

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

Sept 2, 2021

SCHOOL DISTRICT OF CL/

FIELD TRIP REQUEST

1. School Requesting: FLEMING ISLAND HI
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) ☒ Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes _____ No ☒
4. Dates of Field Trip*: 10/15 - 10/16/21 Destination*: TALLAHASSEE, FL
FRI SAT
5. Group Taking Trip: BOYS AND GIRLS CROSS COUNTRY TEAMS
6. If using private vehicles, list approved driver(s): CHRIS OTERO, SUZANNE BAKER,
DAVE ALLEN, LISA ADAMS
7. Educational Value of Field Trip: _____
CROSS COUNTRY MEET
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 20 Number of Chaperones*: 4
10. Cost Per Student: \$50.00 Budget Code or Source to be charged: XC 1111, 1112
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12:00 pm 10/15/21 Returning Time*: 5:00 pm 10/16/21

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Suzanne Baker
Teacher, Team Leader, Department Head, Etc.

John E. Pelt
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

7/12/21

Date 7/20/21

Date 9/20/21

Date 8/1/21

Date





Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

☐ All participants have signed COVID-19 Waiver (not required for athletes; all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc):

4 RENTAL VANS (7 PASSENGER)
DRIVERS: SUZANNE BAKER
CHRIS OTERO
LISA ADAMS
DAVE ALLEN

Hotel Accommodations (room assignments/supervision etc):

BAYMONT BY WYNDHAM TALLAHASSEE CENTRAL
2850 APALACHEE PKWY, TALLAHASSEE, FL 32301
GIRLS (4) ROOMS BOYS (6) ROOMS
(1) COACHES ROOM (2) COACHES ROOMS
(3) 4 GIRLS PER ROOM (4) 2-3 BOYS PER ROOM

Mask Compliance:

UNVACCINATED ATHLETES + COACHES WILL WEAR
MASKS AT ALL TIMES WHEN SOCIAL DISTANCE
IS NOT POSSIBLE.
ALL WILL WEAR MASKS AT THE EVENT UNLESS
COMPETING

Social Distancing:

SOCIAL DISTANCING WHEN POSSIBLE
ATHLETES AND COACHES ONLY IN TEAM
TENT AREA.



Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 336-7500

Fax: (904) 336-7477

Thomas E. Pittman

Principal

Rex Knight
Vice Principal

Chris Carella
Assistant Principal

Laurie Coburn
Assistant Principal

Tracey Finley
Assistant Principal

To: Treasure Pickett- K-12 Director Clay County School District

From: Christopher Otero- Head Coach Boys Cross Country
Suzanne Baker – Head Coach Girls Cross Country

CC: John Sgromolo- Coordinator District Athletic, Thomas Pittman- Principal FIHS,
Travis Cunningham- Athletic Director FIHS

SUBJECT: Overnight Travel to Tallahassee, FL for Cross Country Pre-State Meet

This is a letter to request the authorization to travel to Tallahassee, Florida on October 15th to October 16th for Cross Country Meet that will take place early morning of Saturday October 16th, 2021. The event will take place at Apalachee Regional Park in Tallahassee, FL. The reasoning behind our attendance to this meet is to allow our athletes to experience and get familiar with this course due to the fact that the FHSAA State Championships will be taking place here in November and to allow our athletes to compete with some of the best athletes across the state.

This year as in years past we will be traveling with our Varsity team only. Which includes 10 athletes from each team (boys and girls). The reason behind the overnight stay is due to the fact that the meet starts very early in the morning. Mode of Transportation will be either parents driving their child or with coaches in a rented 7 passenger vans. Note that all social distancing guidelines will be met. Athletes will wear mask when social distancing cannot be attained. Lodging will be provided with athletes pairing up in rooms, thus allowing social distancing requirement to be met. Some athletes will travel and stay with parents as well. There will be no penalty to the athlete if he/she chooses not to attend due to COVID-19 concerns. All athletes will adhere to any temperature checks, symptomatic questionnaires and/or COVID-19 waivers the may be required to travel or participate in meet.

V/R,

Christopher Otero
FIHS Head Coach Boys Cross Country

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

Sept 2, 2021

SCHOOL DISTRICT OF G
FIELD TRIP REQUEST

1. School Requesting: FLEMING ISLAND HIC
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) ☒ VAN RENTALS Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes ☒ No _____ Trip(s) Out-of-State: Yes ☒ No _____ GA
4. Dates of Field Trip*: 9/24 - 9/25/21 Destination*: CARTERSVILLE, GA
FRI SAT
5. Group Taking Trip: BOYS AND GIRLS CROSS COUNTRY TEAMS
6. If using private vehicles, list approved driver(s): CHRIS OTERO, SUZANNE BAKER, DAVE ALLEN,
LISA ADAMS
7. Educational Value of Field Trip: CROSS COUNTRY MEET
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 20 Number of Chaperones*: 4
10. Cost Per Student: \$ 50.00 Budget Code or Source to be charged: XC 1111, 1112
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 12:00pm 9/24 Returning Time*: 5:00 pm 9/25

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

Suzanne Baker
Teacher, Team Leader, Department Head, Etc.
Thomas J. Pickett
Principal
Dr. [Signature]
Assistant Superintendent
D. [Signature]
Superintendent

7/12/21
Date
7/20/21
Date
7/29/21
Date
8/2/21
Date



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

☐ All participants have signed COVID-19 Waiver (not required for athletes; all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc):

4 RENTAL VANS (7 PASSENGER)

DRIVERS: SUZANNE BAKER
CHRIS OTERO
LISA ADAMS
DAVE ALLEN

Hotel Accommodations (room assignments/supervision etc):

MICROTEL INN & SUITES BY WYNDHAM CARTERSVILLE
1348 JOE FRANK HARRIS PKWY SE, CARTERSVILLE, GA 30120
GIRLS (4) ROOMS
(1) COACHES ROOM
(3) 4 GIRLS PER ROOM
BOYS (6) ROOMS
(2) COACHES ROOMS
(4) 2-3 BOYS PER ROOM

Mask Compliance:

UNVACCINATED ATHLETES & COACHES WILL WEAR MASKS AT ALL TIMES WHEN SOCIAL DISTANCE IS NOT POSSIBLE.
ALL WILL WEAR MASKS AT THE EVENT UNLESS COMPETING

Social Distancing:

SOCIAL DISTANCING WHEN POSSIBLE.
ATHLETES AND COACHES ONLY IN TEAM TENT AREA.



Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 336-7500

Fax: (904) 336-7477

Thomas E. Pittman
Principal

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Assistant Principal

To: Treasure Pickett- K-12 Director Clay County School District

From: Christopher Otero- Head Coach Boys Cross Country
Suzanne Baker – Head Coach Girls Cross Country

CC: John Sgromolo- Coordinator District Athletic, Thomas Pittman- Principal FIHS,
Travis Cunningham- Athletic Director FIHS

SUBJECT: Overnight Travel to Cartersville, GA for Cross Country Meet

This is a letter to request the authorization to travel to Cartersville, Georgia on September 23rd to September 24th for Cross Country Meet that will take place early morning of Saturday September 24th, 2021. The event will take place at Sam Smith Park in Cartersville, GA. The reasoning behind our attendance to this meet is to allow our athletes to experience a diverse course with a strong competitive field thus allowing our athletes to compete under unfamiliar circumstances and it allows our athletes to compete outside of their normal competition arena. There is no scheduled meet in the area on this date which allows us to travel outside the area to attend a meet.

