

D.C. Trip Meeting Agenda

October 8, 2019

DC Trip Committee: Mrs. Gouvitsas, Ms. Hughes & Mr. McBride

E-mail: mmcbride@bscsd.org

Website: [link to DC trip from BSMS School Site](#)

Trip Dates: Wednesday, May 13 – Friday, May 15, 2020

Tour Company: Gerber Tours (www.gerbertours.com)

Mandatory Meeting for Parents AND Students: Wednesday, May 4, 2020, HS Aud.

1. Welcome and Introductions

2. Paperwork:

- a. Itinerary/ Tour Company Information
- b. Behavior Contract Highlights
- c. Payment & Fundraising Information
- d. Fundraiser Request Forms
- e. Parent Chaperone Information



f. Medical Forms A & B – FORM A FOR ALL STUDENTS, FORM B FOR MEDICATIONS

3. Responsibility Scoring Information- How do students earn the responsibility score?

4. Student Rooms/Bus Assignments- How/When?

5. Website- Check often for updates/links for forms

6. Assistance Applications (see your guidance counselor or Mr. McBride)

7. Registration – Students will be able to register online after quarter one report cards have been received. **Directions for online registration will be mailed home at the conclusion of Q1.**

IMPORTANT ACTION DATES

FORM	DEADLINE	WHO?
Behavior Contract	October 18 th	English Teacher
Assistance Application	December 1 st	Mrs. O'Connor/ Mrs. Piotrowski/ Mr. McBride
Registration (mailed or online)	end of Q1-December 6 th	ALL payments to Gerber Tours
Fundraiser Request	Prior to start of each individual fundraiser	Subject Area Specific
Parent Chaperone Interest*	December 6 th	email: mmcbride@bscsd.org
FORM A (Health History)	December 20th	Mrs. Hughes/FAX (884-7234)
FORM B (Medical Authorization)	March 1st	Mrs. Hughes/FAX (884-7234)
Payments	6 th of each month (December-April)	ALL payments to Gerber Tours

BEHAVIOR CONTRACT HIGHLIGHTS

- Earn a Responsibility Index Score of at least 2.75 for the first quarter in order to sign up. Students who do not earn a 2.75 first quarter will not be eligible to attend the trip.
- Maintain a 2.75 average for the remaining quarters
- Earn responsibility marks of 2 or higher every quarter in each subject (students receiving a 1 in any subject area will be placed on eligibility review)
- OSS or ISS assigned by Deans/Administration will result in an eligibility review to determine the loss of the trip
- No In School Suspension (ALA), for reasons of theft, bullying behavior, or any type of harassment, including but not limited to: cyber bullying and harassment via other electronic means, in or outside of school as outlined under NYSED Law & Dignity for All Students Act.
- ANY consequence assigned for VAPING on campus will result in immediate loss of trip eligibility
- No more than TWO days of (three strikes and you're out)
 - In School Suspension OR
 - After-school detention assigned by administration OR
 - Restricted lunches assigned by administration
- Maintain school district bus eligibility (if you lose your privileges to ride the school district bus, you will not attend this trip.)

The contract goes into effect as of Monday,
October 21, 2019.

PAYMENT AND FUNDRAISING INFORMATION

PAYMENT INFORMATION

All payments for the trip are due **directly to Gerber Tours**. The only money we collect at school will be the fundraising money. All fundraising money will then be forwarded to Gerber Tours on your child's behalf at the close of each fundraiser.

Directions on how and when to register your child will be mailed home at the conclusion of quarter 1.

Deposit & Sign Ups	11/14-12/6	\$100
*Remaining Payments <i>*The tour company charges an additional fee for the payment plan</i>	1/6/20 \$150 Per Person Payment # 2 2/6/20 \$150 Per Person Payment # 3 3/6/20 \$150 Per Person Payment # 4 4/6/20 \$75 Per Person Payment #5	TOTAL \$625

www.gerbertours.com

Cost includes gratuities for tour guides and drivers and cost for students is based on QUAD occupancy.

