

FIELD TRIP REQUEST FORM

- ☐ Day Trip, school day
 ☐ Overnight Trip _____ Nights
☐ Day Trip, non-school day
 ☒ Out-of-State Trip 9 Nights
☐ High Risk Trip, (i.e. ropes course, rock climbing, non-interscholastic swimming, TEAM extended field trips)

Date(s) of Trip Feb 12-21 Alternate(s) _____

Destination Havana, Cuba

If overnight or out-of-state: Intermediate destinations, departure, and arrival times:

Feb 12 : SFO-MIA-Havana

Feb 21 : HAV - MIA - SFO

Date of Request 9/27/23 # days prior to trip 130

Sponsoring Group AIM School _____

Number of Students Participating 80 Number of Chaperones 8

Purpose of Trip _____

Attach documentation for scheduled events, programs

Swimming included ☐ Yes ☒ No If yes, complete #(2) 6153

Estimated Cost of Trip ~~181,000~~ \$280,000 Cost per Student 3,500

School M/E ☐ Student Body ☐ Athletics ☐ Organization Budget
☒ Fund-raising ☒ Student/Parent Contribution ☐ Other _____

CHECK WITH BUDGET SECRETARY FOR FINANCIAL REQUIREMENTS & DEADLINES

Mode of Transportation: ☒ Contract Bus ☐ Employee Car ☐ Volunteer Car
☐ Student driven car ☒ Other: Attitude

Automotive transportation required completed Driver Certification Form #(1) 3541.1 and insurance declarations

Insurance Coverage Needed: (See 5142 - Insurance)

- ☐ Day Trip: Student insurance for students not covered by their own or parent's insurance, insurance available through the District
☒ Overnight or Out-of-State Trip: Extended Short-Term Group Coverage, available through the District

Staff Member in Charge (print name) [Redacted]

☒ I have read and will abide by Board policies and regulations pertaining to field trips.
 (cf. 6153 - District-Sponsored Trips)
 (cf. 5142 - Transportation for School-Related Trips)
 (cf. 3541.1 - Insurance)

Staff Member Signature [Redacted]

Principal's Signature [Redacted] Date 10/2/2023

Program: Tam High Goes Back to Havana: AIM Program**Travel Dates:** February 12-21, 2024**Estimated Number of Students:** 80+8 / 70+7 / 60+6 / 50+5**Estimated Number of Chaperons:** 1 free chaperone every 10 students**Quote:**

80 students + 8 chaperons = \$2,300.00 per student

70 students + 7 chaperons = \$2,345.00 per student

60 students + 6 chaperons = \$2,370.00 per student

50 students + 5 chaperons = \$2,400.00 per student

Inclusions:

- Required travel documentation / Cuban visa & travel affidavit
- All program activities, as listed in the proposed itinerary
- All meals, as listed in the itinerary
- Water daily, as listed in the itinerary
- All ground transportation while in Cuba, as listed in the itinerary
- All guiding and concierge services
- Gratuities
- Pre-travel orientations (to take place at Tam High / mid-December and mid-January)
- 6 chaperones travel for free, provided 80 students travel

Exclusions:

- Airfare (quote will be provided once the group numbers have been confirmed and group travel has been approved by stakeholders)
- Travel Insurance / NOT REQUIRED BUT HIGHLY RECOMMENDED
- Meals, not listed in the itinerary
- Expenses of a personal nature

Calendar of Events

October 1 – 15 / Group travel must be confirmed by TAM HIGH and SCHOOL DISTRICT

November 1 – 10 / Zoom meet to coordinate operational details

November 15 / Payment of 25% (Deposit & First Installment Payment)

December 10 / Tam High provides AC Journeys with first travel roster & passport copies

December 15 / First Orientation Meet at Tam High / AC Journeys in attendance

December 22 / Payment of 50% (Second Installment Payment)

January 12 / Second Orientation Meet at Tam High / AC Journeys in attendance

January 15 / Payment of 25% (Third & Final Installment Payment)

February 12 / Commencement of Travel

Proposed Itinerary*

*This itinerary is tentative and may change to incorporate activities and experiences more fitted for the concept and design of this travel experience.

*A baseball game will be added to the itinerary as soon as National Baseball Calendar is up.

Day 1 / Feb 12 / MON

Depart SFO
Arrive MIA
Depart MIA
Arrive HAV
Transfer to accommodations
Check-in at accommodations
Welcome and Orientation Meeting
Welcome Dinner [INCLUDED] and Entertainment (Private Event)
Water daily [INCLUDED]

Day 2 / Feb 13 / TUE

Breakfast at accommodations
A: Walking Tour of Old Havana
B: Panoramic Tour of Havana
Picnic Lunch [INCLUDED]
A: Panoramic Tour of Havana
B: Walking Tour of Old
Dinner at accommodations
Movie Night: Documentary on Cuba and Panel Discussion
Water daily [INCLUDED]

Day 3 / Feb 14 / WED

Breakfast at accommodations
Art School Visit Day 1
Lunch at private restaurant TBD [INCLUDED]
Open Afternoon for Independent Projects
Dinner at accommodations
Evening at leisure
Water daily [INCLUDED]

Day 4 / Feb 15 / THU

Breakfast at accommodations
Farm to Table Experience with lunch [INCLUDED]
A: Cuban Salsa Workshop
B: Cuban Music Workshop
C: Museum of the Revolution
Dinner at accommodations
Private Event: Meet Your Cuban Peers # 1
Water daily [INCLUDED]

Day 5 / Feb 16 / FRI

Breakfast at accommodations
Youth Dance Troupe Rehearsal
Lunch at private restaurant TBD [INCLUDED]
A: Cuban Salsa Workshop
B: Cuban Music Workshop
C: Museum of the Revolution
Dinner at accommodations
Evening at leisure
Water daily [INCLUDED]

Day 6 / Feb 17 / SAT

Breakfast at accommodations
Curated Art Tour (SPLIT INTO 3 GROUPS)
Lunch at private restaurant TBD [INCLUDED]
A: Cuban Salsa Workshop
B: Cuban Music Workshop
C: Museum of the Revolution
Dinner at accommodations
Cuban Art Factory
Water daily [INCLUDED]

Day 7 / Feb 18 / SUN

Breakfast at accommodations
Viñales Day Experience
Tobacco Farm Experience
Lunch at private restaurant TBD [INCLUDED]
Mural of Prehistory / Los Jazmines Lookout / Cueva del Indio
Dinner at accommodations
Private Event: Meet Your Cuban Peers # 2
Water daily [INCLUDED]

Day 8 / Feb 19 / MON

Breakfast at accommodations
Callejon de Hamel (Sunday's Rumba)
Lunch at private restaurant TBD [INCLUDED]
Open Afternoon for Independent Projects
Dinner at accommodations
Evening at leisure
Water daily [INCLUDED]

Day 9 / Feb 20 / TUE

Breakfast at accommodations
Art School Visit Day 2
Lunch at private restaurant TBD [INCLUDED]
Open Afternoon for Independent Projects
Farewell Dinner [INCLUDED] and Entertainment (Private Event)
Water daily [INCLUDED]

Day 10 / Feb 21 / WED

Breakfast at accommodations
Morning at leisure (based on flight schedule)
Check-out at accommodations
Transfer to airport
Depart HAV
Arrive MIA
Depart MIA
Arrive SFO
Water daily [INCLUDED]