


OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. Paul Pryma 

Re: GBN Band Trip

Date: January 16, 2015

I have worked closely with Mr. Chapman and Mr. Running in providing a variety of tour options both domestic and overseas for our band students. The GBN Band coordinates their trip rotation with the GSO and Choir. This year's trip is considered a major travel destination within the rotation. Costa Rica, with its diverse musical culture, as well as the band's opportunity to participate in the 2015 American Celebration of Music, has been selected as this year's destination.

I fully support this exceptional learning opportunity for our GBN Band musicians.

Attached are a summary letter and travel request, summary of trip inclusions furnished by Music Celebrations International, and a copy of Board Policy 7050. Per board policy, students and staff will be required to sign a document verifying that they have appropriate health and accident insurance. If you have any questions or concerns regarding this trip, please contact me.

PP: rp

enc.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN x GBS _____ GBE _____ GBOC _____ District _____

II. Initiator Rich Chapman Phone 509-2437

Position Band Director Date of Submission 12/3/14

III. Date and Times of Leave/Return

Total Number of School Days Missed per Person 0

Departure Date/Time Dec. 27, 2015 Return Date/Time Jan. 2, 2016

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)

Teachers and Staff Rich Chapman, Mark Running

Students TBD- Approx. 80 students

V. Description, Destination, and Reason for Trip


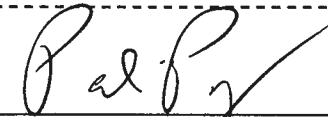
See attached cover letter

VI. Cost of Trip

Was this trip included in your Dept. _____ Bldg. _____ District _____ Budget? _____

| | Total Amount | Per Person | Account # |
|--------------------|--------------|-----------------|-----------|
| Registration | _____ | _____ | _____ |
| Lodging | _____ | _____ | _____ |
| Meals (Advance) | _____ | _____ | _____ |
| Judging | _____ | N/A | _____ |
| Substitute Teacher | _____ | N/A | _____ |
| Transportation | _____ | _____ | _____ |
| Air | _____ | _____ | _____ |
| Bus/Car | _____ | _____ | _____ |
| District Total | _____ | N/A | N/A |
| Cost to Student | _____ | Approx. \$2,600 | N/A |

VII. Approval

| | | |
|---|--|----------------|
|  |  | _____ |
| Supervisor | Principal | Superintendent |
| <u>1/6/15</u> | <u>1/15/15</u> | _____ |
| Date | Date | Date |

Reminder: No purchase or expenses prior to Board of Education approval.

Form approved by Board of education 12/15/97.

To: Paul Pryma

From: Rich Chapman, Mark Running

Date: 12/1/14

Re: Band Tour to Costa Rica

Every other year, the instrumental music students have taken a trip to provide the students with an opportunity to perform in a major musical event and to experience a different part of the world. Traditionally the band has traveled overseas once every four years.

This fall we received an invitation to participate in the 2015 American Celebration of Music in Costa Rica. This is a great opportunity for the band to perform with other groups in a public concert setting. We are requesting approval to take our band to Costa Rica from December 27, 2015 through January 2, 2016 to perform in this incredible event. Students would not miss any days of school.

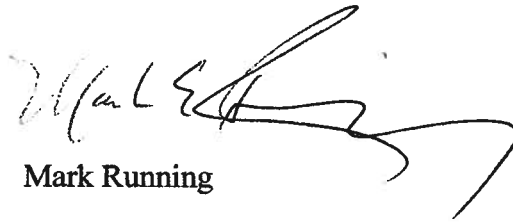
Fundraising opportunities have been, and will continue to be made available to the students to cover the cost of the tour. There is no cost to the district. Students will be performing indoor and outdoor concerts throughout Costa Rica. There will also be extensive touring of the country including San Jose, Poas Volcano, and a rainforest tour. Attached is an overview of the tour and it's inclusions.

Our tour company, Music Celebrations International, has an excellent reputation for providing outstanding tours. We are confident that the tour will be a great experience for our kids. We investigated an alternate tour that included a parade in Paris, but the cost of that tour was over \$3,500. In October a letter was mailed to parents of current band students describing this trip and the cost and asked for a response from the parents regarding their level of interest. The feedback was excellent with approximately 60 families expressing their interest in the trip. We hope that you and the board will approve this trip as it promises to be an outstanding performance and educational experience for our students.

