

SCHOOL DISTRICT OF CL
FIELD TRIP REQU

APPROVED: [Signature]
Received to Late for December 16, 2014
Board Meeting
Receive For Information: January 15, 2015

1. School Requesting: Lakeside Junior High

2. Transportation (Check One): NONE
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*: 12/19-12/20 (2014) Destination*: Lakeside Junior High Gym
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Girl's Volleyball Teams

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. N/A

7. Educational Value of Field Trip: End of the Season celebration / bonding

8. Supporting SSS Benchmark(s) with Narrative(s): _____

9. Number of Students*: 25 Number of Chaperones*: 3

10. Cost Per Student: 0 Budget Code or Source to be charged: 0
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 8:30 PM Returning Time*: 8:00 AM

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
District Office Approval

Supervision Plan – Lakeside Junior High

We will be holding a Lock-In for the Girl's Volleyball Team at the Lakeside Junior High School Gymnasium. The event will take place from Friday, December 19th, 2014 at 8:30pm until Saturday, December 20th at 8:00am. We will have three chaperones and approximately 25 players attend the event.

Goals: As a chaperone we will have two goals: Safety and Fun!

Objectives: To create a safe environment where each girl has fun!

Supervision Plan: *In order to supervise effectively all chaperones will be expected to follow these guidelines.*

- All chaperones will not be left alone with a student at any time.
- The girl's will be in clear site and sound of a chaperone at all times.
- The girl's will travel in groups of at least three and not travel alone anywhere at any time.
- Chaperones will always be aware of the girl's in their vicinity and what they are doing.
- Chaperones are making sure that the environment is safe and activities are ran safely.
- The girl's will only be released to a parent or guardian at the end of the event.
- Any girl leaving early from the event must make prior arrangements and have it cleared by a coach in advance except in the case of an illness or emergency.

SCHOOL DISTRICT OF CLAY ()
FIELD TRIP REQUEST

APPROVED: [Signature]
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 15, 2015

1. School Requesting: Clay High School

2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier _____ Other
If Commercial Carrier or Other, please state type: County Vans

3. Trip(s) overnight: Yes No _____ Trip(s) out-of-state: Yes No _____

4. Dates of Field Trip*: 2/27 Destination*: Lowndes HS, Valdosta, GA
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Varsity Baseball

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: We are requesting to travel to GA to compete in the annual Georgia / Florida Challenge. This is an invite only competition for top schools in the Southeast region. We are traveling to experience better competition to prepare us for the post season

8. Supporting SSS Benchmark(s) with Narrative(s): _____

9. Number of Students*: 25 Number of Chaperones*: 8-10

10. Cost Per Student: ~\$50 Budget Code or Source to be charged: Baseball
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 2/27 ~ 11:00 (after 4th period) Returning Time*: Saturday 2/28 ~ 7:30pm

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s): _____

Teacher, Team Leader, Department Head, Etc.
[Signature] Principal
District Office Approval [Signature]

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

APPROVED: [Signature]
Received to Late for December 16, 2014
Board Meeting
Receive For Information: January 15, 2015

1. School Requesting: KHHS

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*: 12-29th thru 31st Destination*: Largo, FL.
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Girls Basketball

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. players will ride with parents

7. Educational Value of Field Trip: Basketball Tournament

8. Supporting SSS Benchmark(s) with Narrative(s): _____

9. Number of Students*: 15 Number of Chaperones*: 4

10. Cost Per Student: \$60⁰⁰ Budget Code or Source to be charged: Girls Basketball
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: P.M. on 29th Returning Time*: P.M. on 31st

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
District Office Approval

DARTY, WALTER W.

From: CARTER, JESSICA D.
Sent: Tuesday, December 02, 2014 11:38 AM
To: DARTY, WALTER W.
Subject: RE: Christmas tournament
Attachments: IRCS Holiday Tournament - Girls.doc

I attached the info sheet from the coach.

15 girls – 3 coaches

Dec. 29th -31st (we play 7pm on Monday night)

Leave Monday Morning to drive down coming back latest by 9:30 on the 31st (the latest game starts at 5 and it is a 2 – 2.5 hour drive)

7 rooms – either \$51 a night at Ramada Limited or 73 at Holiday Express I am calling after school today to get rates and discounts (2 nights)

Girls coming with parents to tournament – and going home with parents. We will probably go Ramada Inn unless the other gives a better deal.

\$51 X 14 rooms = 714

\$73 x 14 rooms = 1022

Breakfast is free at the hotel so I figured

\$7 dollars for lunch

\$10 for dinner

Lunch 2 days and Dinner 2 days (with team)

\$34 X 18 = \$612

From: DARTY, WALTER W.
Sent: Tuesday, December 02, 2014 9:49 AM
To: CARTER, JESSICA D.
Subject: christmas tournament

Please send me all details about this tournament number of players,number of nights, transportation,parents going,number of coaches and anything else dates times

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: [Signature]
Received to Late for November 18, 2014
Board Meeting
Receive For Information: January 15, 2015

1. School Requesting: FIHS

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*: 12/5/14-12/6/14 Destination*: Tampa FL
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: JV + Varsity Cheerleading

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. Younghood, Amdur, Bassler, Stockton, Roland, McQuig, Pham, Seybolt, Edelenbos, O'Dell, Humnicutt, Pulmano, Van Hook, Beavers, Stefan, Snyder

7. Educational Value of Field Trip: NA

8. Supporting SSS Benchmark(s) with Narrative(s): NA

9. Number of Students*: 50 Number of Chaperones*: 17

10. Cost Per Student: \$162.00 Budget Code or Source to be charged: _____
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 3:00 PM Returning Time*: 10 PM

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s):

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature] (P)
Principal

District Office Approval

[Signature]

Cox, Kim

From: PITTMAN, THOMAS E.
Sent: Tuesday, December 09, 2014 2:11 PM
To: Cox, Kim
Subject: Re: Field Trip

Mr. Wingate,

I spoke with our cheerleading coach today and she simply did not realize that she had to fill out a field trip form for an athletic competition. I explained to her anytime that we spend the night then we must fill out this form and send it to the county office for board approval. She now understands the process.

