

OVERNIGHT FIELD TRIP REQUEST FORM

This form must be completed AND approved at both the Education Committee Meeting AND the Regular School Board Meeting PRIOR TO the date of the trip. Contact the Assistant Superintendent's Office to verify meeting dates.

INSTRUCTIONS:

1. Originator - Complete by typing directly on form. Print form. Forward to Building Principal for approval.
2. Building Principal - Approve and forward to the Assistant Superintendent's Office for approval and inclusion on the Education Committee and School Board Meeting agendas.
3. Once Request has been approved at the School Board Meeting, a copy will be returned to the Originator.

Requested by: Nathan Lucas
Group: _____ **School:** Plum High School
Destination: Washington D.C.
Purpose: Presidential Inauguration, culmination event after the completion of AP U.S. Government and Politics course.
Adult Supervisors/Sponsors: Nathan Lucas, Erin Morris, TBD
Person(s) Responsible for Activity: CE Tours

Departure Date: 1/19/17 **Time:** 10:00 AM
Return Date: 1/21/17 **Time:** 3:00 PM

Number of Students Participating: 30
Number of Students NOT Participating: _____
Number of Days Absent from School: 2
Have any of the participating students been on other approved trips throughout the year?

Unknown

Cost of Trip (Per Person): \$779
Student's Actual Cost: TBD
How will money be raised to pay for the trip:

Money will be raised by a series of fundraising events throughout the first semester, Parents will not be forced to participate and may pay out of pocket. CE Tours provides assistance in fund raising

Please give a full explanation of the type of insurance coverage the student will have while participating in this activity. If there is no provision for insurance, all students participating must have their parent/guardian sign an insurance waiver form.

\$1,000,000 of professional liability insurance provided by CE Tours. Supplemental travel insurance provided by CE Tours.

Method of Travel & Name of Commercial Agency:

Full sized motor coach. CE Tours was unable to provide company name at moment.

Housing (Reservation, Address, Dates):

4 star hotel accomadations according to CE Tours. CE Tours unable at present to provide name of hotel until closer trip date.

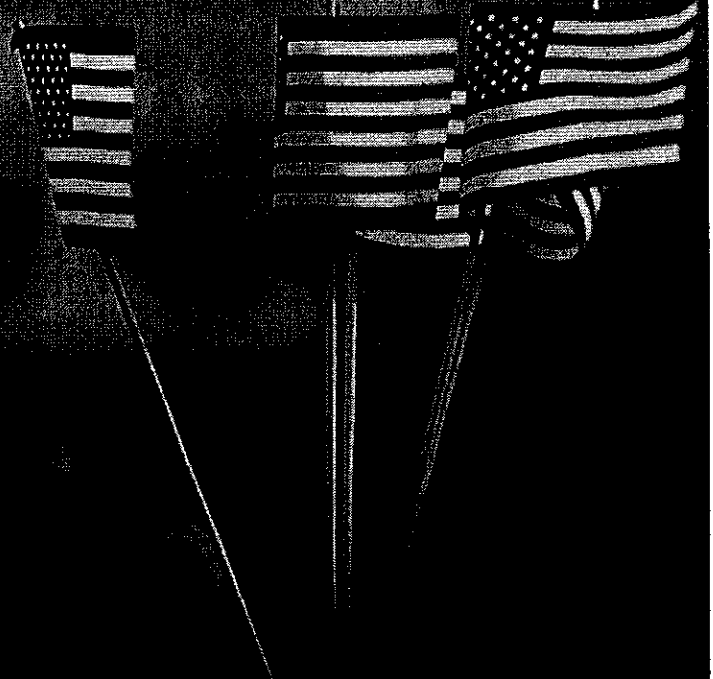
TRB 5/31/14 Date approved by Education Committee: _____
Principal's Signature Date Date approved by School Board: _____

Experience American History In the Making...

The 2017 Presidential Inauguration

Plum Borough Senior High School, Pittsburgh, PA
Washington, D.C. – January 19th-21st, 2017
Nathan Lucas

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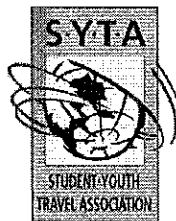
A leader in Educational Student Travel

Founded in 1997, CE Educational Travel (CETOURS or CE) is a tour operator and travel management company that specializes in educational student tours. Headquartered in the Dallas / Ft. Worth area, CE provides all-inclusive life changing travel experiences for schools and organizations throughout the world. Working with groups of 10 to 200, we have successfully provided amazing experiences for tens of thousands of students. We have arranged domestic and international class trips and educational tours for secondary schools worldwide.