Thank you for your consideration,



Rich Chapman



Mark Running

Glenbrook North High School Bands American Celebration of Music in Costa Rica

Custom Tour #5 (6 nights/7 days)

Day 1 **San José** **(D)**

Depart via scheduled air service to San José, Costa Rica
Arrive in San José. Meet your MCI Tour Manager, who will assist the group to awaiting chartered motorcoach for a transfer to the hotel via orientation tour of San Jose
Afternoon hotel check-in
Evening Welcome Dinner and overnight

Day 2 **San José** **(B,L,D)**

Breakfast at the hotel
Morning visit Doka Coffee Estate for a coffee tour, in an actual coffee plantation where we will learn about the ancient techniques used by the experts to produce one of the best coffees in Costa Rica
Lunch included
Continue to Poás Volcano National Park for a tour. The most visited park in Costa Rica covers an area of approximately 16,000 acres; the summit is 8,900 feet. One of the attractive features about Poás is you can get all the way to the edge of the crater. The main crater is 950 feet deep and is quite active with frequent small geyser and lava eruptions; however the last major eruptions were during 1952-54. Two more craters make up parts of the park, the extinct Von Frantzuís crater and the Botos crater. Botos is a beautiful cold green water crater lake. The Botos crater has not erupted for about 7,500 years. Well marked trails will take you to see the two inactive craters
*Performance as part of the American Celebration of Music in Costa Rica**
Evening dinner and overnight

Day 3 **San José / Sarchi / Arenal** **(B,L,D)**

Breakfast at the hotel
Transfer to Sarchi known as the Cradle of Costa Rican Artisans because of its fine workshops. Here we will have time to enjoy the artistic work of the local artisans as they create the famous typical oxcart and you will be able to shop for that special souvenir
Lunch included in Sarchi
Continue to Arenal
Tour to El Silencio Trails and lookout. The tour begins with a 20 minute drive to the far west side of Arenal Volcano, where you will spend time exploring the Silencio Trail. Our expert bilingual naturalist guide will find the animals and point-out indigenous rain forest plants. Frequent sightings include: monkeys, wild boars, toucans, White-Nosed Coatis, Golden Eyelash Vipers, Boa Constrictors, White-tailed Deer, Great Curassows. Continue to the Lookout observation point, which offers the closest, most direct lava flow vista. Relax and listen to the incredible sounds of Arenal volcano
Spend some time at the Hot Springs, a series of pools fed with volcanic water
Evening dinner and overnight



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Day 4**Arenal****(B,L,D)**

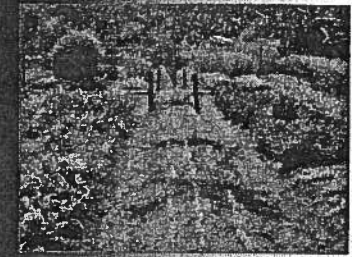
Breakfast at the hotel

Enjoy a visit to Finca Educativa Don Juan educational farm. The farm started with the vision of creating a viable, organic, educational farm that could serve as an example based on production, conservation and Education. The local farmer, who owns the sustainable five-acre farm, grows more than 60 crop species including native and introduced plants, as well as medicinal plants using environmentally-friendly techniques over traditional methods. He is continually looking for ways to build the educational piece of his endeavor and share his knowledge with other farmers, school children, and university students in the hopes of educating and convincing others of the importance of conservation, sustainability and viability of organic practices

Lunch included

*Performance as part of the American Celebration of Music in Costa Rica**

Evening dinner and overnight

**Day 5****Arenal / Puntarenas****(B,L,D)**

Breakfast at the hotel

Morning tour of the nearby Arenal Rainforest Reserve, where you will be able to appreciate a natural environment. You also enjoy an Aerial Tram. The tour includes the ascent by cable car to the top of the Arenal Reserve, where you can see beautiful landscapes of the forest, lake and the volcano. On the way back you can choose to return on the tram or take the Sky Trek which is a secure system of trails and zip lines that offer visitors the opportunity to observe and appreciate the nature from different vantage points. The shortest cable is 195 ft and the longest is 650 ft

Lunch included

Transfer to Puntarenas

Evening dinner and overnight

Day 6**Puntarenas****(B,L,D)**

Breakfast at the hotel

Visit Manuel Antonio National Park. The park contains a charming combination of rain forest, beaches and coral reefs. These beaches are the most beautiful in the country, lined with lush forest, and the snorkeling is excellent too. The forest is home for sloths, iguanas, the rare and adorable squirrel monkeys and millions of colorful little crab. And the trail that winds around Punta Cathedral affords some spectacular views. The park is easy to reach, and is near a good selection of restaurants

Lunch included

*Performance as part of the American Celebration of Music in Costa Rica**

Evening dinner and overnight

Day 7**Depart for home****(B)**

Breakfast at the hotel

Transfer to San José's airport for return flight

**Subject to confirmation*

This is a very flexible itinerary.