Tom Pittman

Sent from my iPhone

> On Dec 9, 2014, at 10:56 AM, Cox, Kim <kcox@OneClay.net> wrote:

>

> See attached. Thanks,

>

> Kim Cox

> School District of Clay County

> K-12 Academic Services

> (904) 529-4926

> SDCC Ext. 5900926

> kcox@oneclay.net

>

> <20141209114308476.pdf>

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: [Signature]
Received to Late for December 16, 2014
Board Meeting
Receive For Information: January 15, 2015

1. School Requesting: FLEMING ISLAND HIGH

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*: 12/19-12/30 Destination*: LONGWOOD LYMAN H.S.

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

5. Group Taking Trip: WRESTLING

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. SAMBEL, DAVIS, ALLEN, SMENDA, PETRELLI

7. Educational Value of Field Trip: _____

8. Supporting SSS Benchmark(s) with Narrative(s): _____

9. Number of Students*: 12

Number of Chaperones*: 3+

10. Cost Per Student: _____

Budget Code or Source to be charged: _____

(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 10:00 AM

Returning Time*: 11 PM

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal

District Office Approval

[Handwritten initials]

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: [Signature]
Received to Late for December 16, 2014
Board Meeting
Receive For Information: January 15, 2015

- 1. School Requesting: FLEMING ISLAND HIGH
- 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*: 12/29 - 12/30 Destination*: KISSIMMEE OSCEOLA H.S.
* For School Buses...if more than one bus is requested, reference bus request form.
- 5. Group Taking Trip: WRESTLING
- 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. SAMPSEL, DAVIS, ALLEN, SMENDA, PETRELLI
- 7. Educational Value of Field Trip: _____

- 8. Supporting SSS Benchmark(s) with Narrative(s): _____

- 9. Number of Students*: 10 Number of Chaperones*: 3+
- 10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(example: Internal Accounts, 5100-331, Athletic Departments)
- 11. Departure Time*: 8:30 AM Returning Time*: 11 PM

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s):

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
District Office Approval





Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 541-2100

Fax: (904) 541-2110

Thomas E. Pittman

Principal

Becky Murphy
Vice Principal

John Chappell
Assistant Principal

Debra Gaynes
Assistant Principal

Rex Knight
Assistant Principal

December 15, 2014

Mr. Michael Wingate,

I am requesting that the boys' wrestling team be approved to wrestle in a tournament over the holiday break. The tournament is on December 19th -20th at Lyman High School in Orlando and December 29th-30th Osceola High School in Kissimmee. The team will be spending the night of the 19th and the 29th. Our coach is new and did not get the necessary paperwork in on time for the scheduled board meeting.

Thank you for your help.

Sincerely,

Thomas Pittman

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: M. H. [Signature]
Received to Late for December 16, 2014
Board Meeting
Receive For Information: January 15, 2015

1. School Requesting: FLEMING ISLAND HIGH SCHOOL

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*: 27th, 29th, 30th Destination*: VERO BEACH
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: VARSITY BOYS BASKETBALL

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. CHRIS JACKSON, LISA SCHAFF,
(VAN RENTAL)

7. Educational Value of Field Trip: _____

8. Supporting SSS Benchmark(s) with Narrative(s): _____

9. Number of Students*: 10 Number of Chaperones*: 3

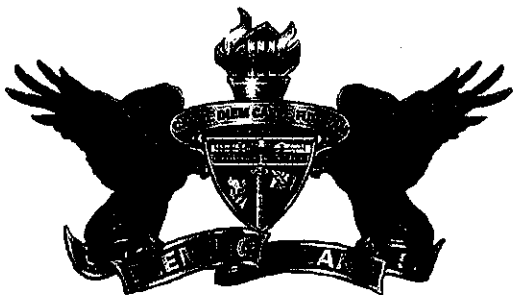
10. Cost Per Student: N/A Budget Code or Source to be charged: _____
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: Morning on 27th Returning Time*: Evening on 27th
Morning on 29th Evening on 30th

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s): _____

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature] Principal
[Signature] District Office Approval



Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 541-2100

Fax: (904) 541-2110

Thomas E. Pittman

Principal

Becky Murphy
Vice Principal

John Chappell
Assistant Principal

Debra Gaynes
Assistant Principal

Rex Knight
Assistant Principal

December 15, 2014

Mr. Michael Wingate,

I am requesting that the boys' basketball team be approved to play in a tournament over the holiday break. The tournament is on December 27, 29, and 30th. The team will travel to and from Vero Beach on the 27th but will need to spend the night on December 29th. This became necessary because the team was scheduled to play in a local tournament that did not require an overnight stay but that tournament did not work out for us.

Thank you for your help.

Sincerely,

Thomas Pittman

SCHOOL DISTRICT OF CL
FIELD TRIP REQUE

APPROVED: Mick Wyzga
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 15, 2015

1. School Requesting: FIHS

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*: 1/23-1/24/2014 Destination*: Marianna Hs, Florida
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Varsity Cheerleading

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. Bassler, Youngblood, O'Dell

7. Educational Value of Field Trip: NA

8. Supporting SSS Benchmark(s) with Narrative(s): NA

9. Number of Students*: 26 Number of Chaperones*: 5

10. Cost Per Student: _____ Budget Code or Source to be charged: Athletic Department
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 12:00 pm Returning Time*: 9 pm

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s):

Arndie O'Dell
Teacher, Team Leader, Department Head, Etc.
Tommy Pittman (PM)
Mick Wyzga Principal
District Office Approval

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: Wendy Russell
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 15, 2015

1. School Requesting: FHS

2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier Other _____
If Commercial Carrier or Other, please state type: Coach (Academy)

3. Trip(s) overnight: Yes No _____ Trip(s) out-of-state: Yes _____ No

4. Dates of Field Trip*: 2/6/14-2/8/14 Destination*: Orlando, FL
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: JV + Varsity Cheerleading