Proud members (current and past) of the following prestigious travel and education organizations:



Accredited
Agent



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- ✓ Monthly group leader appreciation Program
- ✓ Group Leaders travel at NO COST
- ✓ Earn up to \$1,000 cash per REFERRAL

**unless otherwise specified*

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**Experience The Swearing In Of Our
Next Commander-In-Chief**

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- ✓ Roundtrip airfare transportation (if applicable) Note: Luggage fees CANNOT be included for air travel
- ✓ Daily roundtrip and/or local motor coach transportation
- ✓ Full time professional CE Tour Director
- ✓ Hotel accommodations at 3.5 - 5 star (Tripadvisor) rated property
- ✓ Professional local tour guide for city tours
- ✓ Daily breakfast and dinner meals are included as indicated by the itinerary (unless otherwise specified), *Note: breakfast is not provided on day of arrival and dinner is not provided on day of departure.*
- ✓ Admission to all attractions, workshops, and activities indicated in the itinerary
- ✓ CE's private Presidential Inauguration Social Celebration
- ✓ Tips and gratuity for all restaurants, tour guides, hotel personnel, and bus drivers
- ✓ Professional overnight security in hotels
- ✓ 24 hour emergency assistance

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PLATINUM Level Pricing

- 3.5 to 4.5 star (industry) rated hotels
- Full breakfast accommodations
- Daily lunch included
- Premium dinner accommodations
- Premium attraction tickets
- Private hotel security

GOLD Level Pricing

- 3 to 4 star (industry) rated hotels
- Full or deluxe continental breakfast accommodations
- Lunch NOT included
- Private hotel security

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Peace of Mind for Parents and Administrators



(Parents- resting easy)

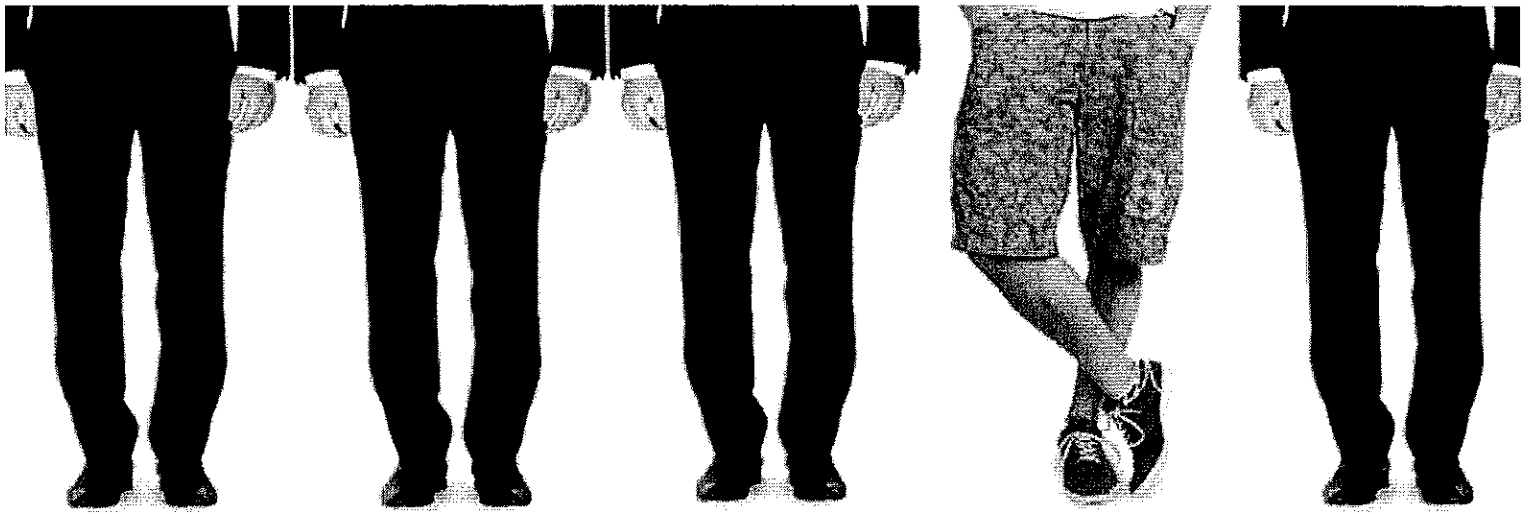
- \$1,000,000 of professional Liability insurance
- 24 hour emergency on-call assistance
- Professional affiliations
- Supplemental travel insurance assistance



