902	\$1814	\$1741
Triple	\$1734	\$1957	\$1869	\$1796
Twin	\$1844	\$2067	\$1979	\$1906
Single	\$2174	\$2397	\$2309	\$2236

The above tour prices are based on the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of **November 11, 2019** and are subject to change.

IMPORTANT NOTE: These Tour Prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary. In cases where individual deviations from this group trip are requested, a **\$25.00** per person administrative charge will be levied.

Inclusions

- **Music Travel Consultants** escort throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- Roundtrip economy class, non-refundable air transportation between home area and destination.
- (4) nights First Class Hotel Accommodations per the itinerary
- (14) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the Itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

Financial Considerations

Payment	Amount	Due Date
Deposit (\$50 Non-refundable)	\$400.00	November 24, 2019
Installment	\$400.00	December 24, 2019
\$150 becomes non-refundable	\$400.00	January 24, 2020
Installment	\$400.00	February 24, 2020
Final Payment	Balance	March 24, 2020

Tour Planning commences upon receipt of deposit and signed Letter of Intent

Additional deposits may be required to secure specific events & items such as airline, cruise or rail travel, theatre/concert tickets, or to meet requirements set forth by specific hotel, restaurant, or attraction. Invoices for additional deposits will be issued 30 days following the receipt of the deposit and signed letter of intent.

Please Make Checks Payable To:
Music Travel Consultants

Cancellation Information

Cancellations are considered to be any change made to the passenger list. Cancellations must be made in writing. If received 61 days or more prior to departure, monies which can be retrieved from suppliers are refundable. **Cancellations received 60 days up to and including day of departure are non-refundable unless a substitution is made.** If this tour includes airfare, cancellations and/or substitutions policies vary by airline, date of ticketing and group contracts. Please contact Music Travel Consultants for additional information. Travel and Cancellation Insurance is HIGHLY Recommended. Music Travel Consultants will make available to each tour participant a summary of insurance benefits and coverages along with an application to purchase optional tour member travel insurance.

Responsibility

Music Travel Consultants, ("Agent") acts only as Agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that Music Travel Consultants shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising. The airlines and motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline or motor coach or ship. Agent reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. Agent reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that Agent shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers.

- Go to www.music-travel.com
- Upper Right ~ Click the "Trip Login" link
- Select "[New User](#)"
- Fill out contact information
- Select "[Register a Traveler](#)"
- Enter trip number: **2004-12-35**
- Add Traveler/Travelers
- Select "[Make a Payment](#)" to Pay Deposit

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STUDENT DELUXE

GROUP TRAVEL PROTECTION

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

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 Evacuation & Repatriation	\$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.

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit 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 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. 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.

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

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



PAYMENT INFO:

To purchase the Travel Insured Student Deluxe Protection Plan with or without Cancel for Any Reason, please see your travel leader for the group specific link.

Music Travel Consultants
5348 W Vermont St, Ste 200
Indianapolis, IN 46224
(317) 637-0837

MICHAEL.GRAY@MUSICTRAVEL.COM

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, 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); 12. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 13. due to a Pre-Existing Condition, as defined in the Policy. 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 Policy 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.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

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.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

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

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

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

November 19th, 2020

Dear San Marino Percussion Trip Participant:

Music Travel Consultants is very excited to again be working with the San Marino Percussion on your April 2020 trip to Dayton! The trip sign-ups will be done through Music Travel Consultants in preparation for future individual payments. Instructions are provided below for the trip sign-up and payment schedule forms. Make sure whoever will be the payer on the account uses an email they check to register their account on behalf of their student or themselves, as that's the method by which invoice reminders, etc. are delivered.



Online Trip Sign-up

- Start by going to www.musictravel.com
- Click on **TRIP LOGIN** in the **UPPER RIGHT**
- Click on **Register as a New User** [or use existing account]
- Fill in all information and click **Create Account**
- Enter your email address and password
- Go to **Register A Traveler** and fill in the requested information
 - Be sure to enter the traveler's name exactly as it appears on their Photo ID that will be used during travel, including the middle name or initial.
- Your trip numbers: **2004-12-35**
- Select "Make a Payment" to pay your deposit

Online trip payment

- Log into your account as you did before
- Click on the "make a payment" icon just above the picture
- Follow the instructions

Trip Conditions and Payment Schedule

This form is provided to you with the following information; inclusions, payment information, cancellation and responsibility clauses. We ask that each person adhere to the payment schedule and be aware of the cancellation information. Any questions or deviations from the payment schedule should be communicated to MTC. You may also send checks directly to our office for payment. If doing so, please reference the above trip number and name of the group. The pricing matrix and proposal itinerary are viewable online once you're registered for the trip. Students will pay the quad rate so long as the rooms are maximized and are rooming with other students. Adults pay based on occupancy.