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AMERICAN CELEBRATION OF MUSIC IN COSTA RICA
MUSIC CELEBRATIONS INTERNATIONAL
Cost Estimates
GLENBROOK NORTH HIGH SCHOOL BANDS

| With Round-trip Airfare from: Chicago, IL | 120-123 | 110-119 | 100-109 | 85-99 | 80-84 | 70-79 |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | <i>Paying</i> (+6 free) | <i>Paying</i> (+5 free) | <i>Paying</i> (+5 free) | <i>Paying</i> (+4 free) | <i>Paying</i> (+4 free) | <i>Paying</i> (+3 free) |
| TOUR #5 (6 nights / 7 days) SAN JOSÉ, ARENAL, PUNTARENAS | \$2,615 | \$2,684 | \$2,575 | \$2,563 | \$2,579 | \$2,584 |
| Land Only (self-arranged air) | \$1,782 | \$1,852 | \$1,742 | \$1,731 | \$1,746 | \$1,751 |

All prices are per person and are based on the number of paying participants staying in triple occupancy. Airline surcharges for weekend (Fri, Sat, or Sun) and holiday travel may apply. Airfare is based on 2014 rates and is subject to change once 2015 rates are known.

The costs will vary, depending upon the total number of paying participants sharing certain fixed overhead costs which include chartered motorcoach, Tour Manager, guides, free trips, concert costs, etc. Please consult the Cost Inclusions (located on the following page) which have been used as the basis for our offer. These tours are subject to change, and represent a beginning point for further discussion and negotiation.

These costs are based on group payments made by organization check or cash-equivalent to qualify for our lowest discounted prices. If you choose to have MCI handle the accounting and payment processing for each individual on tour, a 3% accounting fee applies. All tour prices quoted for transportation and land arrangements herein are based on rates (including foreign exchange rates) in effect at the date of this offer and are subject to change. Adjustments may be made if the exchange rate varies more than 5%.

WE WILL MATCH OR BEAT ANY OTHER SIMILAR OFFER YOU MAY BE CONSIDERING!

These items are subject to negotiation. For instance, we can re-quote based on less centrally located hotels, eliminate some dinners, eliminate entrance fees, adjust the free trip ratio, etc., to reduce the overall cost.



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MUSIC CELEBRATIONS INTERNATIONAL
Cost Inclusions & Exclusions
GLENBROOK NORTH HIGH SCHOOL BANDS