(Your boss- ...Ok, she's just sleepy)

- Professionally trained, full time tour directors
- Professional, bilingual, local expert, tour guides
- Night time hotel security

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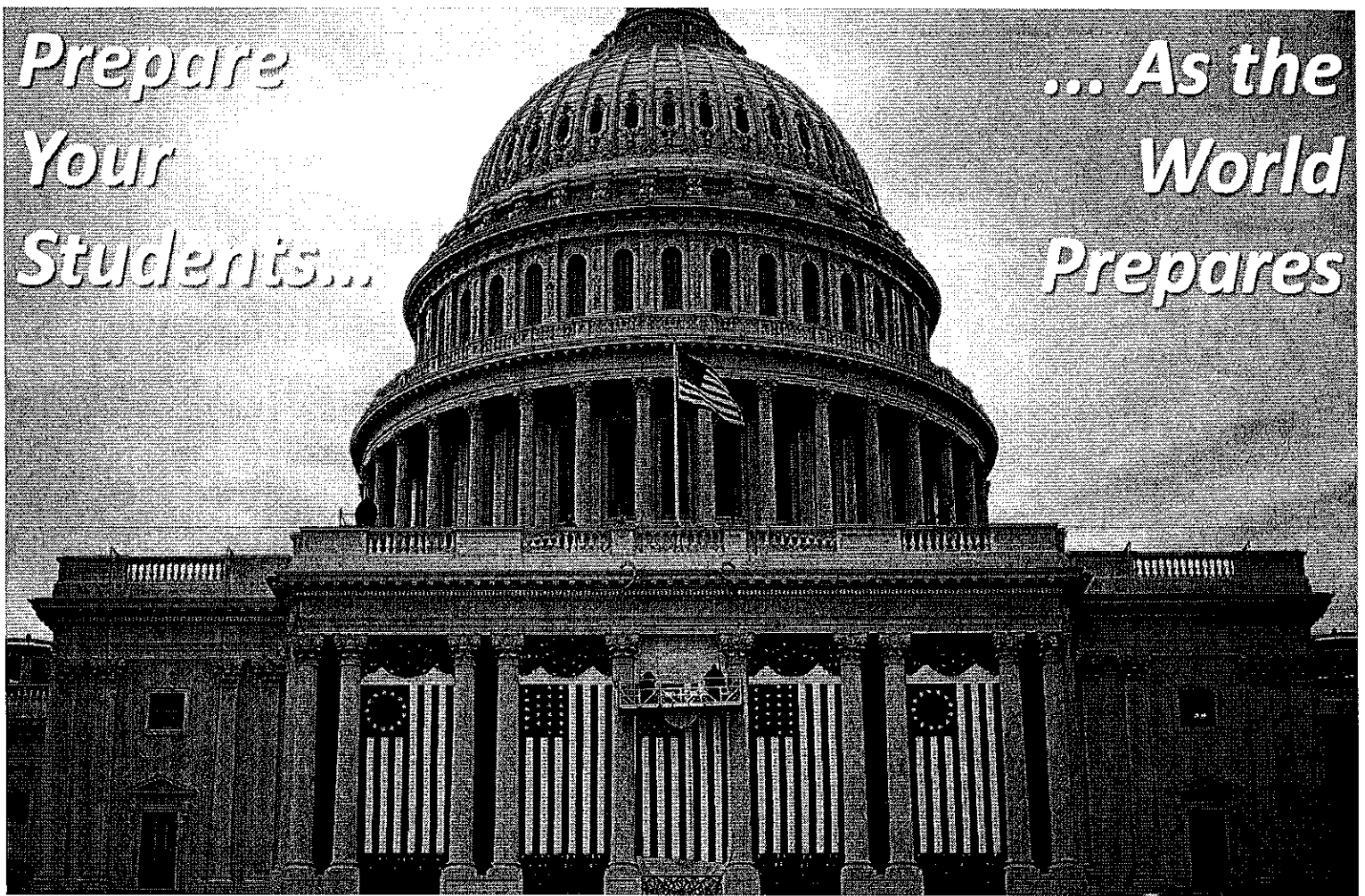
How We're Different?

