

How to travel with your Band without losing your mind or your Job

OUTLINE

- I. Letter requesting permission to take a Band trip.**
 - A. Discuss the proposed trip with the principal.
 - B. Submit a letter through the principal to the administration. (Sample)
 - C. Make sure the letter emphasizes the educational value of the trip.

- II. Travel Agencies**
 - A. Find a tour group you feel comfortable with. Do some research on the company. Get references.
 - B. Put together a package. (Sample)

- III. Communicate with Boosters and students.**
 - A. Present the package to students and parents in that order.
 - B. If you have more than one package option, have everyone vote.

- IV. Formal Contract**
 - A. Go back to the Tour Co. and request a contract. (sample)
 - B. Make sure the contract includes the cost of travel whether by air or bus

- V. Fundraising**
 - A. Decide how to best raise the needed funds. Each district has policies and guidelines on Fundraisers so make sure you follow the rules.

- VI. Accounting**
 - A. Set up individual accounts to track each person's financial progress.
 - B. Use a computer program such as Quicken to make it easier to keep track of everyone.
 - C. Always give out paper receipts from a receipt book as a back up to the computer.

- VII. Collect Deposits and Individual Contracts**
 - A. Travel companies will require a deposit at this point. Usually \$50-\$75 per person.
 - B. Have each person turn in an individual contract along with their deposit. (sample)

- VIII. Other small but very important Details**
 - A. Trip rules signed by parents. (sample)
 - B. Bus List (sample)
 - C. Rooming List (sample)
 - D. Itinerary (sample)

Discipline, Security, and Chaperones

One of the first questions which will be brought up when planning a Band trip is, "How are you going to keep track of all those kids?"

POSSIBLE ANSWERS:

1. Divide the band up into small groups of 8-12 students and assign 2 or 3 chaperones to each group.
2. Have a healthy chaperone/student ratio of at least 1/10.
3. Think about hiring a local security guard to be on duty throughout the night for each night on the Band Trip.
4. The directors should conduct room checks at curfew to make sure the students are all in their rooms.
5. Many school districts, including my own, are now requiring formal background checks on any chaperones involved with school trips.



Thank you for choosing the WALT DISNEY WORLD Resort!

Please use this template when submitting your Rooming List.
This will enable us to provide accurate and timely information to you and your guests.

To access the Rooming List template, click on the "Rooming List" tab at the bottom left corner of the screen.

Row 1 displays the column headings. Please do not delete or change these headings.

Row 2 provides information about the required format - this is how the information should be typed in each column.

Row 3 provides an example of how the data should be entered into each cell.

It is not necessary to remove or type over this information -
use it as a guide as you enter your data.

Begin by entering your data on **Row 4** of the Rooming List. To enter data, double-click in Cell 4A (directly beneath the sample entry "Mouse, Mickey") and begin typing. Once you type an entry, press the *Tab* key on your keyboard to move to the next cell. After you make an entry in the last cell of the row (the *Comments* cell), press the *Enter* key on your keyboard to move to the first cell of the next row.

Youth Groups: Please denote group's chaperones in the "Special Requests" section.

If group is co-ed, please also denote "M" or "F" in the "Youth Male/Female" section to assist us in blocking your rooms appropriately.

When you are finished making entries, click on *File/Save As* (in the command menu at the top of the window) and save the file using your *Group* name. Make sure that you save the file in Excel 5.0 (.xls) format.

Thank you for your assistance,
We look forward to your arrival!

Rules about the day of Departure for the Band Trip, Sunday, May 27

REPORT TIME: 4 p.m. at the Band Hall Parking lot. The buses will depart at 4:30 p.m.

A. LUGGAGE

1. Each person is allowed one medium suitcase and one carry on bag.
2. Pack lots of shorts and t-shirts. Don't forget your uniform and hat
3. Pack snack foods in your carry on along with headphones . . .
4. Upon arrival put your luggage, instrument, and uniform next to your bus on the ground by the bus cargo bays. Not in the bus. The Band managers will do the actual loading into the bus.

B. WHERE TO NEXT?

1. Get in your bus in your assigned seat.
2. Attendance will be taken in the buses by the bus captains.
3. Once the bus is moving we will allow people to switch seats.