COST INCLUSIONS

- **AIRLINE TRANSPORTATION:** Round-trip transportation by scheduled airline carrier. Air fares are subject to change pending space availability at the time of group booking.
 - Includes up to \$300 for U.S. Government airline taxes, fees, and estimated fuel surcharge.
- **COACH TRANSPORTATION:** Local modern deluxe motorcoach transportation within Costa upon arrival and available for the entire tour.
- **CONCERT ARRANGEMENTS:** All performance and workshops are professionally provided in superior venues with attention to technical details and effective publicity. All venues mentioned in this quote are used as reference only and are subject to confirmation.
- **ACCOMMODATIONS:** Hotel accommodations in superior tourist-class (3 & 4-star) hotels chosen for location, reputation, cleanliness, and service. The price is based on Triple occupancy, all rooms with private facilities. All hotels mentioned in this quote are used as reference only and are subject to availability at group rates at the time of booking. This offer is based on staying at the following accommodations, or similar:
San José: Hotel Tivv Sabana **Arenal:** Hotel Lomas del Volcan **Puntarenas:** Hotel Punta Leona
- **MEALS:** Three meals per day (as noted in the Tour itinerary) including breakfast, lunch, and dinner. Please note that breakfast and lunch are not included on day of arrival and lunch and dinner are not included on day of departure.
- **ENTRANCE FEES:** The following Entrance fees are included:
 - **Tour 5** – Poas Volcano National Park, Doka Estate Tour, Sky Tram & Sky Trek, El Silencio Trail Arenal Volcano, Hot Springs Water, Don Juan Education Farm, Manuel Antonio National Park
- **INTRNATIONAL AIRPORT DEPARTURE TAX:** San José Airport departure tax of \$29/person payable upon exit.
- **TOUR ITINERARIES:** Electronic versions of the tour itinerary are available listing hotel addresses, telephone and fax numbers.
- **TOUR MANAGEMENT:** One full-time, multi-lingual Tour Manager will be on each motorcoach through the entire tour. MCI's Costa Rican office staff is easily available 24 hours daily (even on weekends) to render assistance whenever needed.
- **EXCURSIONS:** Conducted by licensed, professional guides as outlined in the day-by-day Tour itinerary.
- **GRATUITIES:** Tips to hotel personnel (including meals) are included. Tips to tour manager(s), licensed guides, and motorcoach driver(s) are not included.
- **EACH PARTICIPANT RECEIVES:**
 - 1 Flight bag • 2 Luggage tags • 1 Souvenir Photo Video • 1 Souvenir T-shirt
- **FREE TRIPS:** One free trip (based on double occupancy) for each 20 paying participants; i.e. the 21st, 42nd, etc. participant travels free of charge.
- **LIABILITY INSURANCE:** \$2M MCI Tour Liability Insurance coverage.
- **TRAVEL INSURANCE:** Individual insurance coverage is included in all MCI programs.
Summary of coverage:
 - \$10,000 – Travel Accident
 - \$1,000 – Medical Expense
 - \$300 – Baggage Coverage
 - \$600 – Trip Cancellation/Interruption/Delay

COST EXCLUSIONS

- Travel Visa for non-U.S. passport holders.
- Tips to Tour Manager(s), city guides and motorcoach driver(s).
- Instrument truck/trailer
- Concert programs.
- Transportation to and from your U.S. departure airport.
- Drinks at dinners.
- Airline luggage fees.
- Difference between current and actual costs for the airline taxes and the estimated fuel surcharge.



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Cost Breakdown:

\$1,572-\$1,688 - Land Costs (hotel, local transportation, tour managers, etc.)

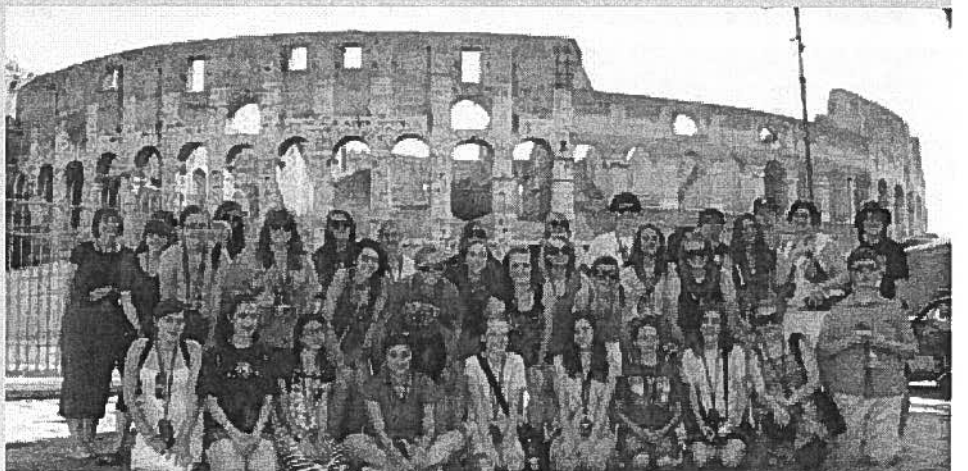
\$750 - Airfare

\$110 - Concerts/Instrument Rental

\$50 - Miscellaneous (shirts, luggage tags, etc.)



MUSIC CELEBRATIONS
INTERNATIONAL
About Us



Music Celebrations International (MCI) is a full-service concert and festival organizing company and travel agency, dealing exclusively with performance ensembles – including instrumental, choral, and dance ensembles.

MCI provides unique performance and educational opportunities to performing groups by offering:

- Prestigious events to which recommended groups receive official invitations, generating far more support and excitement than an ordinary concert tour.
- Access to superior venues due to the official recognition of the festival or event (often these are venues to which there would ordinarily be no access).
- Association with some of the world's oldest and finest music festivals.
- Publicity for concerts via posters, daily and weekly press publications, media (TV and radio) public service announcements, sponsorships etc.