This year as in years past we will be traveling with our Varsity team only. Which includes 10 athletes from each team (boys and girls). The reason behind the overnight stay is due to the fact that the meet starts very early in the morning. Mode of Transportation will be either parents driving their child or with coaches in a rented 7 passenger vans. Note that all social distancing guidelines will be met. Athletes will wear mask when social distancing cannot be attained. Lodging will be provided with athletes pairing up in rooms, thus allowing social distancing requirement to be met. Some athletes will travel and stay with parents as well. There will be no penalty to the athlete if he/she chooses not to attend due to COVID-19 concerns. All athletes will adhere to any temperature checks, symptomatic questionnaires and/or COVID-19 waivers the may be required to travel or participate in meet.

V/R,

Christopher Otero
FIHS Head Coach Boys Cross Country

FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

Sept 2, 2021

1. School Requesting: Fleming Island
2. Transportation (Check One):
 School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
 If Commercial Carrier or Other, please state type: Plane, Charter Bus
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
Christmas Holiday
4. Dates of Field Trip*: 12/28/22-1/4/23 Destination*: London, England
5. Group Taking Trip: Fleming Island High School Band
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: Students will learn history of London and England as a whole. They will serve as ambassadors for the US and Clay County during a performance in the internationally recognized London's New Years Day Parade.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): MV.912.H.4, MV.912.H.1.4, SS.912.W.2, SS.912.W.4, SS.912.W.7, SS.912.H.9
9. Number of Students*: 120 Number of Chaperones*: 50
10. Cost Per Student: \$3,500.00 Budget Code or Source to be charged: need approval for special account
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: N/A Returning Time*: N/A

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

SEC-1-2723; E. 2/13/2019

Date

Date

Date

Date

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # _____
Number Assigned by Purchasing Dept. _____



CONTRACT REVIEW

BOARD MEETING DATE: _____

WHEN BOARD APPROVAL IS REQUIRED DO
NOT PLACE ITEM ON AGENDA UNTIL
REVIEW IS COMPLETED

☐ Must Have Board Approval over \$100,000.00

Date Submitted: _____

Name of Contract Initiator: Mara Rose/Alex Buck

Telephone #: 904-336-7650

School/Dept Submitting Contract: Fleming Island High School Band

Cost Center # _____

Vendor Name: Performance Travel Ltd

Contract Title: Fleming Island Band to London, England

Contract Type: New ☒ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # _____

Contract Term: 2021-22 School Year

Renewal Option(s): _____

Contract Cost: Up to 500,000\$

☐ BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # _____

Funding Source: Budget Line # _____

☐ NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

☒ INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

____ Completed Contract Review Form

____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)

N/A SIGNED Addendum A (if not an SBAO Template Contract)*

**This Statement MUST BE included in the body of the Contract:*

"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

N/A Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum

[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

N/A State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

____ COVID-19 Waiver (If Applicable)

____ Release and Hold Harmless (If Applicable)

** AREA BELOW FOR DISTRICT PERSONNEL ONLY **

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	_____
Review Date	_____
School Board Attorney	_____
Review Date <i>9/30/21</i>	_____
Other Dept. as Necessary	_____
Review Date	_____
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	DATE: _____



Performance Travel Ltd



CONTRACT

LONDON'S NEW YEAR'S DAY PARADE & FESTIVAL 2022/23

FLEMING ISLAND HIGH SCHOOL MARCHING BAND

CONTRACT CREATED BY BOBBI PEDDICORD

CONTRACT BETWEEN

**PERFORMANCE TRAVEL LTD
TRADING AS
YOUTH MUSIC OF THE WORLD**

FOR

LONDON'S 37TH NEW YEAR'S DAY PARADE & FESTIVAL (2022/23)

AND

FLEMING ISLAND HIGH SCHOOL MARCHING BAND

The following sixteen (16) pages of documentation constitutes a contract between the parties named above.

Signed by Performance Travel Ltd trading as Youth Music of the World

Sign	<i>Bobbi Peddicord</i>
Print name	Bobbi Peddicord (Mrs)
Date	25th May 2021
Signed on behalf of	FLEMING ISLAND HIGH SCHOOL MARCHING BAND
Sign	
Print name	
Date	
Witnessed	
Print name	
Date	

LONDON'S NEW YEAR'S DAY PARADE & FESTIVAL 2022/23

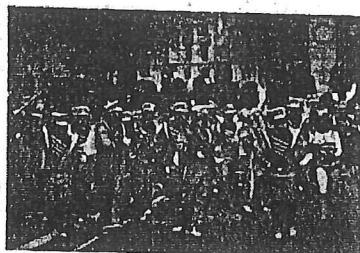
SCHEDULE OF PERFORMANCE PROGRAMME CONTRACT

DATE OF ISSUE	25th May 2021
NAME OF GROUP	
FLEMING ISLAND HIGH SCHOOL MARCHING BAND	
NUMBER OF FULL PACKAGE PAYING PLACES <i>(all full package travellers must travel on the dates below)</i>	125
NUMBER OF NON-PAYING PLACES <i>(based on above minimum number paying full package)</i>	2 (TWO)
SITE INSPECTION – NUMBER OF PLACES OFFERED <i>(Dates TBA)</i>	2 (TWO)
DEPARTURE GATEWAY	ORLANDO (MCO)
DATE OF DEPARTURE FROM USA	28TH DECEMBER 2022
DATE OF RETURN TO USA	04TH JANUARY 2023
PRICE PER PERSON NET	\$ 3,450
LAND ONLY PRICE <i>This price is for all of the inclusions listed below with the exception of flights and airport transfers. The minimum number shown on the contract does NOT include any 'land only' passengers. The number shown on the contract above as 'number of full package paying places' must be full package (air inclusive) travellers.</i>	\$ 2,395
SINGLE ROOM SUPPLEMENT	\$ 660

ALL PRICES IN US DOLLARS. A PORTION OF THE TOTAL PACKAGE PRICE IS PAID IN POUNDS STERLING. IF THE TERMS AND CONDITIONS OF THIS CONTRACT ARE ADHERED TO THEN YOUR EXCHANGE RATE IS GUARANTEED. IF TERMS ARE BROKEN OR VARIED THE PRICE MAY HAVE TO BE VARIED DUE TO EXCHANGE RATE FLUCTUATION.

ALL PRICES INCLUDE AIRLINE, AIRPORT AND GOVERNMENT TAXES, FEES, CHARGES AND SURCHARGES INCLUDING CARRIER IMPOSED SURCHARGES (FORMERLY KNOWN AS FUEL SURCHARGES) AS AT APRIL 1ST 2021. THE SUM OF THIS BASKET OF CHARGES AND TAXES MAY VARY AND SHOULD IT DO SO WE WILL VARY THE PACKAGE PRICE UPWARD OR DOWNWARD ACCORDINGLY.

INCLUSIONS FOR THE PRICE SHOWN ON PAGE 3



PERFORMANCE INCLUSIONS

- Participation in London's 37th New Year's Day Parade and Festival with its magnificent, prestigious and historic Parade route throughout historic London. A street audience in excess of half a million and a worldwide TV broadcast reaching up to 600 million people. For performers, transportation is provided to and from the parade assembly and dispersal areas.
- Performance in one of the Gala concerts that form part of London's New Year's Day Parade and Festival. The London Gala Concert series will be performed in prestigious venues in London. Technical rehearsal is provided in the venue, as is full professional stage management, production services and promotion. Transportation is provided to and from rehearsal and performance. Tickets for the concert are provided for supporters of the performance group.