C. BUS RULES

1. No movies will be played on the bus DVD system unless Mr. Lichtenberger approves the movie on bus one and Mrs. Olvera on bus two.
2. No profanity is to be used by the students or chaperones.
3. Keep the noise level down and respect those who are sleeping.
4. Music should be played on headsets only.
5. Keep the bus clean and throw away all trash in the bags provided.
6. Be courteous to the driver and all chaperones. Follow their instructions and do not talk back to them or display a poor attitude.

D. MEAL PROCEDURES

1. The buses will stop for meals along the way and when they do, everyone is to exit the buses and go into the restuarant. The exception to this rule is if a chaperone decides to stay in the bus then students not wishing to eat in the restaurant will also be allowed to remain in the bus.
2. While in the restaurant, all the rules of behavior will continue apply.
3. After you finish eating you are to remain in the restaurant until the whole group leaves. Do not wander off either by yourself or even in a small group.
4. When the word is given to load buses and leave by Mr. Lichtenberger you are expected to move immediately to the buses.

E. ARRIVAL PROCEDURES

1. Be patient! Be prepared for it to take some time to get all the room keys and tickets passed out. Remember we have a very large group of people and everyone will have to wait their turn.
2. When told to exit the buses line up with you room mates to receive your keys and tickets.
3. After you get your tickets and keys, take your luggage, instrument, and uniforms to your room.

FROM THIS POINT ON YOU SHOULD FOLLOW THE "TRIP ITINERY" EVERYONE RECEIVED.

F. VIOLATIONS

1. **Anyone who violates the above mentioned rules is subject to a penalty punishment of losing your Disney ticket for one day. All such matters will be reported to the head band director Mr. Hinojosa and he will decide if punishment is called for on a case by case basis.**

Group Name	Taft High School <i>If Travel Agency, place group name in () after agency name</i>
Contact Name	Roy Hinojosa <i>Place the main contact person's name</i>
Trip	Orlando, FL <i>Indicate the trip type. For Example: 3 Night Carnival Fantasy; Orlando, FL; Atlanta, GA; etc...</i>
Trip Dates	May 27- June 3, 2007 <i>Example: 3/24/06-3/28/06</i>
Sat Representative	Michael Holladay <i>Place the Travel Consultant's name</i>

Quantity	Indicate the type of Transportation Below	Indicate the amount of the transportation below (per person)
2	57-pax coaches, roundtrip	\$8,185.00

Indicators should be **Air, Motorcoach, Local Transfers, or AMTRAK**

PAYING PACKAGES: 165

Example:
Quad Occupancy
Triple Occupancy
Double Occupancy
Single Occupancy

Quantity	Occupancy Type	Price
129	Quad Occupancy	\$329.00
21	Triple Occupancy	\$379.00
14	Double Occupancy	\$449.00
1	Single Occupancy	\$699.00

COMPLIMENTARY PACKAGES

NOTE:
Update your
complimentary
packages each time
your paying packages
changes!!

Quantity	Occupancy Type	Price
4	Double Pkgs	\$449.00
11	Quad Pkgs (1 per 15)	\$329.00

Quantity	Indicate the type of Transportation Below	Indicate the amount of the transportation below (per person)
2	57-pax coaches, roundtrip	\$8,185.00

Indicators should be **Air, Motorcoach, Local Transfers, or AMTRAK**

Date	Number	Description	Amount Per
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Description should be detailed ie: "Commission on paying person"
Amount is PER ISSUANCE ie: \$25 (per person)

Date	Payment ID	Description	Amount
10/26/06	Check # 1289	Nonrefundable deposit- 182 ppl	\$9,200.00
1/15/07	Check # 1419	Payment	\$10,000.00
3/1/07	Check # 1497	Payment	\$11,000.00

Payment ID should be **Wire Transfer, Check** (include check number), etc...



