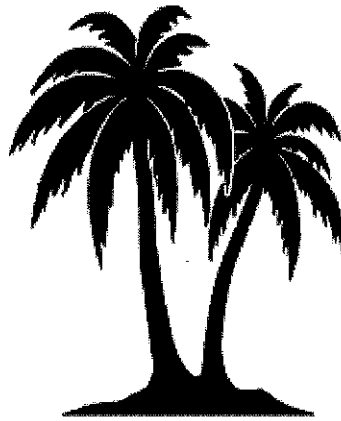
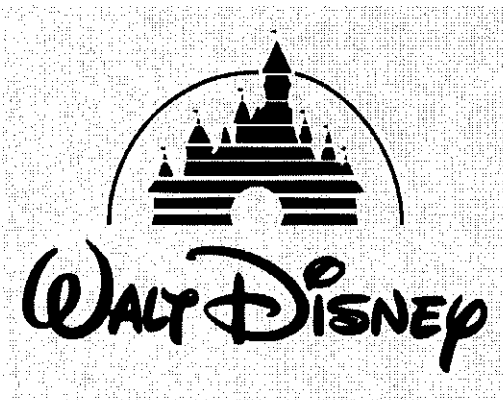


Sparta High School Marching Band Florida Trip



April 5-11 2021
Sparta High School Marching Band
Directors: Jim Walsh & Whitney Brainard



Dear Parents and Guardians of Sparta High School Band Students,

As teachers at Sparta High School, we believe in promoting quality education and providing all students with experiences that can help each realize their fullest potential. To provide this kind of experience, with the assistance of the parents and the community, we are planning a trip to Florida.

For those planning on attending, we request a deposit of **\$200 (cash or check made out to Sparta Music Boosters)** from each person (student or adult) when they sign up for the trip. This first payment reserves your place on the trip, as there are a limited number of seats on the bus. Our trip must be paid for in full to the tour company 45 days before the trip leaves. The total cost of the trip will depend on the number of people traveling.

Below is the trip costs, based on 110 total of participants.

Student (Quint occupancy) - \$1144
Student (Quad occupancy) - \$1168
Student (Triple occupancy) - \$1208

Adult (Double occupancy) - \$1288
Adult (Single occupancy) - \$1528

The payments above will be broken into the following payment schedule:

First Payment (Deposit): \$200, due by March 15th, 2020
Second Payment: \$200, due by May 15th, 2020
Third Payment: \$200, due by July 15th, 2020
Fourth Payment: \$200, due by September 15th, 2020
Fifth Payment: \$200, due by November 15th, 2020
Final Payment: Remaining balance, due in January 2021

The cost of the trip to parents and students can be cut substantially for those students that are willing to work hard with fundraisers. Students can use part of their profits from items sold during fundraisers toward their trip balance. Students can also earn money towards this trip by selling or using the SCRIP program.

Students may use money they have already earned in their account balance to cover trip costs in part or in full.

Due to the fact that our group cost depends on the number of participants, and that your payments are sent to our tour company and not held by our Music Boosters, all payments are **NON-REFUNDABLE**.

Questions, comments, or concerns? Please contact Mr. Walsh
(jim.walsh@spartaschools.org)

THE TOUR INCLUDES:

- * Round trip transportation on first class, air-conditioned, DVD equipped motorcoaches
- * First-class accommodations for four nights at Springhill Suites by Marriott Orlando at Flamingo Crossings
 - * Dinner at Pirate's Dinner Adventure
 - * Buffet breakfast at hotel (four mornings)
 - * \$20 dining cards each day at Disney and Universal
 - * 3-day Disney Starter Pass
 - * 1-day Universal Park-to-Park Pass
 - * String backpack, luggage tags, and lanyard
 - * Private night time hotel security
 - * Lanyards for student participants
 - * All trip planning and arrangements
- * 1-231-838-1925 Emergency phone service, answered 24 hours, provided for your peace of mind, while the trip is in progress

PAYING FOR YOUR TRIP

Turning in Payments:

Payments may be made using the following methods:

- You or your child may drop off payment in the secure Booster Box outside the High School Band Room door.
- You may submit paperwork for your family account balance to be used for payment (see instructions below).
- You may mail payment to the Sparta Music Boosters PO Box (see address below).

Charms (for checking your trip payment balance):

We use Charms Office to track payments for trips. We have also set up a credit card option through Paypal (3% fee added), so that payments could be made online. If you do not currently have a Charms account set up for an older student, please follow the directions below:

1. Go to www.charmsoffice.com
2. Click the log-in button (as parent, student, or member)
3. Enter our school code 'spartamusic'
 - a. Here, you can see our public calendar and volunteer sign-ups. You can also send an email to the directors from this page.
 - b. You can also access all files and handouts from this page.
4. At the top left, find "Student Area Password." Enter your child's student ID number.
 - a. Same number as they use to pay for school lunch.
5. Reset the password to something that you will remember.
6. Now you should be logged in to your account.
7. Click "update info." Here, enter your child's information into the blank fields.
8. You will now be able to use Charms to view your trip balance.

Checking your Fundraising Account Balance:

- Send an email to 2015spartascripfamily@gmail.com to inquire about your family account balance. Please note that this email address is run by a parent volunteer, and that the response may take a few days.
- We are hoping to have balances listed on Charms within the next few months to make account lookup easier.

Using your Fundraising Account Balance toward trip payment:

- Fill out the Family Account Payment Request (sample attached) and mail to:

Sparta Music Boosters
P.O. Box 223
Sparta, MI 49345

or

Drop off in black box outside HS band room

- Please note that payments may take up to 4 weeks, so please plan ahead if using this method to pay. Again, this is run by parent volunteers.