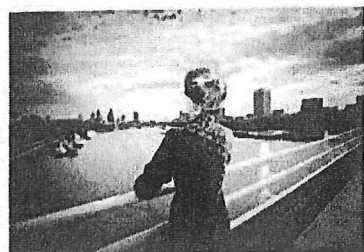
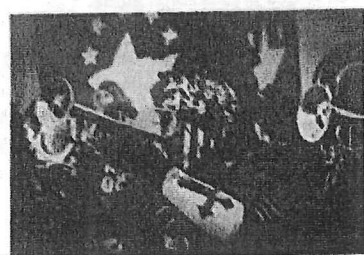
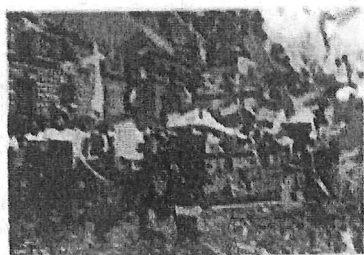
PERFORMANCE TRAVEL PROGRAMME INCLUSIONS



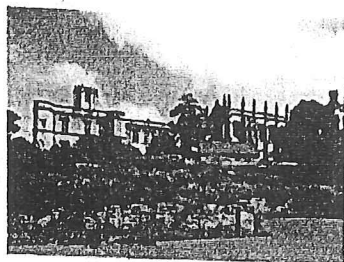
- Round trip economy class air travel on a scheduled airline from your U.S.A. gateway shown above to a London airport. One main meal and one snack will be served along with complimentary soft drinks. Movies and audio entertainment on all long-haul transatlantic sectors. Flights may be multi-sectored.
- An allowance by weight and volume dependent on numbers of passengers in the group for heavier and large sized musical instruments, boxed uniforms and hats, and other equipment to be presented to our freight forwarding company for despatch to and return from London. This allowance is in addition to the personal one checked piece per person allowance of weight 50 lbs, and allowable hand luggage for coach/economy class passengers that is carried within the cost of the airline ticket. Note that hand luggage allowances vary on a carrier by carrier basis.



- Six (6) nights accommodation in a centrally located superior first class hotel in London. Students will generally be accommodated in twin or double bedded rooms but in some hotels four and three bedded rooms may occasionally be used. Adults are guaranteed to be accommodated in twin or double-bedded rooms, but MUST pay a surcharge for a room for single occupancy. Some family rooms are available in selected hotels. All rooms have en-suite facilities including bath and/or shower and W.C.

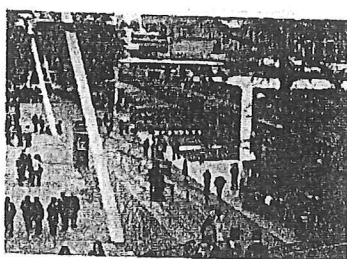


- Substantial breakfast each day in London with a large range of sweet and savoury cold items plus a varying short selection of hot items - 6 (six) meals.
- Three (3) dinners in the London hotel or in restaurants convenient to the itinerary. Each dinner will consist of at least two courses served from specially pre-selected menus.
- A further three (3) dinners served in specially selected restaurants conveniently located for the itinerary. Two course meals from prearranged menus. Alternatively a dine around scheme with a special meal charge card usable in a myriad of London restaurants and historic and traditional pubs for 3 meals. The meal charge card would be credited with £ 15.00 (\$ 20 appx.) for each meal.
- A special sack lunch for Parade Day, consisting of a 'deli' sandwich, dessert item, piece of fresh fruit, a pack of a dry snack and a bottled drink. This provided for Parade participants only
- Round trip transfers from London airport to hotel by luxury coach, including specialist 'meet and greet' service on arrival, and check - in assistance service on departure.
- Provision of a dedicated and secure storage room at the hotel for all musical instruments, uniforms and musical equipment.
- A Half Day educational tour of London's historic West End and City (3½ hours). The tour will be conducted on a luxury private chartered motor coach with a professional guide.
- A half day to The Tower of London and the Crown Jewels. The Tower has served as a royal palace, fortress, prison, place of execution, mint, menagerie and jewel house during its 900 year history. Attractions in the Tower include the Bloody Tower, Traitors Gate, the Chapel of St. John and the Jewel House where the Crown Jewels of England are on show. Motor coach round trip transfers included.
- A short panoramic boat trip on the River Thames. The River Thames that flows through the heart of London is the reason that our great capital city is built where it is. From your vantage point on your private river cruiser, your guide will bring the long and varied history of the city alive. Round trip motor coach transfers to and from the pier included.
- A ¼ day tour of Windsor and Windsor Castle. Twenty five miles to the west of London lies Windsor, whose 11th century castle is the seat and primary home of the British Royal family. Visit the castle with its State Apartments and Royal Chapel – the burial place of many of our monarchs. Spend time in the delightful town and look out at the vista of Britain's most



famous public (private) school, Eton College – alma mater to so many British Prime Ministers and Royal Princes. The tour will be conducted on a luxury private chartered motor coach with a professional guide

- A ¾ day tour of Oxford. Oxford is home to the oldest university in the English speaking world. On this tour you will visit one of the historic colleges that make up the University of Oxford. The buildings that house the colleges are simply superb and full of history. The tour will be conducted on a luxury private chartered motor coach with a professional guide. *



- A special branded personal (to keep) credit card sized MP3 player for each participant loaded with a selection of our specially commissioned audio guided, historical, cultural and entertaining walking tours of London. Itineraries will have all four of these tours:

➤ **LNYDP Parade Route**

This takes you along the magnificent New Year's Day Parade route. Discover where you'll be marching, what you'll be passing, and where the crowds will be cheering from

- **Southbank Stroll** - An unique exploration of the South Bank of the River Thames in the historic Borough of Southwark, featuring, The Shakespearean Globe Playhouse, Francis Drake's ship the 'Golden Hind', Southwark Cathedral and The fabulous Borough Market

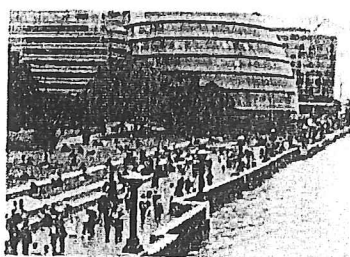


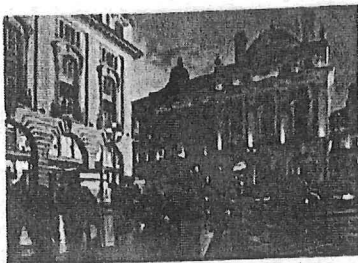
- **Rock and Roll Capital** – London is the rock and roll capital of the world- The Beatles, The Rolling Stones, The Swinging Sixties, Glam Rock, Punk Rock, Brit Pop and more

- Each audio guided walk has a duration of approximately 2 hours. All walks carefully researched by historians, scripted and performed by professional writers and actors.

- Directions for Guide and Seek, our special Treasure Trail. All you need is a pen, and our map book (provided) to unravel the secret trail and find the hidden clues.