INVOICE

Straight A Tours
 715 N Ferncreek Ave.
 Orlando, FL 32803
 1-800-237-5440
 407-896-11151 FAX
www.straightatours.com

Date	Group Name	Contact Name
7/11/07	Taft High School	Roy Hinojosa

*Final balance and pricing is subject to final rooming list
 Make all checks payable to Straight A Tours
 Straight A Tours reserves the right to impose any fuel surcharges if applicable*

Date	Description	Charges	Credits	Balance
Orlando, FL May 27- June 3, 2007				
<u>Paying Packages</u>				
	129 Quad Occupancy	\$329.00		\$42,441.00
	21 Triple Occupancy	\$379.00		\$7,959.00
	14 Double Occupancy	\$449.00		\$6,286.00
	1 Single Occupancy	\$699.00		\$699.00
<u>Complimentary Packages (NO CHARGE)</u>				
	4 Double Pkgs	\$449.00		
	11 Quad Pkgs (1 per 15)	\$329.00		
TOTAL PACKAGES:				180
<u>Miscellaneous Charges</u>				
<u>Transportation</u>				
	2 57-pax coaches, roundtrip	\$8,185.00		\$16,370.00
<u>Payments Received</u>				
10/26/06	Check # 1289	Nonrefundable deposit- 182 ppl	\$9,200.00	
01/15/07	Check # 1419	Payment	\$10,000.00	
03/01/07	Check # 1497	Payment	\$11,000.00	
<u>Additional Credits</u>				

Travel Consultant:	Michael Holladay	\$73,755.00	\$30,200.00	\$43,555.00
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Thank You for Choosing Straight A Tours!

Student Name: _____

PROMISSORY CONTRACT AND PAYMENT AGREEMENT

Taft HS Band Florida Trip 2007

By signing below, we the below-named parent/guardian and student acknowledge, understand, and agree to the following payment plan for the participation of the student in the Taft High School Band trip to Disney World in Orlando, Florida, from Sunday, May 27th through Sunday, June 3, 2007:

Cost: The student's total cost for the trip travel arrangements is \$479. In order to insure the student's quoted price, room occupancy MUST REMAIN THE SAME. Any deviation of room occupancy will affect the quoted price and the total price differential paid at the time of approval of any requested change.

Deposit: \$ _____ Payment of deposit secures initial inclusion of the student in trip pending full payment and compliance with trip qualification rules. Minimum deposit amount is \$75 per person.

Remaining Payments (check one):

___ Payment of 6 equal monthly installments of remaining balance. Payments will be due on or before the 15th of the month, the first payment will be due in November.

___ Payment of a minimum of \$35.00 a month, with any remaining balance due on or before March 28, 2007. Payments will be due on or before the 15th of the month, the first payment due in November.

___ Payment of the remaining balance in two equal payments, the first payment due on or before December 22, 2006, and the second due on or before March 28, 2007.

___ Other. Please explain how payment will be made: _____

(This option is subject to approval by school officials).

1. Payment of the minimum monthly installments must be made in a timely manner in the form of cash or money order. If payment is by check, the student's account will not be credited until the funds are cleared by our banking institution, and any charges for insufficient fund checks will be assessed to the student.
2. There are two types of accounts. Student accounts will be processed through the band hall office or through the High School main office. Adult Parent/Guardian accounts will be processed through the Taft High School band booster organization. The student or parent/guardian is responsible for obtaining and maintaining receipts, and accounting disputes will be resolved solely on written documentation.
3. Transfers of funds between accounts are permitted only between immediate family members within the first or second degree of consanguinity (blood), for example, sibling to sibling or parent to child.
4. Funds WILL NOT be transferred to anyone after December 22nd, 2006.
5. Final deadline for payment must be met by EACH participant, and no refunds will be issued. Full payment not being made by the final deadline shall result in forfeiture of all funds previously paid by the participant. Forfeited funds shall first be applied to any costs due on behalf of the participant, and the remainder left in the Taft High Exchange.
6. All incidental costs (souvenirs, food, etc.) associated with the trip are the sole responsibility of the participant and his/her parent/guardian.

I am fully aware of the responsibilities set forth in this contract. I agree to make this trip a successful endeavor for ourselves and our community.