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: NA

8. Supporting SSS Benchmark(s) with Narrative(s): NA

9. Number of Students*: 50 Number of Chaperones*: 3

10. Cost Per Student: \$548 Budget Code or Source to be charged: _____
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: _____ Returning Time*: _____

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s): _____

Kandice O'Neil
Teacher, Team Leader, Department Head, Etc.
Tommy Pittman (PR)
Principal
Wendy Russell
District Office Approval

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: Mellinger
Received to Late for November 18, 2014
Board Meeting
Receive For Information: January 15, 2015

1. School Requesting: FIHS

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*: 12/12/14-12/13/14 Destination*: Orlando FL
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: JV + Varsity cheerleading

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. Pham, Bassier, Youngblood, O'Dell, Jackson, Amar, Cory Anderson, Snyder, LaBelle, Bitcher

7. Educational Value of Field Trip: NA

8. Supporting SSS Benchmark(s) with Narrative(s): NA

9. Number of Students*: 50 Number of Chaperones*: 17

10. Cost Per Student: \$102.00 Budget Code or Source to be charged: _____
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 8:00 AM Returning Time*: 2 PM

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s):

Sarae O'Dell
Teacher, Team Leader, Department Head, Etc.
Tommy Pittman (PD)
Principal
Mellinger
District Office Approval

Cox, Kim

From: PITTMAN, THOMAS E.
Sent: Thursday, December 11, 2014 2:52 PM
To: Cox, Kim; WINGATE, MICHAEL J.
Cc: O'Dell, Janae
Subject: Field Trip/Athletic Competition for cheerleading to Orlando

Mr. Wingate,

I spoke with our cheerleading coach this week and she simply did not realize that she had to fill out a field trip form for an athletic competition. I explained to her anytime that we spend the night then we must fill out this form and send it to the county office for board approval. She now understands the process.

Thomas E. Pittman
Fleming Island High School
Principal

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

APPROVED: Mell/May
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 15, 2015

1. School Requesting: Middleburg High

2. Transportation (Check One):

School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier X Other _____
If Commercial Carrier or Other, please state type: Charter Bus - 48 pass.

3. Trip(s) overnight: Yes ___ No ✓ Trip(s) out-of-state: Yes ✓ No ___

4. Dates of Field Trip*: 2-21-2015 Destination*: Savannah, GA / Savannah College of Art & Design
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Interior Design / Open to all interior design at Oakleaf High, Fleming Island High, & MHS

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. N/A

7. Educational Value of Field Trip: Students will visit the highest rated art and design school in our region. College has organized an open house / showcase day where students will be exposed to all areas of study offered, college counseling, and portfolio review.

8. Supporting SSS Benchmark(s) with Narrative(s): 34.0 Finalize a portfolio per industry standard (Interior Design)

9. Number of Students*: 30 Number of Chaperones*: 3

10. Cost Per Student: \$25.00 Budget Code or Source to be charged: CTE - Interior Design
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 5:45 A.M. Returning Time*: 8:00 pm.

Event starts at 9:00 A.M. Event ends at 4:30 pm. We will stop for a fast-food dinner

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number(s):

Angela Beer
Teacher, Team Leader, Department Head, Etc.
Mell/May
Principal
District Office Approval

Request info (https://admission.scad.edu/forms/reqInfo/rfi2) Apply (/admission/apply) Locations (/locations) Calendar (/calendar/featured)

SCAD
(/)

Academics (/academics)

Admission (/admission)

Career + Alumni (/success)

Life at SCAD (/life)

About SCAD (/about)



Event



SCAD Day: Learn about the programs, facilities and student life offered at SCAD Savannah

Feb. 21, 2015 (/event/94251/icals.ics) SCAD Savannah (http://maps.google.com/?q=32.072944+-81.093773+342 Bull St.+Savannah+GA+us) Savannah, GA 342 Bull St.

Explore SCAD Savannah (/savannah) and learn about SCAD's award-winning degree programs, (/programs) inspiring facilities (/facilities) and vibrant student life at this open house event. Learn more about the application process (/admission/apply) and portfolio guidelines, (/admission/portfolio-and-writing-guidelines/undergraduate/portfolio-guidelines) as well as financial aid and scholarship opportunities. (/scholarships) Take advantage of the SCAD Day concierge and design your SCAD Day to perfectly complement your unique interests and goals. (http://www.insideyourscad.com)

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BROWN, AMANDA D.

From: Lacroix, Robin <Robin.Lacroix@firstgroup.com>
Sent: Tuesday, December 09, 2014 10:38 AM
To: BROWN, AMANDA D.
Subject: RE: Quote for Clay County Field Trip

Ms. Brown,

For the 12 hour trip to Savannah College the bus would cost you \$650.00 and we would have to have either a PO or check in advance to make payment. To prepare a contract, we will also need all destination addresses in advance and also you must choose the food stop on the way back and provide that address as well. First Student must have all information in advance as must know each every stop our buses make before the trip runs.

Thank You,

From: BROWN, AMANDA D. [mailto:adbrown@OneClay.net]
Sent: Tuesday, December 09, 2014 8:51 AM
To: Lacroix, Robin
Subject: Quote for Clay County Field Trip

Dear Robin,

I am interested in obtaining a quote for a trip to The Savannah College of Art and Design in downtown Savannah at 342 Bull Street. The date is February 21st. We would leave Middleburg high school (or Orange Park High School) at 6:00 A.M. and return back at 8:00 P.M. We would like stop for a short dinner on the way home at a fast food restaurant. I can open the trip up to anywhere between 20 to 40 students, but would like the cheapest bus to be included In the quote.