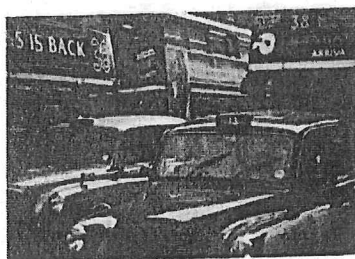
- Directions – a map and notes - for a self-guided walk entitled Princes, Palaces and Power Walk shoulder to shoulder with over 1000 years of Royalty. Sites include: Palace of Westminster, and the Changing of the Guard at Buckingham Palace,





- Arrangements for a strictly student orientated and controlled 'New Year's Eve Celebration' at your London hotel. The party will take place in a private room, with a professional 'disco' and light show. To add to the party mood included are rocket balloons, glow worms, party poppers and other party favours. Some pizza and an allowance of soft drinks (sodas) will be provided at the New year's Eve party to help ensure a memorable New Year in London. Additional soft drinks and snacks will be available for purchase.

- Full time resident Tour Assistant to look after you whilst you are in London.



- A digital copy of the group photograph that is taken on January 1st 2023. The photo will be taken before LNYDP 2023 and specially photo-shopped be an unique memento of the group's participation in the parade.

- A specially struck 2022/23 London New Year's Day Parade Festival Medal for all members of the performing group.

- An unique access code (for each group participant) to the VIMEO download of the full 3½ hour TV show of LNYDP 2023.



- For all non performing group members priority booking on the highly sought after tickets for the New Year's Day Parade Grandstands and complimentary ticket to all concerts that the group might play in London and. Priority booking and complimentary concert tickets **only to non performing bona fide group members.**

- Membership for one year of the 'Youth Music Performers Club' (YM Performers Club). This includes the YMOTW/Performance Travel Limited specially written comprehensive Travel Insurance Policy.

- All tips and taxes to all service providers. It is considered appropriate for a gratuity to be presented to the residential Tour Assistant at the end of the performance programme, which is not included.

*The Oxford tour could be substituted for a ½ day tour of Hampton Court Palace should the group prefer. The superb Tudor Palace of Hampton Court located on the banks of the Thames was originally built by Henry VIII's Chancellor, Cardinal Thomas Wolsey. Wolsey fell from favour – not least because he had built himself a Palace better than the king's and so Henry requisitioned it and it became a Royal Palace which it remains to this day. A visit to the Palace includes entrance to the State Apartments with their magnificent art collections, a tour of the splendidly restored Tudor kitchens (Henry and his court were notorious for their gluttony), a look at the earliest Real (Royal) Tennis Court and the chance to lose yourselves in the famous maze

CONTRACTED MUSICAL PERFORMANCE

London's 37th New Year's Day Parade and Festival will commence on December 29th 2022 and will end on January 3rd 2023. The two major performance opportunities are, 'London's New Year's Day Parade' (lnypd.com) on January 1st and the New Year Gala Concert Series performed throughout London during the week of New Year. The venue and thus the style of your performance was shown on your performance tour offer and is now recorded on this contract. If you have been offered an additional performance either as a definite 'YES' or as 'IF REQUESTED', all arrangements must be confirmed by us and by you no later than the **LAST WORKING DAY OF YOUR SITE INSPECTION TOUR**. In the case of all performances including The London Parade all necessary transportation to and from performance venues is provided by chartered coach and is included in the Performance Programme.

This schedule below records the contracted performance/s of your group:

LONDON NEW YEAR'S DAY PARADE (LNYDP):	YES
'MUSIC FOR LONDON' GALA CONCERT:	YES if requested

GENERAL INFORMATION, TOUR CONDITIONS & PAYMENT SCHEDULE

A first deposit of \$100 per calculated on the basis of the numbers shown on the contract (\$12,500.00) is required on or before 1st November 2021

A second deposit of \$300.00 per person calculated on the basis of the numbers shown on the contract is required on or before 1st February 2022.

A third deposit of \$400.00 per person calculated on the basis of the numbers shown on the contract is required on or before 1st April 2022.

A fourth deposit of \$500.00 per person calculated on the basis of the numbers shown on the contract is required on or before 1st June 2022.

A fifth deposit of \$600.00 per person calculated on the basis of the numbers shown on the contract is required on or before 15th September 2022.

Current actual numbers and names (and projected final numbers) must be forwarded to Youth Music/Performance Travel on or before September 15th 2022. A final invoice will be calculated on October 25th 2022 reflecting your total number of passengers, all extras ordered, and the taxes, fees charges and surcharges and currency adjustments necessary. The final amount shown on this final invoice must be paid on or before November 5th 2022.

All deposit payments and the final payment may be made by cheque or bank transfer. If cheques are used as a means of payment you must ensure that they are despatched 7 days prior to the deposit due payment dates shown above. If funds are transferred then please ensure that they have reached our account by the due dates shown above. You are requested to send a confirmatory email to bobbi@ptlinc.net to confirm the date of each of your payments, the method of payment (cheque or transfer) and the amount of the payment. Such confirmations should be sent of the same date the payments are transferred or, in the case of cheques, despatched.

Passengers may be added up until October 25th 2022 but you must secure permission/availability from Youth Music/Performance Travel via email before adding any passenger to your travelling party after September 15th. The rate payable for such passengers is not guaranteed to be the package rate for the group but will be quoted at the acceptance of the booking.

GENERAL INFORMATION, TOUR CONDITIONS & PAYMENT SCHEDULE

If paying by cheque make it payable to: PERFORMANCE TRAVEL LTD CLIENT ACCOUNT
and send via courier to:

Ms Bobbi Peddicord
Youth Music accounts manager
Performance Travel Ltd
5366 Twin Hickory Road, Suite A
Glen Allen, Virginia
23059-5682, USA

If you wish to transfer funds, please email Bobbi Peddicord on Bobbi@ptlinc.net. Bobbi will return email to you precise instructions of how to transfer your payment. Bank to bank transfer is our preferred method of payment and is the quickest and most secure.

No tickets or vouchers will be issued to any group or group member prior to receipt of full payment.
Payments instructions may vary.

CANCELLATION

The first deposit of US \$12,500.00 (\$ 100 x 125 persons) is non-refundable under any circumstances. All deposits paid subsequently become non refundable from 5.00PM Eastern Standard Time on 1st May 2022.. No refund of any deposits will be made thereafter, save if there is a WARNING from the United States Government State Department to the effect that you should not travel to London on the dates you have booked, or if the United Kingdom Home office issues a specific warning to visitors from the United States not to visit London over the dates you are contracted to travel, or if government restrictions on travel make the programme inoperable.

Appropriate refunds will be made in individual cases under the terms of the Travel Insurance Policy that is included in the package price for all travellers. Insurance comes into effect once names have been submitted and after September 1st 2022.

Up to September 15th 2022 all deposits received will, although paid on a per person basis, be looked upon by Youth Music/Performance Travel as a total deposit for the entire group, provided that those deposits represent no less than the payable deposit due under this contract for the paying number of persons shown on Page 3. After September 15th once the initial names list has been forwarded all payments will be deemed name specific. This means that names given to Youth Music/Performance Travel on September 15th may not be cancelled without penalty of all monies paid or due to be paid under the terms of this contract by any named person who cancels or withdraws.

Once the final invoice has been calculated on October 25th 2022 based on your final list of names, payment of the full programme cost must be made for every passenger named on that final list. Any passenger wishing to cancel after that date should seek compensation, if eligible, from the trip cancellation insurance policy.