MCI staff members are uniquely comprised of experienced musicians and travel agents who have an excellent, almost instinctual understanding of the special needs and considerations of music directors and their performing groups.

Our Select Clients

MCI's list of clients includes such luminary ensembles as the Mormon Tabernacle Choir, Chicago Master Singers, Master Chorale of Washington, Virginia Symphony Chorus, Duke University Chorale, U.S.C. Trojan Marching Band, National High School Honors Orchestra, Mary Green Singers, University of Texas Longhorn Band, The Centurymen, Florida State University Singers, Milwaukee Youth Symphony Orchestra, Kennesaw State University Orchestra, the Morris Beachy Singers – and many, many more!

The fact that so many groups use Music Celebrations International (MCI) again and again attests to the quality of our work. MCI's goal is to match highly recommended American performing ensembles with prestigious national and international festivals, commemorative events, anniversaries and other happenings. These might include centennials, bicentennials, birth anniversaries of renowned individuals such as statesmen or composers, or other dates which commemorate historic events and religious celebrations worldwide.

The experiences of the chorus members were treasurable. The performance venues were visually, historically and acoustically extraordinary. All were exceptionally located and attracted large and enthusiastic audiences. Predicated on their complete enjoyment of the tour, all of the chorus members would choose MCI as the organizer of their next tour.

Alan Heatherington, The Chicago Master Singers





Our Founder & President

John Wiscombe founded MCI in 1993. He is a lifelong musician, capable of performing on keyboard, stringed and brass instruments. As a youth, he spent several years as a tour manager throughout Europe, garnering knowledge used daily in designing the best itineraries for our clients. He has now been in the music travel business for over forty-five years.

"First and foremost MCI is a professional performance tour organizer, but it is also an accredited travel agency, fully licensed and bonded to assist with all of the necessary travel arrangements for participating groups at substantial discounts.

Our separate Performance Department is staffed by experienced musicians and travel agents who have an excellent, almost instinctive understanding of the special needs and considerations of music directors and their performing groups.

A typical festival package includes venue selection and scheduling, transportation, accommodations, and opportunities to experience the local color and culture."

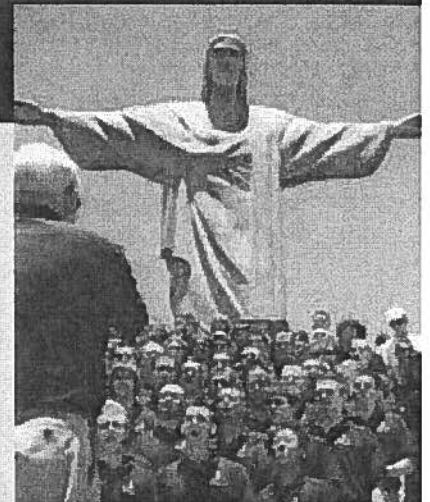
John Wiscombe, President

Our People

Our staff is comprised of a unique blend of musicians and travel industry professionals. Present staff includes former music educators, ex-military bandsmen (West Point Band; the "President's Own" Marine Band), graduates of prominent music conservatories (Eastman School of Music, University of Southern California, the National Conservatory of Bordeaux), music majors, church musicians, longtime airline specialists, career travel agents, even a Grammy Awards judge!

The whole trip seemed to be guided by the hand of God. I am so impressed with all your staff. Every person has treated us like royalty. All have acted like we are the only tour they have had this year. We appreciate it deeply. Thumbs up to all of you.

Jeanne Rosendahl,
Washington High School Choir, Ohio



Our Professional Associations

MCI is an active member of the following professional organizations which require adherence to a strict code of ethics and business practices: Music Educators National Conference, American Society of Travel Agents, Chorus America, Better Business Bureau, American School Band Directors Association, International Festivals and Events Association, American Choral Directors Association, Student Youth Travel Association, American String Teachers Association, League of American Orchestras, and more.