Thanks,
Mandy Brown
904-213-2190

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

APPROVED: [Signature]
Received to Late for November 18, 2014
Board Meeting
Receive For Information: January 15, 2015

- 1. School Requesting: Ridgeview High School
- 2. Transportation (Check one):
School Bus/s Automobile/s Commercial Carrier Other
If commercial or other, state type: _____
- 3. Trip(s) overnight: yes no _____ Trip(s) out-of-state: yes _____ no
- 4. Dates of Field Trip*: 11/14 Dec 12th & 13th Destination*: Tallahassee, FL
Seaside, FL
*For school buses . . . if more than one bus is requested, reference bus request form.
- 5. Group Taking Trip: RHS Wrestling
- 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. Don Warner, Zeth Nolda, Skip Freeze
- 7. Educational Value of Field Trip: _____

- 8. Supporting SSS Benchmark(s): _____

- 9. Number of Students*: 18 Number of Chaperones*: 2
- 10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Examples: Internal Accounts, 5100-331, Athletic Departments)
- 11. Departure Time*: 12/12/14 8:00 am Returning Time*: 12/13/14 10 pm

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number/s: _____

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
District Office Approval

[Signature]

Zeth Nolda

RHS Head Wrestling Coach

ESE Department

The reason for the delay in the overnight stay paper work for the Ridgeview High School wrestling team was due to a vacant spot that opened up from a team cancellation. This is a very prestigious tournament so when the opportunity opened we jumped on it as soon as we could. Sorry for any inconvenience.

Thank you,

Zeth Nolda

SCHOOL DISTRICT OF CL
FIELD TRIP REQUE

APPROVED: [Signature]
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 15, 2015

1. School Requesting: RHS

2. Transportation (Check one):
School Bus/s _____ Automobile/s _____ Commercial Carrier X Other _____
If commercial or other, state type: _____

3. Trip(s) overnight: yes X no _____ Trip(s) out-of-state: yes _____ no X

4. Dates of Field Trip*: 30-31 JAN 15 Destination*: FAMU, Tallahassee, FL
*For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: NJROTC

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. N/A

7. Educational Value of Field Trip: To attend FAMU Navy ROTC Training and campus tour and to compete at a Florida wide Drill meet.

8. Supporting SSS Benchmark(s):
HE. B. 3.4.1 PE. B. 2.4.4
AT. 9.1.4.2 HE. B. 1.4.3 HE. C. 2.4.3
HE. C. 2.4.4 HE. A. 1.4.3 PE. A. 3.4.1
PE. B. 1.4.4 HE. B. 1.4.5 AT. 2.1.4.2

9. Number of Students*: 45 Number of Chaperones*: 5
\$20.00

10. Cost Per Student: \$20.00 Budget Code or Source to be charged: _____
(Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 0600 Returning Time*: 8am 9pm

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or 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 listed below.

Bus Requisition Number/s: _____

[Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
District Office Approval

63

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

APPROVED: M. J. [Signature]
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
January 15, 2015

1. School Requesting: Ridgeview High Sc
2. Transportation (Check one):
School Bus/s _____ Automobile/s _____ Commercial Carrier Other _____
If commercial or other, state type: airlines & commercial carrier in Ireland
3. Trip(s) overnight: yes no _____ Trip(s) out-of-state: yes no _____
4. Dates of Field Trip*: Mar 15-22, 2015 Destination*: Dublin, Ireland
*For school buses . . . if more than one bus is requested, reference bus request form.
5. Group Taking Trip: Ridgeview 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: We have been invited to march/perform in the St. Patrick's Day Parade in Dublin, Ireland.
8. Supporting SSS Benchmark(s): MU.912.S.2.1; MU.912.S.2.2; MU.912.H.1.4; MU.912.H.1.5; MU.912.H.3.2; MU.912.F.1.1; MU.912.F.3.1
9. Number of Students*: 50* Number of Chaperones*: 15
10. Cost Per Student: \$ 2000.00 Budget Code or Source to be charged: Ø
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time*: _____ Returning Time*: _____

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

Bus Requisition Number/s: _____

the number of students will be based on how many students sign up to attend the event.

Teacher, Team Leader, Department Head, Etc.

Principal
M. J. [Signature]

District Office Approval

30

December 1, 2014

To Whom It May Concern,

The Ridgeview Band has been offered an opportunity to participate in Ireland's St. Patrick's Festival scheduled for March 16-18, 2016. Participation in this event will involve our students missing some school. We are seeking the approval of the Clay County School District and hope this document will explain the purpose and intent of the tour.

The St. Patrick's Festival is a yearly event held in the cities of Dublin and Limerick. The Ridgeview Band has received an invitation to perform in the St. Patrick's Day parade to be held in Dublin on March 17, 2016. As you can imagine, this is a huge event in Ireland and receives worldwide attention as well.

In addition to our participation in the parade, we hope to tour several regions of Ireland as well. The island has a direct link to our heritage here in the United States; in fact, many of our students have descendants who emigrated from Ireland. The Irish have suffered greatly throughout history. I believe it is essential to educate our students about their history and how previous generations have impacted the lives they live today in Clay County.

We understand a visit to Ireland is not typically specified in our high school curriculum. However, it can serve to enrich the student's educational experience while meeting the standards and benchmarks required for a complete education. Our trip to Ireland has the possibility of achieving many educational goals. Not only the musical growth they will experience by marching in such an important parade but the opportunity to learn more about the art and culture as well as history, social studies and economics from a first hand experience. They will also experience using Euros instead of dollars and the conversions involved and to enjoy another "side" of English as they hear the language used in ways different from what they are familiar with. This trip will allow so much of what they have studied in school to "come alive" for them as they experience these things first hand.

Imagine a new age of discovery for our students in Clay County. Consider giving them a real-life opportunity to affordably explore a new culture on another continent. The Ridgeview Band has the leadership, resources, and support to make this happen. I hope you will thoughtfully consider our request. Please support our endeavor to take learning out of the classroom and allow our students to become stakeholders in today's society.

Respectfully,



Arnaldo Colon
Band Director
Ridgeview High School



Ardmhéara Bhaile Átha Cliath
Lord Mayor of Dublin
Christy Burke

Mr. Arnaldo Colón
Band Director
Ridgeview High School,
466 Madison Ave.
Orange Park, FL 32065
USA

3rd November 2014

Dear Mr. Colón,

As Lord Mayor of Dublin, it gives me great pleasure to extend this warm invitation to the Ridgeview High School marching band to participate in the St. Patrick's Day Parade, Dublin in 2016. The invitation is contingent of the successful completion of the St. Patrick's Festival application process and I wish you the best for same.