If at any time you need to increase or decrease the number of participants shown on this contract then you should immediately contact Performance Travel/Youth Music to have the contract adjusted. A reduction in the number shown on this contract will result in the loss of deposits paid by the number by which the contacted number is reduced and may also result in an increased price for the remaining participants.

Performance Travel/Youth Music will always endeavour to supply additional places at the same cost as for the number of places shown on this contract but must reserve the right to offer additional places at an increased cost should the airfares for additional places be higher than those negotiated for the original price shown on the contract.

CANCELLATION INSURANCE: Please note that a travel insurance package is included in the cost of your travel programme. Full details of the package are to be found in appendix one of this document. You will also find a section in the document 'Group Organisers Guide' explaining in more detail the terms and limits of the cover given by this policy.

TIPS: Service charges as imposed by hotels, restaurants and other suppliers for the provision of accommodation, meals and transportation etc. are all included.

PRICE CHANGE: All taxes imposed by local administrations and government authorities on accommodation, meals, surface transportation and other supplies are all included at the rates at the date of the issuance of this contract. Should any of the tax rates vary we reserve the right to vary the contract price accordingly. The price shown on Page 3 INCLUDES charges imposed in association with the included airline ticket for 'Airline, Government, Airport, Security Agency', 'taxes, fees, charges, carrier imposed (formerly fuel) and other surcharges'. The amount included represents the amount charged on the date the price shown in this contract was calculated - April 1st 2021 - from your USA departure airport/s to London and return. The amount finally billed will be that current on 25th October 2022 and if it varies upwards or downwards from the amount included in the package price the variation will be reflected in your final billing. The price quoted on this contract is calculated at the exchange rate between the Pound Sterling and the United States Dollar prevalent on the date the final calculation of price was made April 1st 2021. Adherence to the terms of this contract means that your price is guaranteed in case of any exchange rate fluctuation. If terms are broken or varied the price may have to be varied due to exchange rate fluctuation.

PASSPORT AND VISAS: Passengers must be in possession of a valid passport. Nationals of certain countries require visas to enter Britain. Please check with your nearest British Consulate or the British Embassy in Washington if you are in any doubt. Citizens of the United States of America do not require visas to enter Britain. All US passports must have a validity in excess of six months after the date of return to the USA. Non US passport holders should verify their status with regard to their re-entry into the USA.

YOUR TOUR PRICE EXCLUDES: Cost of passports, visas, items of personal nature such as laundry, telegraph and telephone expenses, room service, alcoholic drinks, meals not specified in itinerary, optional sightseeing and excursions.

BAGGAGE: Youth Music of the World/Performance Travel Ltd. is not responsible for loss, theft or damage to your baggage. Any claims for loss, theft or damage to your baggage will have to be made through the correct authorities, i.e. the company responsible, airline, coach company etc. and/or through BDB Limited, the Insurance company with whom Youth Music of The World/Performance Travel Ltd have arranged the comprehensive insurance package.

RESPONSIBILITY: Youth Music of The World/Performance Travel Ltd. and its agents on behalf of London's New Year's Day Parade and Festival (LNYDP), the "Operator" and/or its agents or representatives, acts only as an agent for the various companies who provide services as outlined within this contract and provides these services as agent within the normal terms imposed by the contracts, terms and conditions of the suppliers.

RESPONSIBILITY: The Operator assumes no responsibility or liability in connection with the service of any means of conveyance which may be used either wholly or in part in the performance of its duty to the passenger. Likewise, the Operator will not be responsible for any act, error or omission, or for any personal injury, damage, loss, accident, delay, irregularity or inconvenience which may be occasioned by reason of any defect in any vehicles or through any act, neglect or default of any company or person engaged in conveying the passenger, or for any hotel proprietor, or hotel service, or for any other person engaged in carrying out the purpose for which tickets or coupons are issued whether negligent or not, save where such injury loss or damage arises out of the negligence of the Operator or its officers and employees.

In the event it becomes necessary or advisable for the comfort or well being of the passengers, or for any reason whatsoever, to alter Itinerary or arrangements, such alterations may be made without penalty to the Operator. The right is reserved to withdraw any or all tours or features should conditions warrant, also to decline, to accept or retain passengers as members of the tours.

NOTE: Once a tour has commenced, refunds for unused transportation tickets, sightseeing, transfers and accommodations will not be made.

REPRESENTATION: It is hereby agreed that in entering into this contract you have not relied upon any representation made by our Agent save and except where such representation is also made or confirmed in writing by us.

JURISDICTION: This Agreement, its validity, construction, effect, performance and termination shall be governed and construed in accordance with the Laws of England and the courts to have jurisdiction in respect of any disputes herein shall be the courts of the City of London.

APPENDIX (A1)

TRAVEL INSURANCE PACKAGE

SECTION 1. CANCELLATION: Up to \$4,000.00

For London's New Year's Day Parade and Festival 2022/2023 cancellation cover shall apply with effect from September 1st 2022.

To reimburse you for your unused travel and accommodation expenses paid or contracted to be paid if your journey or vacation is necessarily and unavoidably cancelled due to any cause listed below provided no other party is liable for those expenses:

1. Accidental injury, illness or death, duly certified by competent authority, of:
 - (a) yourself or any person with whom you had arranged to travel;
 - (b) a close relative or fiancé or civil partner of any person described in (a) above;
2. Compulsory quarantine applying to yourself or to any person with whom you had arranged to travel;
3. Any damage to your home in the United States making it uninhabitable, or any Police request for your presence following a robbery of your home or place of business during the period of insurance;
4. Any official requirement for you to attend to emergency duty in U.S. military, medical or public service;
5. A Government regulation following an epidemic which prohibits you from travelling.
6. A warning by The US State Department not to travel to the destination booked on the dates booked.

NB Cancellation cover under Section 1 commences when this Insurance is validated, but in respect of persons aged over 71, only accidents or illnesses occurring within one month of the date of departure are covered.

SECTION 2 - MEDICAL AND EMERGENCY EXPENSES: Up to \$10,000.00 per insured Person.

To reimburse the Insured Person for:

1. The following expenses necessarily incurred within but not beyond 1 month of the expiry of the Period of Insurance as the result of the Insured Person becoming ill or sustaining personal injury during the Period of Insurance;
 - (a) usual, customary and reasonable expenses incurred (outside the United States and outside his or her normal country of residence or domicile) for medical, surgical and hospital charges (including emergency dental treatment for the relief of immediate pain only), ambulance, nursing home and nursing attendance charges;
 - (b) reasonable additional cost of repatriation to the United States;
 - (c) reasonable additional hotel expenses;
 - (d) reasonable additional costs of funeral expenses abroad or additional cost of returning his or her mortal remains to his or her former place of residence in the United States;

APPENDIX (A2)

SECTION 3 - PERSONAL ACCIDENT: Up to \$25,000.00 per Insured Person

To pay according to the Schedule of Compensation below if at any time during the Period of Insurance the Insured Person sustains bodily injury caused by accidental, external, violent and visible means which solely and independently of any other cause within 12 calendar months from the date of the accident results in his or her:

- (a) Death \$25,000.00
- (b) Loss of one limb or loss of one eye \$12,500.00 (c) Loss of two limbs / two eyes / one limb and one eye \$25,000.00
- (d) Permanent Total Disablement from engaging in his or her usual occupation \$25,000.00

If no occupation is followed then any and every occupation applies. (Usual occupation is deemed to be full time remunerative occupation of which no less than 40 hours per week are engaged in such occupation.) If the Insured Person is over 71 years of age cover is limited to the Death benefit only.