Our History - In Chronological Order

- **1994:** MCI was the official music provider for events surrounding the 50th anniversary of the Normandy D-Day Invasion and liberation of France.
- **1994:** Since this year, MCI has had the privilege of being the producer of America's National Independence Day Parade in Washington, D.C.
- **1996:** MCI worked with city officials in the cities of Innsbruck, Salzburg, Graz, and Vienna to invite American ensembles to participate in Austria's Millennium Celebration.
- **2000:** MCI produced over 250 concerts celebrating the Washington, D.C. Bicentennial.
- **2001:** Officials in Beijing and Xi'an, exclusively requested MCI to bring American performing ensembles to China and perform in the top music conservatories and interact with their music students to help them build their music programs. This has now led to the annual American Celebration of Music in the People's Republic of China.
- **2004:** The American Veterans Center partnered with MCI to produce a Parade Salute to World War II Veterans in Washington, D.C. – coinciding with the National World War II Memorial dedication. The event brought together 40 marching bands from across the U.S. to honor America's Armed Forces and "The Greatest Generation." Resulting from this success, the Mayor of D.C. selected MCI to organize an annual parade on Memorial Day, now known as the National Memorial Day Parade.
- **2004:** MCI arranged performances in the town of Port-en-Bessin, France to celebrate the 60th anniversary of France's liberation from Nazi Germany.
- **2005:** MCI organized over 350 concerts throughout Europe as part of its American Celebration of Music series celebrating the 60th anniversary of the end of World War II.
- **2006:** The mayors of Salzburg and Vienna partnered with MCI to organize festivals celebrating Mozart's 250th Anniversary. 35 choruses took part, and over 200 instrumental and choral performances were conducted throughout Austria.
- **2006:** Partnering with the Benjamin Franklin Tercentenary, MCI arranged performances in Philadelphia to celebrate and honor Benjamin Franklin's life and achievements.
- **2007:** This year marked Charles Wesley's Tercentenary, and Music Celebrations commemorated the anniversary with a Methodist festival chorus of 300 singers in New York City's world-renowned Lincoln Center for the Performing Arts.
- **2007:** MCI was selected as an Official National Partner, and exclusive provider of an orchestra of 400 musicians and a choir of 1,607 singers, for America's 400th Anniversary, which was televised in May 2007 - commemorating the 1607 settlement of Jamestown, the first permanent English settlement in North America. Guests included U.S. President George W. Bush, Former Supreme Court Justice Sandra Day O'Connor, Virginia Governor Timothy Kaine, and many other dignitaries.
- **2009:** MCI was selected by the Vienna Tourist Board to produce four festivals in Vienna and Eisenstadt to commemorate Franz Joseph Haydn 200th death anniversary.
- **2010:** MCI was chosen as the only performance-tour organizer from the U.S. to partner with the Shanghai World Expo in hand-selecting 30 music ensembles from North America for performances in Shanghai as part of the Expo.
- **2011:** The American Federation Pueri Cantores selected MCI to assist over 1,600 people to Rome to participate in the New Year's Day Papal Mass in St. Peter's Basilica.
- **2012:** Music Celebrations was selected as an official partner of the National Cherry Blossom Festival Centennial, a five-week extravaganza in Washington, D.C., celebrating the 100th Anniversary of the Japanese Gift of Trees to the United States government.
- **2013:** Gettysburg 150, the organization tasked with overseeing all commemorative events for the 150th Anniversary of the Battle of Gettysburg and the Gettysburg Address, awarded MCI as the sole provider of music ensembles to conduct commemorative performances in Gettysburg as part of this important anniversary.
- **2014:** In partnership with the American Veterans Center and the Department of Defense Office of Commemorations, Music Celebrations International is the official concert tour organizer for all performances in France and Washington, D.C. related to the commemoration of the 70th Anniversary of D-Day. In addition to producing hundreds of concerts for music ensembles, several large-scale musical productions will take place on D-Day and throughout the year.

Music Celebrations International

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ILLINOIS REFERENCES

INSTRUMENTAL REFERENCES

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Choral References on back...



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CHORAL REFERENCES

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JEORDANO MARTINEZ
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& Naperville Chorus
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LEO RAMER
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BONNIE ROBERTS
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MIKE RUGEN
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DAN SALOTTI, Retired
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BEVERLY STENOISH
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WILLIE SUMMERVILLE, Retired
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TOM TROPP, Director
CHUCK KRAEMER, Tour Coordinator
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Things to Consider When Choosing a Concert Tour Operator

As a music director, executive director, tour chairperson or tour committee member, you have a significant responsibility in making a decision to tour and perform. By placing arrangements for your concert tour in the hands of experts who can help you make this an incredible musical and cultural experience, you will be able to honor this responsibility with confidence and integrity.