The Festival will offer many performance opportunities for your ensemble. The week surrounding the 17th March is filled with activities and celebrations to honour our famous patron. There are parades and music festivals in towns and cities throughout the country.

In Dublin, the St. Patrick's Day Parade is an occasion that brings citizens and visitors together in the heart of our capital city. Images and footage of the festival parade are viewed around the world.

We very much hope you will be able to join us in 2016 and you can be assured of a **Céad Mile Fáilte** – a Hundred Thousand Welcomes.

Yours sincerely,

Christy Burke
Lord Mayor of Dublin



4036 Hidden Acres Rd. • Middleburg, Florida 32068 USA • Toll Free 1-800-570-1351 • Mobile Tel. 904-612-8149 • Fax 800-570-1351 • david@davidmcguffin.com

August 16, 2014

Mr. Arnaldo C3lon
Ridgeview High School Bands
466 Madison Ave
Orange Park, FL 32065

Dear Arnaldo,

Thanks so much for contacting me about our performance tours to Ireland. As a former band director I have a keen desire to design trips with the directors, students, and parents in mind. My experience with working with all the elements of "band" coupled with my passion for travel will no doubt be a valuable asset for you as we go through the planning and implementation of this tour to Ireland.

One of the many benefits of traveling with me, and Exploring Europe, is that I am right here in Florida and always available to talk about your tour and travel plans. I will be available to walk you through the process from initial planning to final tour implementation and travel. Traveling with us will allow you to focus on your band and your performance and leave all the nitty-gritty details to us. I pledge to serve you from start to finish with the best service and ultimate tour experience in the industry. Please feel free to contact me with any questions.

Your Adventure Starts Here!

A handwritten signature in black ink that reads "David McGuffin".

David McGuffin



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Proposed Itinerary

Tuesday, March 15, 2016: Fly to Ireland – Depart Orlando International Airport around 8:30 p.m. The entire group will fly *Aer Lingus*, Ireland’s national air carrier, on a direct and regularly scheduled flight to Dublin arriving the next morning around 9:00 a.m.

Wednesday, March 16: Dublin - After clearing airport security and customs, join your Exploring Europe guide for a scenic coach and walking tour of Dublin. Enjoy the sights of Dublin including: Trinity College, Merrion Square, Grafton Street, O’Connell Street, the General Post Office, and more. You will have a bit of free time this afternoon to shop and explore this vibrant town center. Enjoy a group dinner at a local restaurant or pub. Later, arrive at your hotel for check-in. *Sleep 2 nights in Dublin. Dinner.*

Thursday, March 17: St. Patrick’s Day Festivities - Much of the day will be filled with the **St. Patrick’s Day Parade** for the Marching Band and Color Guard. After a full day of music performance and festivities, enjoy a final few hours celebrating with the Irish in Dublin. Later, we will return to the hotel for a St. Paddy’s Day group dinner. *Dinner.*

Friday, March 18: To the West Coast – Leaving Dublin, we will head toward the west coast of the island. We will make a stop at the most photographed spot in Ireland. The rugged “Cliffs of Moher” drop more than 700 feet into the sea below, all surrounded by rolling green hills and the vast North Atlantic. Then, follow the River Shannon and ultimately make a crossing by ferry. Enjoy the scenic beauty of County Kerry, Tralee Bay, and the Dingle Peninsula. After settling into your hotel, experience charming Dingle town and a group dinner. *Sleep 2 nights in Dingle. Dinner.*

Saturday, March 19: The Dingle Sleat Head Experience - Today, experience some of Ireland’s wildest natural beauty and most ancient Christian sights. We’ll travel the Sleat Head road through endless fields of “40 shades of green,” ocean waves crashing on rocks, and all the sheep you’ll ever want to count. Visiting the Blasket Islands Heritage Centre, you will get a close look at a traditional Irish community at the turn of the 20th century. Enjoy dinner on your own followed by opportunities to experience traditional Irish folk music.

Sunday, March 20: The Gift of Gab- Today we will travel to the little village of Blarney. The castle, known for its famous “Blarney Stone,” is one of the most popular tourist destinations in Ireland. After an opportunity to “kiss the Blarney Stone,” enjoy a visit to Blarney Woolen Mills. This huge shopping complex is your one-stop spot for authentic Irish arts, crafts, textiles, and apparel. After lunch, we will travel to Kilkenny, a delightful little village in the heart of Ireland. Enjoy a group dinner tonight at our hotel. *Sleep 1 night in Kilkenny. Dinner.*

Monday, March 21: The Wicklow Mountains - After breakfast, prepare for a full-day excursion to the Wicklow Mountains. Here, enjoy hiking in the mountains, an ancient monastic site, and the serenity and beauty only Ireland can provide. Later, we will return to our Dublin hotel for a grand farewell dinner to cap off your Irish tour experience. *Dinner.*

Tuesday, March 22: Heading Home – Enjoy your final Irish Breakfast and pack your bags. Your tour ends today with a late morning departure from Dublin arriving in Orlando around 5:00 p.m.



WHAT'S INCLUDED?

- Round-Trip air from Orlando to Dublin and return, as mentioned above.
- Accommodation for 6 nights in well known hotels with private bath/showers and other upscale amenities. Students will be housed in twin or triple bedded rooms. Adults will be housed in twin or double rooms.
- A Full Irish Breakfast each morning.
- Dinner every night at hotels or restaurants.
- All ground transportation in Ireland by deluxe motorcoach.
- Up to \$3000 designated for instrument shipping and transport
- All sightseeing as mentioned in the itinerary below.
- A full-time Exploring Europe Tour leader to help you through the travel process and tour experience with ease.
- St. Patrick's Day Parade "grandstand" reservations for non-performers while supplies last.
- All tips and gratuities are included.
- Five (5) complimentary seats for director and staff.
- Pre-site visit to Ireland for director and one guest.**
- Complimentary David McGuffin European tour for director and guest within one year of the performance tour.**
- and much more!