Responsible Parent and/or
Guardian Signature _____

Student Signature _____

Taft High School

Straight A Tours



Last Name	First Name	Arrival	Departure	Adults 18 +	Juniors 9 - 18	Children 3 - 9	Infants <3	Additional1 Last	Additional1 First	Additional2 Last	Additional2 First	Additional3 Last	Additional3 First
Cruz	Samantha	05/27/07	06/03/07		4			Bustamante	Miranda	Olvera	Ashley	Ortiz	Abby
Wilson	Crystal	05/27/07	06/03/07		4			Aguirre	Mallorie	Elizondo	Edie	Pena	Elizabeth
Garcia	Sarah	05/27/07	06/03/07		4			Cantu	Mariah	Rosalez	Letty	Garcia	Susan
Olivarez	Terry	05/27/07	06/03/07		4			Olivarez	Michelle	Flores	Deandra	Rodriguez	Victoria
Vega	Ashley	05/27/07	06/03/07		3			Montemayor	Kristine	Garcia	Susan		
Rivera	Annabelle	05/27/07	06/03/07		3			Avalos	Joylyn	Rivera	Silvia		
Montez	Sally	05/27/07	06/03/07		2			Montez	Amber				
Vera	Felicia	05/27/07	06/03/07	3	1			Vera	Mrs. Rendon	Padron	Idalia	Bailey	Sarah
Nieto	Veronica	05/27/07	06/03/07		3			Vega	Claudia	Ramirez	Katherine		
Flores	Estela	05/27/07	06/03/07		4			Flores	Natalie	Garcia	Marissa	Salazar	Rebecca
Acosta	Alisha	05/27/07	06/03/07		4			Carvajal	Regina	Gonzales	Miranda	Ortiz	Faith
Castaneda	Tito	05/27/07	06/03/07		4			Reyes	Joel	Putnam	Thomas	Gonzales	Manuel
Dominguez	Justin	05/27/07	06/03/07		4			Carvajal	Michael	Hinojosa	Daniel	Chavez	Joe
Moreno	Kris	05/27/07	06/03/07		4			Herrera	Jonathan	Cantu	Jacob	Gonzlaes	Andrew
Lichtenberger	Mr.	05/27/07	06/03/07	2				Lichtenberger	Mrs.				
Zepeda	Mr.	05/27/07	06/03/07	2				Zepeda	Mrs.				
Hinojosa	Mr.	05/27/07	06/03/07	2				Hinojosa	Mrs.				
Longoria Sr. **	Steven	05/27/07	06/03/07	2	2			Longoria**	Allene	Longoria Jr.	Steven	Longoria	Scotty
Elizondo**	Eddie	05/27/07	06/03/07	1	1			Elizondo	E.J.				
Brelsford**	Jill	05/27/07	06/03/07	1	1			Brelsford	Cody				
Cruz**	Ruben	05/27/07	06/03/07	2	2			Cruz**	Sara Salina	Guerrero	Anthony	Cruz	Ruben
Loera**	Monica	05/27/07	06/03/07	2	1			Loera	John	Loera**	Anthony		
Sanchez**	Jerry	05/27/07	06/03/07	2	1			Sanchez**	Monica	Guzman	Ruben	Martinez	PJ
Longwell**	Mr.	05/27/07	06/03/07	2	1			Longwell**	Mrs.	Longwell	Chuck	Longwell	Chad
Vega**	Carlos	05/27/07	06/03/07		4			Vega**	Mariah	Ramirez	Polo	Ramirez	Sylvia
Mirabal**	Rudy	05/27/07	06/03/07	3	1			Mirabal**	Mariah	Valero	Adriana	Badillo**	Pam
Solomon**	Natalie	05/27/07	06/03/07					Padron**	Estella				
Rodriguez**	Teresa	05/27/07	06/03/07	2	2			Rodriguez**	Jesus	Franco**	Jacob	Garcia**	Hope
Garcia**	Gabe	05/27/07	06/03/07	2	2			Garcia**	Debra	Garcia**	Alex	Garcia**	Mary Lou
Molina**	Juan	05/27/07	06/03/07	2	2			Cuevas	Noe	Molina	Angie	Molina	Roman
Robledo**	Lizzy	05/27/07	06/03/07	2	2			Gomez	Angie				

TEXAS BANDMASTERS ASSOCIATION • CONVENTION/CLINIC 2007

Contact list by Sections, (Clarinet Section Leaders-Samantha and Miranda)

CLARINETS

HOUSE PHONE

CELL PHONE
(If you have one)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____