Whether you're doing this for the first time or have traveled often, you soon will realize that it's very difficult to compare companies, and that the written page or proposal doesn't begin to tell you all you need to know or ask. We suggest you give consideration to the following areas and ask the same questions of each company.

Company history and experience

How long have the companies you are considering been in business? What is their mix of international and domestic tours? Are they financially secure enough to weather economic downturns or such disruptions as terrorism, natural disasters or epidemics? Have you checked records with the Better Business Bureau or other independent agencies to see how each company is rated?

Ownership

What do you know about the ownership of the companies you are considering? Are the owners involved in the day-to-day running of the company? If any company you are considering is foreign-owned, are you aware of liability and fiduciary limitations or how difficult it will be to solve legal problems, including any refunds that are owed you?

Proposal content

Are you comparing apples to apples? Be certain that you are being offered the same thing in each of these areas:

- length of tour
- number of nights in each city
- sightseeing entrance fees
- number of meals included
- number of complimentary trips
- number and types of performances
- quality and location of performance venues
- flight schedule or routing
- hotel category and location

There are huge differences within the hotel classifications "three-star," "four-star," "first-class" and "tourist-class." You only can make accurate comparisons if each company is willing to give you precise details (not something hidden in the itinerary text!) and descriptions of proposed hotels. Be aware that some quotations may be based on triple or quadruple occupancy, or may include considerable mark-ups for single rooms.



Responsiveness

You will want to work with a company that listens to your particular interests, needs and concerns without applying a cookie-cutter approach to tour design. At MCI, a large staff is at your disposal for regular consultation regarding every detail of your tour, whether artistic or mechanical.

Musical expertise

Nothing replaces "been there, done that." A very fine travel agent may not sense the concerns and nuances or appreciate the details of determining and recommending venues, including such considerations as:

- acoustics
- size of staging area
- need for warm-ups, rehearsals, changing rooms
- availability of toilets
- details of available organs, pianos, local orchestras, rental instruments, chairs, stands, lights, tables, etc.

At MCI, you are able to talk to someone who has actually toured as a performer or conductor. Imagine the difference this will make in how your musical concerns and details are handled!

Overseas offices and staff

What do the company's references say about their overseas personnel? Are they efficient at solving problems? Does the company have offices overseas that are accessible 24/7? Can you verify addresses, locations, contact details?

Value for your money

While price is a significant factor in your decision, often the lowest possible price is not the best value. Most travelers, in retrospect, wish they had paid slightly more for a lot higher quality and regret dealing with quality issues throughout their touring experience.

Service record

Have you checked references offered by the company? Can the company furnish you with names of directors or tour coordinators near or known to you, so that you can ask about such concerns as:

- level of service before, during and after the tour
- quality and location of accommodations
- details of concert arrangements
- publicity and promotion to generate audiences
- tour management while on tour
- ability to deal with emergencies or changes



Insurance

Does the company have adequate liability insurance? Are they willing to give you copies of details? Can this company name you or your organization as a third-party liability insured? Is the company bonded? Has any client ever lost money dealing with this company? Does the company include full insurance coverage in their proposal to you, or will this be a hidden and expensive add-on?

Tour personnel

Your local Tour Managers may be the key to a successful performance tour. Does your company engage persons who are experienced with musical organizations, fluent in the languages needed for on-site communication, capable of handling daily situations as well as unforeseen crises, familiar with the areas to which you will be traveling, aware of issues regarding border crossings, flexible enough to accommodate the interests of your particular group, sensitive to issues of age or physical limitations? Will your company provide a separate tour escort for each motorcoach?

Associations

Are the companies you are considering all members in good standing of various travel and professional associations who demand strict accountability for financial and business ethics? Such organizations include (but are not limited to): ACDA (American Choral Directors Association), ASTA (American Society of Travel Agents), Chorus America, ASOL (American Symphony Orchestra League), SYTA (Student and Youth Travel Association), ASTA (American String Teachers Association) and MENC (Music Educators National Conference).

Gut feeling

Do you feel you are being treated with integrity, reliability, professionalism, expertise? Sometimes these intangibles are the most important factors in your decision! You can only determine this by frequent communication with the companies you are considering and by doing your homework regarding all of the above.