Periodically throughout the trip preparation process, our finance team will provide your director with the trip sign-up and payment status of all trip participants, as well as reach out via email to travelers whose accounts have fallen behind and could be subject to being frozen. If this occurs, you'll need to call in to our office to speak with one of our finance members about getting caught up with installments.

Once the rooming list has been provided to MTC, we will then determine your final payment and will provide it to you through email. In addition, it will be posted with your director.

The individual sign-up and pay is a system that MTC provides our clients to help take away the day to day stress from collecting monies and accounting for such. If you have any questions, please feel free to contact me at the office at your convenience. Finance related questions can be directed to Accounting@musictravel.com.

Sincerely,

Vicky Wielosinski

5348 W. Vermont Street

Office Suite 200

Indianapolis, IN 46224

Phone: 317.637.0837

Fax: 317.692.0934

vicky.wielosinski@musictravel.com

www.musictravel.com

IMPORTANT DATES

February 14th, 2020 – LAST DAY TO CANCEL FOR REFUND **LESS** THE NON-REFUNDABLE DEPOSIT

March 10th, 2020 – LAST DAY FOR SCHOOL/FUNDRAISER MONEY

IF YOU ARE EXPECTING FUNDRAISER MONIES FROM THE SCHOOL TOWARDS THE COST OF YOUR TRIP, PLEASE ADJUST YOUR PAYMENTS ACCORDINGLY!!! DO NOT PAY YOUR ACCOUNT IN FULL IF YOU EXPECT TO RECEIVE ANY FUNDRAISER MONEY!!!

- Go to www.music-travel.com
- Upper Right ~ Click the "Trip Login" link
- Select "New User"
- Fill out contact information
- Select "Register a Traveler"
- Enter trip number: **2004-12-35**
- Add Traveler/Travelers
- Select "Make a Payment" to Pay Deposit

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Purpose of Trip:**Educational Value**

The SMHS Winter Percussion (Drum Line) has been successfully competing locally for the past ten years under the direction of Percussion Director, Scott Tanaka, and now with our Music Director, Christopher Shota Horikawa. This award-winning ensemble is qualified to participate for its fourth appearance in the 2020 WGI World Championships which includes national and international ensembles from both the high school and professional levels. Participation in Percussion (Drum Line) requires a considerable amount of time and commitment from each student beginning in the summer through the spring of each year. In addition to learning and honing their technical skills and musicality, the students learn important life-building skills such as organization, discipline, confidence, time management, team work, poise, and leadership. One of the most visible and popular high school ensembles, the Drum Line proudly represents SMHS as it performs throughout the year both on campus and within the community.

Revenue				
Items	Number	Hours	Amounts	Total Revenue
Donation Per Student	31		\$1,814	\$56,234
Donation Per Chaperon (Single)	1		\$2,309	\$2,309
Donation Per Chaperon (Double)	2		\$1,979	\$3,958
Total Revenue				\$62,501

Expenditures				
Items	Number	Hours	Amounts	Total Revenue
Hotel-Student	31		\$425	\$13,175
Hotel-Teacher	5		\$425	\$2,125
Hotel-Chaperon	3		\$450	\$1,350
Transportation-Airfare	39		\$646	\$25,194
Transportation-Coach	1		\$8,000	\$8,000
Transportation-Equipment	1		\$6,000	\$6,000
Rehearsal Space Rental	1		\$800	\$800
Meal	39		\$125	\$4,875
Chaperone Costs	0			\$0
Contingency Additional Costs				\$982
Total Expenditures				\$62,501

Dayton Trip Student List 2020

#	Student Name	M/F
1	Jocelyn Chang	F
2	Bryan Kuan Chen	M
3	Kellie Chiang	F
4	Isabella Chou	F
5	Kyle Dobson	M
6	Henry Fan	M
7	Jonathan Fan	M
8	Mark George	M
9	Audrey Hui	F
10	Lindsey Lam	F
11	Brighton Lam	M
12	Jamie Lam	F
13	Augustine (Austin) Lan	M
14	Nicholas Lee	M
15	Darren Liang	M
16	Alex Liao	M
17	Tyler Lin	M
18	Colin Mach	M
19	Luke Metcalfe	M
20	Alexander Mok	M
21	Lauren Rooke	F
22	Zachariah Su	M
23	Rylan Suetsugu	M
24	Aidan Sund	M
25	Xinyu (Rain) Wang	F
26	Jade Wong	F
27	Tyler Wong	M
28	Carly Yen	F
29	Andrew Yim	M
30	Yuxiang Zhang	M
31	Kelvin Zhu	M
10	Female	
21	Male	