FUNDRAISING OPPORTUNITIES

Students are encouraged to participate in ANY and ALL fundraising activities to lower the cost of the trip.

INDIVIDUAL FUNDRAISERS

Fundraiser #1- Hoffman's Car Wash. Students earn 50% of the profits. Fundraiser request due to math teacher by 12/3/19.

Sales Dates: December 9th – December 20th

Contact Ms. Hughes with questions (jhughes@bscsd.org)

Fundraiser #2- Save Around Coupon Books. Students earn \$12.50 per book sold and 1 free book for every 5 sold. Fundraiser request due to Social Studies Teacher by January 13th

Sales Dates: January 21st – January 31st

Contact Mr. McBride with questions (mmcbride@bscsd.org)

Fundraiser #3 – Greeting Cards. Students earn \$13 per boxed set sold. Fundraiser request due to ELA teachers by February 12th

Sales Dates: February 24th – March 6th

Contact Mrs. Gouvitsas with questions (agouvitsas@bscsd.org)

GROUP FUNDRAISERS

Poinsettia Sales – October 21st – October 31st. Flyers will be sent home with ALL 8th graders through SCIENCE teachers. Contact Mrs. Gouvitsas with questions (agouvitsas@bscsd.org)

Restaurant Nights

- Dinner at the Ripe Tomato.** The Ripe Tomato will donate a portion of sales from the evening's dinner service to the group.

Date: February 6th

8th Grade March Mayhem. Proceeds will be donated to the group.

Date: March 13, 2020 (7pm-10pm)

Do you own a local company? Would you be interested in sponsoring the DC Trip T-Shirts? Your logo will appear on the back of the shirt! Send an email to mmcbride@bscsd.org for more info!

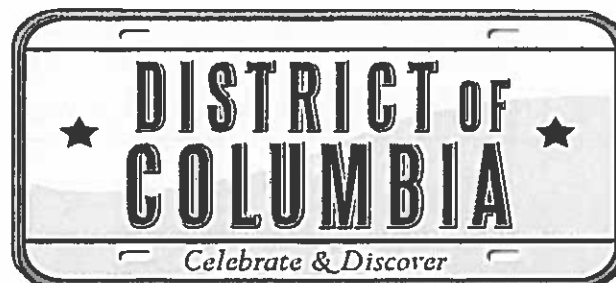
Fundraisers/dates are subject to change. Do you have a fundraising idea?

E-mail mmcbride@bscsd.org.

ATTENTION POTENTIAL PARENT CHAPERONES

If you are interested in attending the trip as a parent chaperone, please consider the following...

- The adult price for the trip is **\$782** for a double, or **\$1,096** for a single.
- We are unable to offer financial assistance to any parent who is attending. Our limited money is reserved for helping out kids who may need assistance. If you are selected as a chaperone, we also are unable to help your child financially.
- As a parent chaperone, you would be responsible for a minimum group of 4 students, and possibly as many as 8. We are together as larger groups most of the time; if you have a group of 8, you're usually paired up with another adult.
- Check with your boss. While in attendance you must be focused on the kids and the trip, not on your work. The dates are **Wednesday – Friday, May 13-15, 2020**. This trip also involves a lot of walking, so be ready for a workout!
- We must be cognizant of the fact that we are the role models for the students. To that end, chaperones do not smoke or drink for the duration of the trip. If you cannot give up your "vices," then please do not consider chaperoning.
- Please understand that we have very limited space. We will do a drawing sometime in late January **if** we have more chaperones than are needed. Chaperones who are not initially selected will be placed on a waiting list in case a spot opens up.
- Parent Chaperones will not register until sometime in February.
- If you are interested, email mmcbride@bscsd.org. **All interested parents must email by the end of the registration period for kids, Friday, December 6th**. We cannot accept any new chaperones after that date. **Mr. McBride will send a message back confirming your request. If you do not hear back from him, assume your request was not received.**
- ***Sending an email declaring your interest does not guarantee you a spot; it simply shows your interest.***



FORM B

BALLSTON SPA CENTRAL SCHOOL DISTRICT

BY MARCH 1, 2020 FAX
TO MS. HUGHES (518)884-7234

**Administration of Medication for Field Trip
Parent and Healthcare Provider's Authorization**

A. To be completed by the Parent or Guardian:

I request that my child _____ receive the medication as prescribed below by our physician. The medication is to be furnished by me in the properly labeled original container from the pharmacy. The school nurse may contact the prescriber as needed.