- ✓ **Fully customizable tours:** *our itineraries are developed based on the specific needs of each teacher.*
- ✓ **Higher quality hotel, dining, and attractions:** *3-4 star rated hotels, no fast food chains, and more unique museums and activities.*
- ✓ **More flexibility in planning and payment:** *final itinerary changes and payments due 30-45 days prior, as opposed to 100 or more.*
- ✓ **Bilingual tour directors and tour guides**
- ✓ **No excessive and unnecessary fees:** *we don't charge you "enrollment" or "registration" fees like many leading student tour companies.*
- ✓ **True focus on educational, career, and college exposure:** *we typically offer on-tour workshops, community service projects, subject presentations.*
- ✓ **Fundraising assistance**
- ✓ **Local school partnering:** *we work with the local schools to arrange partnership projects and student exchanges on tour.*

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*Prepare
Your
Students...*

*... As the
World
Prepares*



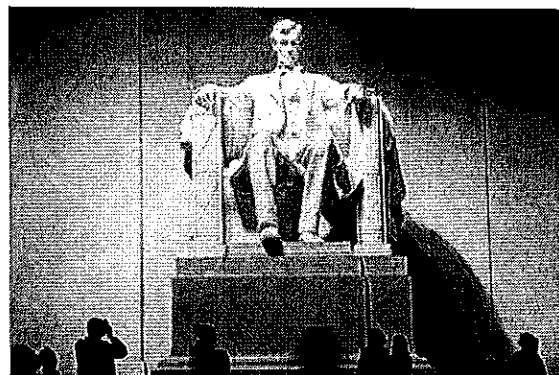
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Proposed Itinerary - Day 1

Thursday, January 19th, 2017

- Depart from Plum Borough Senior High School, Pittsburgh, PA
- Drive to Washington, D.C. (approx. 4 hrs)
- Arrive in Washington, D.C.
- Visit the Newseum
- Guided walking tour of Washington D.C.
 - Lincoln Memorial
 - Washington Monument
 - MLK memorial
 - War Memorials
 - And Much More!!!
- Free time at Union Station
- Dinner
- Check-in to hotel



**Proposed Itineraries are tentative and subject to availability at booking*

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Proposed Itinerary - Day 2

Friday, January 20th, 2017

- Breakfast at hotel
- Arrive at the National Mall for the Inauguration Events:
 - Oath of Office
 - Presidential Address
- Free time at the National Mall
- Witness the Inaugural Parade
- **Attend CE's Inauguration Dinner and Social Celebration**
- Return to hotel



**Proposed itineraries are tentative and subject to availability at booking*

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Proposed Itinerary Day 3

Saturday, January 21st, 2017

- Breakfast at hotel
- Visit the U.S. Holocaust Museum
- Visit the Smithsonian Museums:
 - Air and Space Museum
 - Museum of Natural History
 - Museum of American History
 - National Gallery of Art
- Lunch
- Visit the International Spy Museum
- Depart for Plum Borough Senior High School, Pittsburgh, PA (approx. 4 hrs)
- Arrive home



**Proposed itineraries are tentative and subject to availability at booking*

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PLATINUM Level Pricing

\$779.00

GOLD Level Pricing

\$709.00

Important Notes:

- For all quotes that include airfare, rates are subject to change until trip has been contracted. Upon booking, CE will request updated rates for final pricing. Luggage fees CANNOT be included and must be paid directly by individual travelers at the airport.
- Quotes are based upon one form of payment via school or organizational check. Should the group request that CE Tours handle individual payments from participants, an accounting fee of 4% will apply for the management of this process.
- A deposit will be required upon booking. Please contact your CE Tour Manager to confirm amounts and due dates.
- CE tours is not responsible for researching and obtaining the necessary and required travel documentation for groups originating outside of the United States. These groups are responsible for contacting their consulate or travel authority directly.

Pricing Based on:

- 30 paying students
- 0 Paying adults
- 3 Non-paying adults

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1- Request a poster template from us to help promote your trip.

2- Schedule your parent meeting date.

3- Begin collecting deposit payments.

**Contact your CE representative
with any questions.**

Sabrina Boss

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Toll Free Phone: 866-423-8687

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www.cetours.com

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