SECTION 4 - BAGGAGE: Up to \$1,000.00 per Insured Person

To indemnify the Insured Person for the accidental Loss of or Damage which occurs during the period of insurance, to his or her baggage including clothing and personal effects subject to:

- (a) a limit of \$1,000.00 any one article, pair, set, kit or collection of articles and
- (b) an overall limit of \$1,000.00 for valuables: jewellery, furs, articles containing gold, silver or precious metals, watches, photographic, optical, audio or electronic equipment or goods.

SECTION 5 - DELAYED BAGGAGE: Up to \$100.00 in all

To indemnify the Insured Person for emergency purchases necessarily made if his or her baggage is temporarily lost in transit during the period of insurance for longer than 24 hours. Musical Instruments are not covered under this Section.

SECTION 6 - MUSICAL INSTRUMENTS: Up to \$5,000.00

To indemnify the Insured Person for the accidental loss of or damage to any one musical instrument which occurs during the period of insurance subject to a maximum amount of \$5,000.00 per Insured Person. This Section shall exclude scratching or denting of any musical instrument or damage to drum skins.

SECTION 7 - RENTAL OR REPLACEMENT MUSICAL INSTRUMENT: up to \$1,000.00

To indemnify the Insured Person for the cost of renting a temporary replacement musical instrument for the duration of the Insured Period should his or her own instrument be accidentally lost or damaged during the period of insurance subject to a maximum rental cost of \$1,000.00.

For the purpose of this insurance, Musical Instruments shall be deemed to be wind, stringed instruments and timpani only. Written proof of the value of any Musical Instrument shall be required in the event of a claim.

APPENDIX (A3)

EXCLUSIONS

SECTIONS 1, 2 AND 3

The Underwriters shall not be liable for claims arising from:

- (a) the Insured Person engaging or taking part in mountaineering, pot holing, manual work, racing other than on foot, organised sports, flying (except whilst travelling as a passenger on a commercial or scheduled flight), wilful exposure to risk (other than in an attempt to save human life), suicide, intentional self injury, insanity, psychiatric disorders, fear of flying or the effects of alcohol or drugs.
- (b) pregnancy within two months of the estimated date of delivery;
- (c) circumstances where at the time of taking out this insurance the person whose condition gives rise to a claim is receiving treatment or is on a hospital waiting list for consultations or for in patient treatment or has received a terminal prognosis.
- (d) any vacation or journey undertaken against the advice of a medical practitioner or for the purpose of obtaining medical treatment;
- (e) the cost of replenishing supplies of any medication the Insured Person was using at the commencement of any vacation/journey.
- (f) surgery or medical treatment which in the opinion of the medical practitioner treating the Insured Person can be reasonably delayed until the Insured Person's return to the United States.
- (g) circumstances which could reasonably have been anticipated by the Insured Person at the date of the issue of this Evidence of Insurance.
- (h) visa not issued by competent authority.

SECTION 4

The Underwriters shall not be liable for:

- (a) losses due to breakage of or damage to fragile articles; including musical instruments;
- (b) loss of valuables or losses due to theft unless reported to the police within 48 hours of the discovery of the loss and to the hotel management if stolen in a hotel;
- (c) loss or damage caused by wear, tear, gradual deterioration, decay, moth, vermin, atmospheric or climatic conditions, electrical or mechanical breakdown or derangement of any kind;
- (d) loss of or damage to contact or corneal lenses, un-set precious stones, business goods, samples or merchandise, hired equipment or sporting equipment whilst in use;
- (e) losses from unattended baggage;
- (f) (i) theft from a vehicle not involving forcible entry evidenced by damage to the vehicle itself and or from a soft topped or open vehicle unless from a locked trunk;
- (f) (ii) theft from any motor vehicle left unattended overnight;
- (g) loss of cash, credit cards and travellers checks.

The Insured Person shall take all reasonable steps to avoid or minimise any loss or damage.

APPENDIX (A4)

SECTIONS 1 AND 2

The Underwriters shall not be liable for the first \$400.00 of each and every loss/claim for each Insured Person.

SECTION 4

The Underwriters shall not be liable for the first \$150.00 of each and every loss/claim for each Insured Person.

SECTIONS 6 AND 7

This insurance does not cover:

- (a) loss or damage caused by climatic or atmospheric conditions or extremes of temperature, unless such loss or damage would be recoverable under an ordinary fire insurance policy.
- (b) if musical instruments are insured hereunder, breakage of strings, reeds or drumheads from any Cause.

EXCLUSIONS APPLYING TO ALL SECTIONS

The Underwriters shall not be liable for:

1. Accident, illness, loss, damage, destruction, liability, expense or any consequential loss whatsoever arising there from directly or indirectly caused by or contributed to or arising from: war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power or confiscation or detention or nationalisation, or requisition or destruction of or damage to property by or under the order of any government or other competent authority;
2. Losses or claims arising out of the insured Person's own criminal act.

CONDITIONS

SECTION 2

- (a) No arrangement for repatriation requiring in-flight medical attendance may be made without the prior agreement of the Underwriters.
- (b) No arrangement for in-patient treatment may be made without the prior notification of the Underwriters except where there is a life threatening condition when notification must be made at the earliest opportunity.
- (c) In the event of a claim, a medical adviser or advisers appointed by the Underwriters shall be allowed to examine the Insured Person as often as the Underwriters shall consider it necessary.
- (d) No medical expenses incurred in the United States will be payable under this Insurance.

APPENDIX (A5)

SECTION 3

- (a) condition (c) of Section 2 shall also apply to this Section.
- (b) the liability of the Underwriters in respect of any one accident shall not exceed \$25,000.00 in all each Insured Person.
- (c) "Permanent" means lasting 12 calendar months from the date of the accident and at the end of that period beyond hope of improvement.
- (d) "Loss of Limb" means irrecoverable loss by physical separation of a hand at or above the wrist or foot at or above the ankle.

SECTION 4 AND 5

Reimbursement for temporary or permanent loss of or damage to baggage in transit is subject to:

- (a) immediate notification being made to the Carrier or Handling Agent and a property irregularity report being obtained;
- (b) any amount payable for temporary loss being deducted from the final claim settlement under Section 3 if the baggage proves to be permanently lost.

CONDITIONS APPLYING TO ALL SECTIONS.

The Insured Person shall act at all times as if uninsured and shall observe ordinary and proper care in the supervision of all property covered under this Insurance. If the Insured Person or anyone acting on his or her behalf makes any statement knowing it to be overstated, false or fraudulent in any respect then this Insurance shall be void and all claims hereunder forfeit in respect of the Insured Person. The Insured Person shall reimburse the Underwriters within one month of the expiry of the period of Insurance for any expenses not covered by this Insurance which are incurred by the Underwriters on his or her behalf. Underwriters shall not be liable for any amount for which any other party is liable or which, but for the existence of this Insurance would have been covered by any other insurance. The Geographical Limits of this Policy are World-wide.

Wherever the term \$ appears in this Policy it shall be deemed to mean US\$.