Signature (Parent or Guardian) _____ **Date** _____
Telephone: Home _____ Work _____ Cell _____

B. To be completed by the Private Healthcare Provider:

I request that my patient, as listed below, receive the following medication:

Name of Student _____ DOB _____

Diagnosis: _____ ****ICD-9:** _____ ****ICD-10:** _____

***NEW FOR 2019-2020**

Health Care Provider Permission for Independent Use and Carry

I attest that this student has demonstrated to me that he/she can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school sponsored activity with **no supervision by school staff**. This order applies only to the emergency medications checked below:

MEDICATION	SELF-CARRY	DOSAGE	FREQUENCY/TIME TO BE TAKEN	ROUTE OF ADMIN.

Healthcare Provider's Printed Name with title: _____

Signature _____ **Date (Full)** _____

License #: _____ **NPI #:** _____ **Phone** _____

Complete Address: _____

** Medication must be in original pharmacy labeled container with specific orders and name of medication.*

This medication order is valid for 8th grade field trip to Washington D.C.

FORM A

Turn in to MRS.HUGHES (or ELA teacher) by December 20, 2019.

ALL STUDENTS MUST HAVE THIS COMPLETED AND ON FILE TO ATTEND THE SCHOOL FIELD TRIP

PART 1: TO BE COMPLETED BY PARENT/CUSTODIAL GUARDIAN. PLEASE PRINT CLEARLY.

PARTICIPANT'S LAST NAME FIRST MIDDLE BIRTH DATE

STREET ADDRESS CITY STATE ZIP CODE

PARENT/GUARDIAN () BUSINESS PHONE () CELL PHONE () HOME PHONE

PARENT/GUARDIAN () BUSINESS PHONE () CELL PHONE () HOME PHONE

If not available in an emergency please notify:

FIRST AND LAST NAME/ RELATIONSHIP () BUSINESS PHONE () CELL PHONE () HOME PHONE

PART 2: FAMILY HEALTH INSURANCE INFORMATION

(Please be aware that few doctors will directly bill out of state patients.)

CARRIER _____ GROUP# _____

POLICY # _____

CARRIER ADDRESS _____

POLICY HOLDER _____ STUDENT'S RELATIONSHIP _____
(to Policy holder)

OVER →

PART 3: TO BE COMPLETED BY PARENT/CUSTODIAL GUARDIAN

Circle Yes or No below. If you answer yes, please provide the requested information along with doctor's notes with medication type, frequency and dosage on the MEDICAL AUTHORIZATION FORM.

YES NO My child has medication allergies
(please list): _____

YES NO My child has food allergies
(please list): _____

YES NO My child has dietary restrictions
(please list): _____

We will do our best to accommodate food allergies and dietary restrictions, however, your child may need to bring supplemental food items (snacks, fruits, etc.)

*YES NO My child has other allergies
(please list): _____

*YES NO My child has medical conditions
(please list): _____

IF YES FOR EITHER OR BOTH OF THESE LAST 2 QUESTIONS, YOU MUST COMPLETE THE ADDITIONAL AUTHORIZATION FORM (FORM B) FOR ANY MEDICATIONS (INCLUDING ANYTHING THAT IS DEEMED "OVER THE COUNTER")

Date of last Tetanus Immunization: _____

PART 4: TO BE SIGNED BY PARENT/GUARDIAN

(MUST BE SIGNED FOR YOUR CHILD TO PARTICIPATE ON THE FIELD TRIP.)

I hereby give permission to my child's school/chaperones to provide routine health care and seek emergency medical treatment including ordering x-rays and routine tests. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. I give permission to my child's school/chaperones to arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by my child's school/chaperones to secure and administer treatment, including hospitalization, for the person named above.

