

The Lee's Summit West High School Music Department will be traveling to Chicago, Illinois March 27 – 31, 2009 to perform. As with all trips it is imperative that we have parents willing to chaperone. To be eligible as a chaperone for this trip, a person must be the parent, step-parent, or legal guardian of a student that is a member as a credible citizen per the Lee's Summit R-7 Athletic/Activities Handbook and/or MSHSAA guidelines in the LSWHS **Concert Chorale, Concert Band, Symphonic Band, Concert Orchestra, or Symphony Orchestra** at the time of the trip.

The cost of the trip has been estimated as of April 18, 2008 at \$800.00 assuming four students or two adults per hotel room. This estimate is based on the information provided by Heritage Festivals. Every possible effort will be made to keep the total cost of the trip at this amount or lower. However, certain costs are subject to change that cannot be controlled by the Lee's Summit R-7 School District. While there is no anticipation at this time that the cost will be higher, it is understood that the possibility does exist and that the increase will be the responsibility of the person signing this form.

The payment schedule for the trip has been designed to allow you the opportunity to spread the cost throughout the year. **Participants who are not paid in full as of January 16, 2009 will not be allowed on the trip.**

The following amounts are **PER PERSON** payments:

| | | |
|-------------------|----------|---|
| September 1, 2008 | \$250.00 | This payment represents the \$50.00 deposit plus the first payment of \$200.00. |
| October 1, 2008 | \$150.00 | |
| November 1, 2008 | \$150.00 | |
| December 1, 2008 | \$150.00 | |
| January 1, 2009 | \$100.00 | This payment will be adjusted to reflect the actual total cost. |

The combined initial payment of \$250.00 and the submission of this signed form is the official indication that you wish to participate on this trip. Do not tear off and send the bottom portion by itself. **No arrangements will be made on behalf of anyone who has not submitted the combined initial payment of \$250.00 and returned this form with the appropriate signatures.** Payments made without this completed document will be returned to the sender.

MISSED PAYMENTS

The Lee's Summit R-7 School District and the Lee's Summit West High School Music Parents cannot assume the responsibility for covering the costs of the trip for any participant. The above payment schedule is designed to distribute the cost of the trip. A letter will be sent for missed payments requesting immediate payment. If that payment is not made by the deadline given in the letter, a certified letter will be sent notifying the participant and their parents or legal guardians that they have been dropped from the trip. Refunds – minus the cost of the certified letter – will be determined as indicated in the next paragraph.

WITHDRAWALS FROM THE TRIP

It is understood that situations arise that could cause participants to withdraw from the trip after having made payments. However, it is important to remember that working with vendors for a group this size necessitates early non-refundable confirmations. Cancellations must be made **in writing** to Clifton Thurmond, LSWHS Lead Teacher, before any refund will be given. Refunds will be determined according to the following schedule. The date used will be the postmark of the **written** cancellation.

| | |
|-------------------------------------|-------------------------|
| On or before August 22, 2008 | 100% refund of payments |
| August 23 through October 1, 2008 | 75% refund of payments |
| October 2 through November 30, 2008 | 50% refund of payments |
| On or after December 1, 2008 | 0% refund of payments |

CHECKS RETURNED FOR INSUFFICIENT FUNDS

All costs incurred by Music Parents due to insufficient funds resulting from trip payments will be added to the total cost of the trip. If the person officially withdraws from the trip, this cost will be covered with any money eligible for refund.

TURN PAGE OVER FOR INFORMATION REQUIRING YOUR SIGNATURE

Arrangements will be made by the R-7 School District for adults that are official chaperones. Any adult going to Chicago, Illinois that is not a chaperone will need to make all their own arrangements. Arrangements made by the R-7 School District for the trip will be closed to everyone except students, staff, and official chaperones.

The Lee's Summit R-7 Music Staff has written a set of guidelines that has been approved by the R-7 Superintendent's Operational Team. These guidelines are used and followed throughout the entire planning process of a trip. Part of these guidelines deal with chaperones and their responsibilities. Below is a copy of the parent portion of those guidelines.

STAFF AND PARENT CHAPERONE DUTIES

1. The Head Director(s) will assign students to chaperones. An attempt will be made to honor parent and student requests.
2. A meeting will be held with ALL chaperones prior to departure. At this time, duties will be discussed with specific chaperone/student assignments made.
3. Chaperones will be expected to follow the official itinerary and be with their assigned students at all times except in the hotel, rehearsals, or performances. Trading of students by chaperones can be made between the two adults involved. The system used to trade will be discussed at the chaperone meeting.
4. Chaperones will do room checks of their assigned students each night.
5. Chaperones will assist in night hall monitoring on a rotation basis.
6. Chaperones will assist the director(s) in duties as required.

It needs to be clearly understood that students will not be allowed to be on their own while on this trip. As a chaperone, you will be expected to be with the students in your group as specified in "Staff and Parent Chaperone Duties", #3. The parents, staff, and administration of the R-7 School District must be certain that the students will be in a safe environment while on the trip. For some, this may actually be more structured than your family vacations.

The constitution for Music Parents does not allow for any money made in fundraising to go to parents. Part of the application for their tax-exempt status specifically states that all money must go towards the students of the eligible classes in the LSWHS Music Department. Therefore, parents going as chaperones cannot lower the cost of the trip by Music Parent fundraisers. The cost of the trip has been estimated at \$800.00. Student performers will not be housed with chaperones.

The following parent or legal guardian(s) have student(s) that are a member of an aforementioned LSWHS performing group and want to participate as chaperones in the March 27 – 31, 2009 LSWHS Music Department trip to Chicago, Illinois. It is understood that the student(s) must be a member as a credible citizen as per the Lee's Summit R-7 Athletic/Activities Handbook and/or MSHSAA guidelines in one of these groups at the time of the trip in order for the chaperone(s) to be allowed to travel with the group.

I have read and agree to the above information and wish to be considered as a chaperone for the LSWHS Music Department trip to Chicago, Illinois March 27 – 31, 2009.

_____ Name of Eligible Performing Student(s)

_____ Name of Parent(s) or Legal Guardian wishing to chaperone

_____ Relationship to Eligible Performing Student(s)

_____ Home Address for mailings

_____ Email address for mailings

_____ Phone Number

I have read, understand, and agree to the above conditions regarding the March 27 – 31, 2009 LSWHS Music Department trip to Chicago, Illinois.

_____ Signature of Prospective Chaperone(s) _____ Date