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Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL TRAVEL EXPERIENCES

7050
Page 1 of 2 pages

Section A - Introduction

The Board of Education of District #225 believes that educational travel experiences can provide significant educational experiences for Glenbrook students. However, it is the policy of the Board of Education that such travel experiences should not be scheduled to conflict with normal student attendance days. Under extraordinary circumstances, the Board may approve exceptions to this policy.

Section B - Educational Tours: Travel Conducted, but Not Financed, by the District

1. The Board of Education is authorized by Illinois statute to conduct educational tours as a supplement to particular courses of instruction, within or without the district, the State of Illinois, or the United States.
2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for educational tours conducted outside the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more.
3. No student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour. Cost of said insurance shall be assumed by the organization financing the tour. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.
4. The Board of Education is not authorized to use school funds for any expenditures incurred on such a tour for meals, lodging, or transportation costs. However, the Board may authorize the payment of salaries of necessary personnel while on tour if the personnel are performing in the ordinary course of their employment.
5. All school rules and regulations regarding student conduct shall apply for students participating in educational tours.

Section C - Educational Travel : Travel Not Sponsored, Supported, or Conducted by the District

1. The Board of Education authorizes the superintendent to approve requests submitted by a school employee or a private agency and which have been recommended for approval by the principal, to use school facilities to inform students of educational travel programs within any of the fifty United States or any foreign country which, in the discretion of the principal and the superintendent, have educational significance for the district's students. Such use may be granted only with the clear understanding that the program is not sponsored or supported by the Board of Education and that the Board of Education assumes no legal responsibility or financial liability related to the program. Further, all materials used by the sponsoring agency in publicizing the program must contain a statement to this effect which has been approved by the superintendent. These same materials must also carry the identification of the sponsoring agency.

2. No student or employee may participate in educational travel unless he has accident and health insurance coverage protecting against bodily injury or death and, if an employee, disability while participating in the educational travel. Cost of said insurance shall be assumed by the employee or private agency financing the educational travel. Validation of satisfactory insurance coverage shall be made in writing to the assistant superintendent of business affairs.

Section D - Use of Equipment, Materials, or Supplies to Promote Educational Travel

Glenbrook equipment, materials or supplies, including stationery, shall be used for school-sponsored activities only, and shall not be used for any educational travel which is not school sponsored.

Section E - Student Trips Exclusion

Student trips are not included within the provisions of this policy.

Approved: April 12, 1971
Revised: February 5, 1973
Revised: December 1, 1975
Revised: February 6, 1978
Revised: January 23, 1984
Revised: September 10, 1984
Reviewed: November 14, 1988
Revised: October 28, 1996
Revised: November 27, 2000

GLENBROOK HIGH SCHOOL DISTRICT #225: STUDENT TRAVEL PARAMETERS

Please sign and acknowledge your company is in compliance with Glenbrook High School District #225's student travel parameters. Please note any exceptions.

1. Insurance Requirements

In accordance with Board Policy 7050 Section B, no student or employee may participate in an educational tour unless he has accident and health insurance coverage protecting against bodily injury or death and, if he is an employee, disability while participating in the tour.

The organization providing the tour must have the following insurance coverage:

- \$1,000,000 professional liability
- \$2,000,000 general liability
- \$5,000 accident
- \$1,500 illness
- \$750 dental
- \$5,000 life
- \$5,000 disability

2. Company Requirements

Company organizing the tour must meet the following requirements:

- A. Must be in existence for a minimum of three years under the same U.S. management company.
- B. Must have a minimum of 10 positive references from high school districts organizing similar trips.
- C. Must be an accredited member of the Student and Youth Travel Association.
- D. Must not charge fees or penalties for payment plans, use of credit cards or late payments.
- E. Must refund 100% of travel if travel insurance is purchased.
- F. Must provide a consumer protection plan in an amount no less than \$50,000.

3. Gifts

In accordance with Board Policy 9030, Section IV, no employee shall intentionally accept any gift from a prohibited source. Food, refreshments, lodging, transportation, and other benefits offered to an employee by company organizing the trip, must be a requirement of said trip and must be fully disclosed to and approved by the assistant superintendent for business affairs prior to acceptance.

Referral payments to any employee by the company organizing the trip, or any other vendors, are not allowed.

All parameters can be met with the following exception(s):

Company Name: Music Celebrations International

Contact Person: Bill Bergeman

Signature: [Signature]