SIGNATURE OF PARENT/GUARDIAN

PRINTED NAME

DATE



Gerber Tours
The Student Travel Experts

CALL TOLL-FREE 800.539.8150



Online Registration and Payment Program

Simplify Tour Registration and Payments!



Participant Billing

*A Simple and Convenient way to register and pay for your tour. **Participant Billing** gives you the flexibility to monitor and manage your account.*

Tour Registration and Payments made simple with **Participant Billing!**

A Convenient and Easy Registration and Payment Program

With **Participant Billing**, Gerber Tours handles the entire registration and payment process directly with you. This program provides the convenience and flexibility to monitor and manage your account and payment schedule.

Tour Registration and Payments Made Simple

This Registration Packet includes all the materials to get started. Simply register online or send in the attached Registration Form along with your deposit*. After registration, **Participant Billing** gives you the option to pay for your tour in full by the next payment due date or you can take advantage of our convenient installment plan. The choice is yours!

To help answer some questions about **Participant Billing**, please see the FAQ's on the reverse side of this flyer. ➔

*Each participant is required to submit to Gerber Tours an initial, non-refundable deposit to secure a spot on the tour. Registration is on a first-come, first-served basis.

#PBP-1A



Participant Billing FAQ's

Will be mailed w/directions

How do I register for my tour?

You can register for your tour online or by mail. ↓

To register online, you will need the **Registration Code** found at the top of the attached Trip Information and Registration Form. Visit our website at gerbertours.com, click on "LOGIN/REGISTER" located at the top of our website and then select "PARTICIPANTS" and follow the simple steps.

To register by mail, please complete and sign the attached Trip Information and Registration Form. Send it along with your initial deposit (payable by check or money order only) to the address located at the bottom of this flyer. Please be sure to include the participant's name and **Tour ID** on the check or money order. The **Tour ID** is located on the top of the Registration Form.

How is my registration confirmed?

Your registration will be confirmed and secured once your initial non-refundable deposit has been received.

If you have registered online, you will receive a payment confirmation email along with an attached account statement, which includes your group's payment schedule.

If you have registered by mail, we will send you an account statement and a set of payment coupons to be used for making your remaining payments.

How are remaining payments scheduled?

After you receive your account statement, the remaining balance may be paid in full by the next payment due date, or you may take advantage of our convenient installment plan. Installment payments carry a nominal \$5 non-refundable handling charge (initial deposits and final payments do not incur handling charges). There is a \$25 charge for late payments and returned checks. **Please note: checks and money orders should be made payable and sent directly to Gerber Tours, Inc.**

How are cancellations and refunds handled with *Participant Billing*?

All cancellation notices and refunds must be submitted in writing to Gerber Tours at the address located at the bottom of this flyer or by email to support@gerbertours.com by the participant or (if under 18) the participant's parent/legal guardian no later than the tour departure date. Refunds are issued directly to the participant or the participant's parent/legal guardian, according to the Cancellation Policy located in the Terms and Conditions presented at the time of registration.

How is fundraising money applied to my tour?

If you are receiving fundraising money from your school or organization to be applied to your account, please continue to make the scheduled payments and deduct the amount you anticipate receiving in fundraising from your final payment only.

What if I miss the deadline for registration?

Late registrations are welcome provided there is still space available on the tour. You will need to bring your account balance up to date in accordance with your group's payment schedule at the time of your registration.

Who do I call if I have questions regarding my tour?

Your Tour Organizer will still be your main point of contact for all tour related questions such as Tour inclusions (meal, admissions, hotel, etc.), itinerary, departure information, packing lists, rooming questions, etc. Please direct any tour related questions to your Tour Organizer.

If you have any further questions regarding *Participant Billing*, please contact Gerber Tours at 800.539.8150 or email support@gerbertours.com.

#PEP-1A

Support the BSMS 8th Grade
Trip to Washington D.C.

Have dinner at

The Ripe Tomato

Route 9 Malta, NY

February 6th

Simply present this voucher when you pay for your dinner. A portion of the proceeds will be donated to help make this trip unforgettable!



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