Destinations

- Dublin
- Dingle
- Blarney
- Kilkenny
- Wicklow Mountains and Glendalough Monastic Site
- Cliffs of Moher

SIGHTSEEING INCULSIONS

- See itinerary below
- St. Patrick's Day Festivities

** Valid with 80 or more paying travelers.



PAYMENTS:

This is a suggested schedule for eventual payments. After your tour is approved, we can work on a schedule that meets the needs of you and your band.

FIRST PAYMENT: \$200 PER PERSON BY: February 1, 2015*

MONTHLY PAYMENT: \$250 per month beginning March 1, 2015*

FINAL PAYMENT: \$250 or balance by December 4, 2015*

All payments are fully refundable until March 1, 2015. No refunds will be made after that date.

If Exploring Europe collects deposit and payments:

- VISA, Master Card, Discover, and American Express will be accepted for all payments.
- There is a \$100 discount if all payments are made by cash, check, or money order.

PAYMENT PLAN 1: WE COLLECT ALL THE MONEY

Travelers will submit their application and initial deposit directly to Exploring Europe by mail or turn it in to the sponsor (group leader, teacher, director, etc.). Subsequent payments will be submitted directly to Exploring Europe by mail or online payments. The sponsor does not have to worry about collecting funds. The sponsor will share responsibility in persuading travelers to make timely payments to Exploring Europe if needed.

PAYMENT PLAN 2: WE COLLECT THE INITIAL DEPOSIT & YOU COLLECT THE REST

Travelers will submit their application and initial deposit directly to Exploring Europe by mail or turn it in to the sponsor (group leader, teacher, director, etc.). Deposits to Exploring Europe may be paid by cash, check, money order, or credit cards. Subsequent payments will be submitted to the sponsoring organization. Over the course of the collection period, the organization will submit lump sum payments to Exploring Europe.

*Payment amounts are subject to change with final pricing. Dates are subject to change.



These dates will be adjusted once we receive school board cancellations and refunds approval

Tour Agreement - 2016
RHS BAND TOUR - DUBLIN ST. PATRICK'S DAY
 Our Tour Conditions and Agreement defines what David McGuffin's Exploring Europe, Inc. will provide when you sign up for a tour. Additionally, it addresses your responsibilities. Please read this entire document very carefully; it is very important.
\$1299 per person sharing a twin/double/triple room.
\$1100-\$1200 round trip airfare

INCLUDED IN THE PRICE OF THIS TOUR:

Sightseeing tours led by an Exploring Europe guide and local guides when appropriate; admissions to sights seen as a group; all breakfasts and many dinners and/or lunches as noted in the specific tour itinerary (you will always pay for your own drinks at lunch or dinner); many traditional and gourmet dining experiences at David's personal favorite restaurants; accommodations each night in clean and safe European-style hotels with en-suite bath facilities, centrally located in the city or village (twin or double bedded rooms); all transportation from the first hotel to the last hotel of the tour (this does not include optional activities or independent travel); all tips to guides and drivers; David McGuffin's tour handouts and daily travel information (distributed daily on tour); a reasonable all-inclusive price and payment plan; an insurance plan which covers tour interruptions, emergency medical, and baggage loss/delay expenses occurring while on tour. Anything not listed above is not included in the cost of your tour.

NOT INCLUDED IN THE PRICE

- Passport and Visa fees
- Airline baggage fees (subject to change)
- Airline imposed fuel surcharges (subject to change)
- Optional beverages offered at group meals
- Transportation to/from optional excursions

PAYMENT SCHEDULE AND PROCESS

Please make the **FIRST** payment (\$200) to David McGuffin's Exploring Europe, Inc. Check or money order.—No Credit Cards.

Your deposit (\$200) must be submitted to **EXPLORING EUROPE** before December 1, 2014. The tour will be filled on a first-come-first-serve basis, so, making a deposit sooner is better than later. Once allocated seats are filled, applicants will be placed on a waiting list in the order their application and deposits were received at Exploring Europe.

ALL OTHER PAYMENTS SHOULD BE SUBMITTED TO
 Mr. Colon at Ridgeview High School.

If you sign up for the tour after November 15, 2015, full payment is due immediately, in this case all of the money is non-refundable.

Payment Amount	Due Date	Submitting to:
\$200	December 1, 2014	Exploring Europe
\$200	Per month beginning January 2015	RHS Band
BALANCE	December 4, 2015	RHS Band

All funds are fully refundable until March 1, 2015. After March 1, 2015, should you decide to cancel your tour, \$200 of your payments becomes non-refundable. After September 15, 2015 your deposits and payments will not be refunded by *Exploring Europe* for any reason, although you may qualify for a reimbursement through the terms set forth in the optional Tour Cancellation Insurance Policy issued by Seven Corners (see below). All cancellations must be in writing. Cancellations will be effective on the date the written notification is received by David McGuffin's Exploring Europe, Inc. by mail, e-mail, or fax.

COMPREHENSIVE EMERGENCY MEDICAL, BAGGAGE, AND TRIP INTERRUPTION INSURANCE is included in the cost of your tour. Once your tour commences, travel confidently knowing you have insurance should something go awry. Your policy provides for emergency medical services and tour interruption coverage should you or a covered family member become ill or die while on tour. Additionally, the policy covers baggage loss, delay, and other travel related mishaps.

TOUR CANCELLATION COVERAGE IS NOT INCLUDED in the cost of your tour. However, it can be purchased as an option. This type of insurance can help prevent possible financial loss in case of sickness or death before your tour begins. You must select and pay for this insurance with your application and initial deposit.

David McGuffin's Exploring Europe, Inc. has no protection coverage beyond the basic package included in the tour price to protect itself; the actions of its employees, or tour participants themselves. All tour members are required to complete, sign and return, prior to the start of the tour, a Medical Information, Release, and Waiver Agreement. This information is used by the tour guide to help provide medical assistance if necessary on the tour. It is important and required.