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
Sept 2, 2021

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: MHS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X _____
If Commercial Carrier or Other, please state type: Responsible for own transportation
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes _____ No X
4. Dates of Field Trip*: 17-19 Sep 21 Destination*: Camp Blanding
5. Group Taking Trip: NJROTC
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Orienteering Training
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 6 Number of Chaperones*: 1
10. Cost Per Student: \$ 95 Budget Code or Source to be charged: NJROTC
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 1800 Returning Time*: 1400

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

COR Lee
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

2 Jan 21
Date

6/4/2021
Date

8/3/21
Date

[Signature]
Date



Clay County NJROTC Event & Field Trip Precautions

1. Orienteering Meets: This is an outdoor event and schools participating arrive at separate times to run the course and limit exposure to other students / schools and the start times are staggered so only 1 cadet runs at a time, spacing everyone out on the 5-10K course. Teams consist of about 12-14 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

2. Marksmanship Meets: Rifle events will be held in a large open area like a school Gym with 6 foot spacing between shooters on the firing line. Typically, we have 1 cadet in a shooting lane, 2 empty lanes, then another cadet. Schools are kept together and these events are staggered to limit the amount of schools and cadets on location at any given time. Teams consist of 4 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

3. Academic Brain Brawl Meets: These events are indoors and held in Media centers or large auditoriums. There are only 4 schools at a time competing and the 4 tables are separated with 6 foot spacing. Cadets wear masks at all times and the only spectators allowed are the coaches. This year it was decided to not permit parents or families to watch. Waiting areas are separated for each school and are typically outside weather permitting. Teams consist of 4-5 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

4. Field Trips: This is an outdoor event. Cadets will maintain 6ft distance rules and wear masks during the event.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

Mike Lee
CDR, USN (Ret)
MHS NJROTC SNSI

Middleburg NJROTC COVID Plan for Events

1. When traveling in Vans and Buses to events cadets will follow Clay County School policy and mask as required.
2. Temperature checks are done before all trips and any person who is running a fever will not be allowed to travel.
3. While at other schools and venues, we will follow all Clay County School policies and/or the District policies for the school we are attending, whichever is stricter.
4. During overnight trips, cadets will wear mask in their rooms as required by current policy.



Michael Lee
MHS SNSI
CDR USN (Ret)

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

Sept 2, 2021

SCHOOL DISTRICT OF C
FIELD TRIP REQUES

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X
If Commercial Carrier or Other, please state type: Rental Vans
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 15-16 Oct 21 Destination*: Eagle's Landing HS, GA
5. Group Taking Trip: NJROTC
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Brain Brawl
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 10 Number of Chaperones*: 2
10. Cost Per Student: — Budget Code or Source to be charged: NJROTC
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 1000 Returning Time*: 2300

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

CDR Lee
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

6 Jul 21
Date

7/15/21
Date

8/3/21
Date

Date



Clay County NJROTC Event & Field Trip Precautions

1. Orienteering Meets: This is an outdoor event and schools participating arrive at separate times to run the course and limit exposure to other students / schools and the start times are staggered so only 1 cadet runs at a time, spacing everyone out on the 5-10K course. Teams consist of about 12-14 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

2. Marksmanship Meets: Rifle events will be held in a large open area like a school Gym with 6 foot spacing between shooters on the firing line. Typically, we have 1 cadet in a shooting lane, 2 empty lanes, then another cadet. Schools are kept together and these events are staggered to limit the amount of schools and cadets on location at any given time. Teams consist of 4 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

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3. Academic Brain Brawl Meets: These events are indoors and held in Media centers or large auditoriums. There are only 4 schools at a time competing and the 4 tables are separated with 6 foot spacing. Cadets wear masks at all times and the only spectators allowed are the coaches. This year it was decided to not permit parents or families to watch. Waiting areas are separated for each school and are typically outside weather permitting. Teams consist of 4-5 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

4. Field Trips: This is an outdoor event. Cadets will maintain 6ft distance rules and wear masks during the event.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

Mike Lee
CDR, USN (Ret)
MHS NJROTC SNSI

Middleburg NJROTC COVID Plan for Events

1. When traveling in Vans and Buses to events cadets will follow Clay County School policy and mask as required.
2. Temperature checks are done before all trips and any person who is running a fever will not be allowed to travel.
3. While at other schools and venues, we will follow all Clay County School policies and/or the District policies for the school we are attending, whichever is stricter.
4. During overnight trips, cadets will wear mask in their rooms as required by current policy.



Michael Lee
MHS SNSI
CDR USN (Ret)

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
Sept 2, 2021

SCHOOL DISTRICT OF
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X _____
If Commercial Carrier or Other, please state type: Rental Van
3. Trip(s) Overnight: Yes _____ No X Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 6 Nov 21 Destination*: Carroll HS, GA
5. Group Taking Trip: N JROTC
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Air Rifle Meet
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 4 Number of Chaperones*: 1
10. Cost Per Student: - Budget Code or Source to be charged: NJROTC
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 0700 Returning Time*: 1900

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

CDR Lee [Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

22 Jul 21
Date

22 Jul 21
Date

8/3/21
Date

[Signature]
Date



Clay County NJROTC Event & Field Trip Precautions

1. Orienteering Meets: This is an outdoor event and schools participating arrive at separate times to run the course and limit exposure to other students / schools and the start times are staggered so only 1 cadet runs at a time, spacing everyone out on the 5-10K course. Teams consist of about 12-14 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

2. Marksmanship Meets: Rifle events will be held in a large open area like a school Gym with 6 foot spacing between shooters on the firing line. Typically, we have 1 cadet in a shooting lane, 2 empty lanes, then another cadet. Schools are kept together and these events are staggered to limit the amount of schools and cadets on location at any given time. Teams consist of 4 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

3. Academic Brain Brawl Meets: These events are indoors and held in Media centers or large auditoriums. There are only 4 schools at a time competing and the 4 tables are separated with 6 foot spacing. Cadets wear masks at all times and the only spectators allowed are the coaches. This year it was decided to not permit parents or families to watch. Waiting areas are separated for each school and are typically outside weather permitting. Teams consist of 4-5 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

4. Field Trips: This is an outdoor event. Cadets will maintain 6ft distance rules and wear masks during the event.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

Mike Lee
CDR, USN (Ret)
MHS NJROTC SNSI

Middleburg NJROTC COVID Plan for Events

1. When traveling in Vans and Buses to events cadets will follow Clay County School policy and mask as required.
2. Temperature checks are done before all trips and any person who is running a fever will not be allowed to travel.
3. While at other schools and venues, we will follow all Clay County School policies and/or the District policies for the school we are attending, whichever is stricter.
4. During overnight trips, cadets will wear mask in their rooms as required by current policy.