Using SCRIP to raise money: Visit www.spartabands.org and watch the Scrip Tutorial Video under the Boosters tab to learn how to join our Scrip program and earn money toward your fundraising account with money you already spend every day.

STUDENT TRAVEL CODE OF CONDUCT

- 1) All rules that are in effect at Sparta High School will apply to you while on the trip.
- 2) The use or possession of drugs, alcohol or tobacco (including vaping) is forbidden. If you elect to violate this rule you may jeopardize the entire group trip and may cause you to be sent home immediately at your or your family's expense.
- 3) Your participation in this trip is made possible because chaperones have agreed to help with the trip. These individuals are responsible for your supervision and care. **You must cooperate with and respect them at all times.**
- 4) A few times during the trip, you will be in assigned groups with a chaperone. It is YOUR JOB to not wander away from your group. Be aware of your surroundings and make sure that you can see your chaperone at all times.
- 5) You must attend every scheduled event, this includes meals.
- 6) Wear a watch and be on time. There are certain events where the time frame is critical. Plan ahead and be at the motor coach well in advance of the scheduled departure time.
- 7) Keep in mind that chaperones may check your personal items at any time. As this is not a comfortable situation for anyone, please do not place anyone in a position to have to perform this task.
- 8) You are expected to act like ladies and gentlemen at all times. This includes such things as eating politely, waiting your turn, paying attention when tour guides, supervisors, chaperones or motor coach drivers are addressing you.
- 9) Under NO circumstances except a medical emergency are students allowed to leave their assigned hotel room during the overnight portion of the trip.
- 10) All students and parents attending the trip must be signed up for Charms and Remind--this is a communication tool that we will be using to give by-the-minute updates during the trip as needed. It is confidential and no phone numbers need to be exchanged!

In case of emergencies:

1. At all attractions, contact any attendant or go to the first aid station immediately.
2. Should you become separated from the group seek advice from the police, security officers or the personnel on duty at the attraction or park.

Tips to Make Your Trip More Pleasant

- 1) Do not take large amounts of cash – if you take a credit card you should keep the credit card information separately to report lost or stolen cards.
- 2) Pack clothing for unexpected weather.
- 3) Be sun smart. Use sun block, caps, visors and common sense.

STUDENT TRAVEL AGREEMENT FORM

(Please turn in with trip deposit, by 3/15)

As a student at Sparta High School, I wish to participate in the trip to Florida and fully agree with the following conditions:

- 1) I understand the school student code of conduct will be in effect during the trip.
- 2) I will make my payments in accordance with the payment schedule.
- 3) I understand that the cost of the trip is based on filling the buses to capacity. The cost will increase to everyone if at least 108 seats are not filled.
- 4) I have read and understand the itinerary and realize that there will be 5-6 meals for which I will be responsible.
- 5) I understand my participation in this trip is a privilege and agree to conduct myself in a manner so as not to discredit myself, the class, my school, or my community.
- 6) I am aware of drug and alcohol laws and agree to act in accordance with these laws.
- 7) I agree to comply with the directions and requests of the chaperones and the group leader.
- 8) If my behavior during the school year is such that I will be a detriment while on the trip, I may forfeit my privilege to participate in this trip and money paid toward the trip.
- 9) If I am asked to leave the trip by the director in charge, I will do so immediately. I understand it is the responsibility of my parents to furnish my transportation home. I agree to forfeit my claim to any unused funds.
- 10) I understand the implications of shoplifting and know the police may not release me without meeting with my parents. Once in police custody, I understand the chaperones and group leader will not be responsible for me.

By signing below, you are agreeing that you have read, understand, and will uphold the student travel agreement, or be at risk of losing your place on the trip.

Print Student Name

Date

Student Signature

Date

Parent Signature

Date

CHAPERONE INFORMATION

We are in need of your help! Chaperones are an important part of a successful trip. Below, I have outlined some of the necessary duties of you as chaperones. Many of these are small details, but are necessary to making sure the trip runs smoothly. It is important to remember the purpose of the trip; the educational experience provided in the itinerary. While an educational experience is the main objective, we must always be attentive to the general safety and welfare of the group.

Chaperone Duties:

- 1) Knowing the names of all students in your group.
- 2) Being aware of potential problems and trying to head them off before they occur.
- 3) Continuous knowledge of the location of first aid kits and medical forms, (with the directors) and making sure that the kits are on the bus as we travel.
- 4) Help the group stay together when walking from place to place.
- 5) Knowing where all members of your assigned groups are at all times and constantly taking attendance.
- 6) Helping students to identify and make the right decisions.
- 7) Being aware of the group itinerary and help to keep your group on time as we travel from place to place.
- 8) Help ensure that students are in their hotel rooms at the designated quiet times.
- 9) Make sure students are acting appropriately at all times.

The biggest thing to know about being a chaperone is that it does require work--you have an important job to do, to help us make the trip safe for our students. If you will not be able to fulfill all of the chaperone duties above, please do not sign up to be a chaperone.

Please detach the bottom portion of this page and turn it in by March 15th if you would like to be considered as a chaperone. This does not guarantee you a spot on the trip, but it does guarantee you a spot in the lottery if we need to choose randomly. **I will email out the chaperone list to all interested parents after the 3/15 deadline.**

CHAPERONE INTEREST FORM

"I would like to be considered as a chaperone for the April 5-11 2021 high school band trip to Florida. I have already cleared these dates in my calendar. I understand that I must be able to perform all duties listed above. I understand that there may be limited chaperone spots available, and that this sheet does not guarantee me a spot on the trip."

Parent Name (please list parent who is planning on chaperoning): _____

Student Name: _____

Email Address: _____

Cell Phone Number: _____

******Your \$200 deposit will be due after the 3/15 payment deadline, when Mr. Walsh announces the chaperone list via email******