Tour itineraries are subject to change. Europe is full of surprises, and we need to be flexible in order to take advantage of whatever comes along so that we may provide you with the best possible tour. Uncompleted portions of the tour itinerary are not cause for refund.

Although unlikely, your tour may be cancelled due to unforeseen circumstances. If a tour you have paid for is cancelled by David McGuffin's Exploring Europe, Inc., the entire amount you have paid (less the optional Comprehensive Travel Insurance Policy) will be refunded to you within fourteen days after the tour's cancellation. Once this occurs, *David McGuffin's Exploring EUROPE, Inc.* has no other obligations to tour members on cancelled trips.

PARTICIPANT RELEASE and AGREEMENT

I, THE UNDERSIGNED (OR MY PARENT OR GUARDIAN IF I AM A MINOR), AN APPLICANT FOR AN EDUCATIONAL TOUR PROVIDED BY *DAVID MCGUFFIN'S EXPLORING EUROPE, INC.* (HEREINAFTER REFERRED TO AS *EXPLORING EUROPE*), AGREE TO THE FOLLOWING:

1. My *Exploring Europe* tour begins with the take-off of the flight from my departure gateway and ends upon the completion of the return flight to the United States.
2. If this tour includes group airfare: Flights from the USA to Europe and return are included as a courtesy and convenience for our travel partners (you). They are NOT considered a part of the David McGuffin's Exploring Europe Tour experience. Any delays, unfortunate seating, flight cancellation, or other airline imposed event or situation is totally out of the control of *David McGuffin's Exploring Europe, Inc.* *David McGuffin's Exploring Europe, Inc.* accepts no liability for the actions of the airlines, its partners, and staff.
3. I agree to release *Exploring Europe* (which term shall include agents, officers, directors, staff members, Tour Directors, and employees of *Exploring Europe*, as well as *Exploring Europe* itself) and my school, teacher and Group Leader from, and agree not to sue such persons for, any claims that I may have arising from, or in connection with, any physical or property damage or other loss that I may suffer from any cause whatsoever other than the gross negligence of such persons. Without limiting the generality of the foregoing, I release such persons from, and agree not to sue such persons for, any damages that I may suffer from any injury, loss, damage, accident, delay, or expense resulting from events beyond their control, including, without limitation, acts of God, weather, war, strikes, incidents of politically motivated violence, terrorist attacks, sickness or quarantine, government restrictions or regulations, and, in the absence of gross negligence, arising from any vehicle, or from any act or omission by bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, school, university, or any other firm, agency, company, or individual.
4. I understand that the air carriers' liability for loss or damage to baggage or property, or for death or injury to persons, is limited by their tariffs and/or the Warsaw Convention and related agreements. Further, I understand that the air carriers assume no responsibility to any traveler aside from their liability as common carriers.
5. I will assume full responsibility for my safety and actions while with the group and away from the group. Activities such as visits to friends or relatives, or during stay-ahead/stay-behind optional periods does not include the services of an *Exploring Europe* Tour Director.
6. If I become ill or incapacitated, *Exploring Europe* and its employees, or my Group Leader, may take any action they deem necessary for my safety and well-being, including securing medical treatment (at my own expense) and transporting me home.
7. I agree to abide by *Exploring Europe's* regulations and the directions of my Group Leader or *Exploring Europe's* personnel during my tour. Failure to do so may result in *Exploring Europe* terminating me from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my Tour Fee and that *Exploring Europe* may then send me home at my own expense.
8. I agree to abide by all local laws when abroad, including those concerning drugs and alcohol (and if I am a minor, when such laws are not in conflict with parental/guardian permission). I understand that abuse or disobeying such laws may cause *Exploring Europe* to remove me from the tour and send me home at my own expense. I also understand that should local authorities be involved, I will be subject to the laws of the country I am visiting.
9. I understand *Exploring Europe* is in no way responsible for or connected to air carriage to and from Europe or within Europe. If *Exploring Europe* arranges air carriage, it is only as a courtesy and not an element of my *Exploring Europe* tour.

(Continued on back page)

10. Should there be flights within Europe associated with my *Exploring Europe* tour, I assume full responsibility for all baggage fees should they be imposed on me and my luggage. *Exploring Europe* accepts no responsibility for oversized or overweight luggage.
11. I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I caused to hotel rooms, buses, ferries, trains, or cruise ships. I will indemnify *Exploring Europe* and hold it harmless for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an *Exploring Europe* tour.
12. *Exploring Europe* reserves the right to refuse or cancel any enrollment at its sole discretion.
13. *Exploring Europe* has the right to make changes in tour itineraries and departure dates and to modify transportation arrangements, including the use of substitute airlines. In the event of changes being made, refunds will be given only in accordance with the provisions of the *Exploring Europe* "Terms and Conditions" supplied herewith.
14. I understand that it is my responsibility to secure the necessary travel documents, including passport and visas. Failure to do so does not constitute grounds for a refund.
15. If this is a student oriented tour, I acknowledge my choice to travel with the leader organizing my group, and I understand that this choice is not the responsibility of *Exploring Europe*. I understand that *Exploring Europe* reserves the right to reassign my group to a replacement group leader should my original group leader be unable to, or determine not to, participate in the tour and that the standard cancellation policy will apply if I choose not to travel with the new Group Leader.
16. I understand that future *Exploring Europe* advertising and publicity material may include statements made by participants or their video clips or photographs, and I consent to such use of my comments or photographic likenesses.
17. This agreement shall be governed in all respects by the laws of the State of Florida. Any claim or dispute arising hereunder shall be filed in a court with competent jurisdiction in Clay County, Florida. If a claim or dispute arising under this agreement is made against *Exploring Europe*, then *Exploring Europe* shall be entitled to reasonable attorney fees (including, but not limited to, pre-suit, post-suit, collection, and appellate fees) plus all cost from the undersigned.
18. In the event this agreement is signed by a parent/guardian of a minor, it shall bind the parent/guardian and minor to the terms of the agreement.
19. This agreement shall inure to the successors and heirs to the parties to this agreement. This agreement shall not be assigned without the written consent of *Exploring Europe*.
20. This agreement constitutes the entire agreement between *Exploring Europe* and me with reference to the subject matter referred to herein, and I understand that no warranty or representation not herein, including but not limited to any oral statements made to me by agents of *Exploring Europe* or if applicable, by my school or Group Leader, applies to any *Exploring Europe* tour. This agreement may be amended or modified only in writing, signed by an *Exploring Europe* officer at *Exploring Europe's* main office in Middleburg, Florida.