Michael Lee
MHS SNSI
CDR USN (Ret)

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
Sept 2, 2021

SCHOOL DISTRICT OF C
FIELD TRIP REQUEST

1. School Requesting: Middleburg HS
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other X
If Commercial Carrier or Other, please state type: Rental Van and Individuals Parents
3. Trip(s) Overnight: Yes _____ No X Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: 4 Dec 21 Destination*: Blythe Island GA
5. Group Taking Trip: NJROTC
6. If using private vehicles, list approved driver(s): _____
7. Educational Value of Field Trip: Orientteering meet
8. Supporting Florida Standards Benchmark(s) with Narrative(s): _____
9. Number of Students*: 15 Number of Chaperones*: 1
10. Cost Per Student: - Budget Code or Source to be charged: NJROTC
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 0600 Returning Time*: 1700

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s):

CDR Lee M. K...
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
Assistant Superintendent

[Signature]
Superintendent

6 Jan 21
Date

7/15/21
Date

8/3/21
Date

[Signature]
Date



Clay County NJROTC Event & Field Trip Precautions

1. Orienteering Meets: This is an outdoor event and schools participating arrive at separate times to run the course and limit exposure to other students / schools and the start times are staggered so only 1 cadet runs at a time, spacing everyone out on the 5-10K course. Teams consist of about 12-14 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

2. Marksmanship Meets: Rifle events will be held in a large open area like a school Gym with 6 foot spacing between shooters on the firing line. Typically, we have 1 cadet in a shooting lane, 2 empty lanes, then another cadet. Schools are kept together and these events are staggered to limit the amount of schools and cadets on location at any given time. Teams consist of 4 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

3. Academic Brain Brawl Meets: These events are indoors and held in Media centers or large auditoriums. There are only 4 schools at a time competing and the 4 tables are separated with 6 foot spacing. Cadets wear masks at all times and the only spectators allowed are the coaches. This year it was decided to not permit parents or families to watch. Waiting areas are separated for each school and are typically outside weather permitting. Teams consist of 4-5 cadets.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

4. Field Trips: This is an outdoor event. Cadets will maintain 6ft distance rules and wear masks during the event.

TRANSPORTATION - Masks will be worn at all times in the vehicles, unless the cadet is meeting the team at the event and being driven by a parent or guardian.

MEALS - If meals are provided, they will be pre-packaged and cadets will eat at the same spacing requirements in place at the school in the cafeteria.

Mike Lee
CDR, USN (Ret)
MHS NJROTC SNSI

Middleburg NJROTC COVID Plan for Events

1. When traveling in Vans and Buses to events cadets will follow Clay County School policy and mask as required.
2. Temperature checks are done before all trips and any person who is running a fever will not be allowed to travel.
3. While at other schools and venues, we will follow all Clay County School policies and/or the District policies for the school we are attending, whichever is stricter.
4. During overnight trips, cadets will wear mask in their rooms as required by current policy.



Michael Lee
MHS SNSI
CDR USN (Ret)

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
Sept 2, 2021

1. School Requesting: OHS
 2. Transportation (Check One):
School Bus(s) ☒ Private Vehicle(s) _____ Commercial Carrier ☒ Other _____
If Commercial Carrier or Other, please state type: Charter Busses /
 3. Trip(s) Overnight: Yes _____ No ☒ Trip(s) Out-of-State: Yes ☒ No _____
 4. Dates of Field Trip*: 9/17/21 Destination*: Camden Co H.S.
 5. Group Taking Trip: Football & Cheer
 6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
 7. Educational Value of Field Trip:
Varsity Football
 8. Supporting Florida Standards Benchmark(s) with Narrative(s):
n/a
 9. Number of Students*: 90 Number of Chaperones*: 14
 10. Cost Per Student: 0 Budget Code or Source to be charged: 0
(Example: Internal Accounts, 5100.0331, Athletic Departments)
 11. Departure Time*: 2:30pm Returning Time*: 11:45pm
- *For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

Date 8/3/21

Date 8/3/21

Date 8/3/21

Date



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

- ☒ All participants have signed COVID-19 Waiver (not required for athletes; all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc):

- Football is taking charter busses
- Cheer will more than likely travel by school bus.

Hotel Accommodations (room assignments/supervision etc):

N/A

Mask Compliance:

Strongly recommended.
When social distancing is not possible.

Social Distancing:

1-2 students per row

SCHOOL DISTRICT OF CLAY C
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
Sept 2, 2021

1. School Requesting: Ridgerview High
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: Nov. 13-15, 2021 Destination*: Asheville, NC - Biltmore House
5. Group Taking Trip: Chorus Students
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: To perform prepared holiday music at the Biltmore House, the largest home in America, as part of their Christmas Celebration. This is an auditioned event
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
~~Known~~ MU.912.C.2.1, MU.912.C.2.2, MU.912.S.2.1, MU.912.S.2.2, MU.912.O.3.2, MU.912.H.2.1, MU.912.F.3.1
9. Number of Students*: 25 Number of Chaperones*: 4
10. Cost Per Student: \$250 Budget Code or Source to be charged: Internal-0431.2200
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6 AM - Nov. 13 Returning Time*: 6 PM - Nov. 15

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Hatnes Bine
Teacher, Team Leader, Department Head, Etc.

Debra
Principal

Supat
Assistant Superintendent

D. Liu
Superintendent

SEC-1-2723; E. 2/13/2019

7/21/21

Date

7/21/21

Date

7/28/21

Date

8/2/21

Date



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

All participants have signed COVID-19 Waiver (not required for athletes; all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc):

All Charter charter buses will be school board approved and students will follow the CCSB & CDC guidelines in regards to wearing masks on transportation.

Hotel Accomodations (room assignments/supervision etc):

All students will be assigned to hotel rooms and there will be no visitation in other rooms. Adult supervision will be at least one adult per ten students.

Mask Compliance:

Students and adults will adhere to the outlined CCSB policies in regard to mask compliance.

Social Distancing:

Students and adults will adhere to the outlined CCSB policies in regard to social distance policies.

SCHOOL DISTRICT OF CLAY CO
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL

Sept 2, 2021

1. School Requesting: Ridgeview High S
2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other X
If Commercial Carrier or Other, please state type: _____
3. Trip(s) Overnight: Yes X No _____ Trip(s) Out-of-State: Yes X No _____
4. Dates of Field Trip*: March 12-15, 2022 Destination*: New York City
5. Group Taking Trip: Chorus + Band
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. _____
7. Educational Value of Field Trip: To experience two live Broadway musicals, tour NBC studios, experience sight seeing, work with a Broadway actor or actress in a clinic setting.
8. Supporting Florida Standards Benchmark(s) with Narrative(s):
MU.912.C.3.1, MU.912.S.3.2, MU.912.O.2.1, MU.912.O.3.1, MU.912.H.1.2, MU.912.H.2.2, MU.912.F.2.2, MU.912.F.2.3
9. Number of Students*: 70 Number of Chaperones*: 30
10. Cost Per Student: \$1650 Budget Code or Source to be charged: N/A paid to travel company
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time*: 6am - March 12 Returning Time*: 10 pm - March 15

*For School Buses, if more than one bus is requested, reference bus request form.

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be list below.

Bus Requisition Number(s): _____

Heather Bile
Teacher, Team Leader, Department Head, Etc.
Debra
Principal
[Signature]
Assistant Superintendent
[Signature]
Superintendent

7/21/21
Date
7/21/21
Date
7/28/21
Date
8/2/21
Date



Clay County Field Trip COVID Guidelines Overnight or Out of State Field Trips



(Please attach these guidelines to your field trip request form)

All participants have signed COVID-19 Waiver (not required for athletes; all athletes have already done so via Athletic Clearance process)

Travel Accommodations (Charter Bus, Rental Vans, Parents Driving etc):

All Charter charter buses will be school board approved and students will follow the CCSB & CDC guidelines in regards to wearing masks on transportation.

Hotel Accomodations (room assignments/supervision etc):

All students will be assigned to hotel rooms and there will be no visitation in other rooms. Adult supervision will be at least one adult per ten students.

Mask Compliance:

Students and adults will adhere to the outlined CCSB policies in regard to mask compliance.

Social Distancing:

Students and adults will adhere to the outlined CCSB policies in regard to social distance policies.