David McGuffin's Exploring Europe, Inc
is licensed with the State of Florida as a Seller of Travel.

#ST35037
(RHS 2016) Pub. Ed. 1.0 0914
4036 Hidden Acres Rd.
Middleburg, FL 32068
1-800-570-1351
david@davidmcguffin.com

21. I hereby agree to be bound by the Tour Terms and Conditions and Participant Release and Agreement attached hereto and incorporated herein by reference.

Dated and signed the _____ day of _____, 20_____.

Signature _____

Print Name _____

Signature of minor (if applicable) _____

Print name of minor _____

OPTIONAL TOUR CANCELLATION INSURANCE

Tour cancellation insurance provides 100% financial reimbursement for covered catastrophic events preventing your being able to travel before your departure date. Some common reasons are: sickness, accidental injury or death to you, your traveling companion or family member before the tour departure date.

I would like to purchase optional insurance to protect should I have to cancel, for a covered reason, before the tour begins.

- \$83 — Ages 0-34;
- \$113 — Ages 35-55;
- \$157 — Ages 56-70.
- \$259 — Ages 71-80
- \$445 — Ages 81 and up.

NOTE: Tour interruption, medical and baggage insurance is already included, free of charge, in the cost of your tour program. For more information see David McGuffin's related article at:

<http://davidmcguffin.com/?p=4527>

**I'm Ready! Sign Me Up!
RHS BAND IRELAND 2016**

Name _____

Birthdate (mm/dd/yyyy) _____

Current Grade: 8th F S J

Name as on passport if known _____

Male _____ Female _____

Street address _____

City _____ State _____ Zip _____

Day Phone (____) _____

Evening (____) _____

Student E-Mail _____

Parent E-Mail _____

Parent's Signature _____

Student's Signature _____

- I have read and agree to the Tour Conditions included with this application.
- My \$200 deposit check or money order is enclosed with this application.

Amount to PAY at this moment:	\$200	deposit
	\$ _____	optional insurance
	\$ _____	total

60-79 PASSENGER PERFORMANCE TOUR PROPOSAL

DATE OF OFFER: November 4, 2014

RIDGEVIEW HIGH SCHOOL BAND

NUMBER OF PAYING PLACES OFFERED: 60 to 79 paying passengers

NUMBER OF FREE PLACES: 5 for directors and staff

DEPARTURE GATEWAY: ORLANDO (MCO)

DATE OF DEPARTURE FROM USA: Tuesday, March 15, 2016

DATE OF RETURN TO USA: Tuesday, March 22, 2016

GROUND PRICE PER PERSON: No more than \$1605 per person
(see scholarship info below)

RIDGEVIEW BAND STUDENT SCHOLARSHIP AWARD: \$189 per performing band student will be deducted from the final tour cost. This scholarship has no cash value and is given as a gift by David McGuffin, former Band Director at Ridgeview High School.

ESTIMATED AIRFARE: \$1200 per person. To be confirmed no later than 4/15/2015.

TOUR PRICE GUARENTEE: The price per person stated above is guaranteed and will not change for any reason (even if there is an upturn in the exchange rate). The price includes everything listed below and nothing else.

AIRFARE: Round Trip airfare will be included in the cost of this trip. I have provided an estimated cost of \$1200. The actual cost cannot be determined until 11 months before your travel date. At that time we will reserve and guarantee the airfare rates. The actual cost may be higher or lower than estimated and your cost will be adjusted accordingly. Based on my dealings with the airlines, I have estimated on the "high-side" and hope to discount your trip when the actual prices come in.

Exploring Europe reserves the right to pass along any fuel surcharges imposed by the airline due to fluctuating fuel costs. Normally this does not happen, but I want you to know, just in case. In the past these rates have been \$40 or less per person if imposed.



80+ PASSENGER PERFORMANCE TOUR PROPOSAL

DATE OF OFFER: November 4, 2014

RIDGEVIEW HIGH SCHOOL BAND

NUMBER OF PAYING PLACES OFFERED: 80 or more paying passengers

NUMBER OF FREE PLACES: 5 for directors and staff

DEPARTURE GATEWAY: ORLANDO (MCO)

DATE OF DEPARTURE FROM USA: Tuesday, March 15, 2016

DATE OF RETURN TO USA: Tuesday, March 22, 2016

GROUND PRICE PER PERSON: No more than \$1585 per person
(see scholarship info below)

RIDGEVIEW BAND STUDENT SCHOLARSHIP AWARD: \$189 per performing band student will be deducted from the final tour cost. This scholarship has no cash value and is given as a gift by David McGuffin, former Band Director at Ridgeview High School.

ESTIMATED AIRFARE: \$1200 per person. To be confirmed no later than 4/15/2015.

TOUR PRICE GUARENTEE: The price per person stated above is guaranteed and will not change for any reason (even if there is an upturn in the exchange rate). The price includes everything listed below and nothing else.

AIRFARE: Round Trip airfare will be included in the cost of this trip. I have provided an estimated cost of \$1200. The actual cost cannot be determined until 11 months before your travel date. At that time we will reserve and guarantee the airfare rates. The actual cost may be higher or lower than estimated and your cost will be adjusted accordingly. Based on my dealings with the airlines, I have estimated on the "high-side" and hope to discount your trip when the actual prices come in.

Exploring Europe reserves the right to pass along any fuel surcharges imposed by the airline due to fluctuating fuel costs. Normally this does not happen, but I want you to know, just in case. In the past these rates have been \$40 or less per person if imposed.

