Dear Students and Parents,

We announced earlier this year that we have scheduled our spring trip for April 22-26, 2016 to New Your City, New York. We have been working for several months to ensure that our students have the best possible experience at an affordable price. We have listed below the payment schedule for the trip and included a tentative itinerary. We will need to strictly adhere to the payment schedule in order to keep each student’s trip on schedule. The trip cost per student is approximately $1200.00 and is broken down into smaller payments, each with very specific deadlines. You may use any earned student credits from fundraising toward these payments. An updated fundraising report detailing your child's student credits to date can be emailed by asking the Booster Treasurer. In the fall we will offer several fundraising opportunities so that every student can defray some of the costs associated with this trip.

Please return the attached Student Participation Contract with your non-refundable down payment of $100 to Mrs. Gray or Mrs. Southerland by August 21, 2015. All checks are payable to your specific Booster Club. All payments must be turned in with payment ticket.

Reservation/Trip Policy

When reading the following trip policy, please understand that this trip is completely optional for students and chaperones, therefore we will strictly adhere to the following protocol:

• A non-refundable payment of $100 is due with this reservation form by August 21, 2015.

• All prices for students are based upon being housed in quads (4 per room). Room sign-up will occur in February 2016.

• Every participant must make the required payments on time. Should there be a delay, your coach and treasurer must be made aware IN WRITING before the payment is due. Without your written notification of a late payment prior to the payment deadline, your “spot” will be released. At no time can students be more than 1 payment behind schedule and all payments must be made by March 1, 2016. The Booster Clubs are contractually obligated to make payments to outside vendors by certain deadlines, therefore you must abide by the following payment schedule:

**Payment Schedule**

August 21, 2015 $100 deposit

September 1, 2015 $150.00

October 1, 2015 $200.00

November 2, 2015 $200.00

December 1, 2015 $200.00

February 1, 2016 $200.00

March 1, 2016 remaining balance

Participant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_

Participant Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_

Parent Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The APPROXIMATE total cost of the Spirit Trip per participants $1,200.00. This total includes airfare, 1 checked bag 4 nights lodging, 4 breakfasts, 2 lunches, 3 dinners, a professional group photo in Times Square, 1 Broadway show, 1 Broadway dance workshop, and costs of planned tours. Costs may change based on room occupancy and number of participants.

2. The above named participant intends on participating in the 2015 Trinity Spirit Trip to New York City.

3. I agree to accept responsibility for the remaining balance of the trip per the attached payment/deadline schedule.

4. If for any reason the above named participant cancels their participation on this trip, I understand that some monies will be forfeited. Can trip cancelation 60 days out will still be required to pay for the entirety of the trip. All written communication must be delivered to the proper Coach or Booster Treasurer.

5. It is also my understanding that any monies contributed towards this trip through fundraising are non-refundable.

6. The Spirit Coaches have the right to terminate this agreement with the above named trip participant for failure to comply with the attached payment/deadline schedule. You will be notified verbally or in writing of delinquent payments and given two weeks to submit the delinquent funds. If the funds are not submitted you may receive notification of the agreement termination. Termination will result in forfeiture of funds per the cancellation schedule attached and the above named trip participant will be excluded from participating in this trip.

7. Payment of the minimum monthly installments must be made in a timely manner in the form of check, money order, or account transfer. We prefer no cash, but will accept cash in a sealed and marked envelope. 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.

8. All incidental costs (souvenirs, excess bags, extra food, etc.) associated with the trip are the sole responsibility of the participant and her Guardian.

9. Participation in this trip requires excused absence approval from THS Administration.

10. The Spirit Coaches may deny participation in this event. Denial on the basis of disciplinary action shall result in forfeiture of all deposits and fundraising.

11. All drill team or cheer dues and obligations must remain current in order to participate in this trip.

12. Any cheerleader or Troy-Ann who quits or is removed from the team will not be allowed to attend the trip. Trip cancelations policies will apply.

WE ARE FULLY AWARE OF THE RESPONSIBILITIES SET FORTH IN THIS CONTRACT. WE UNDERSTAND AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THE ABOVE STATE “TRIP PARTICIPANT CONTRACT” FOR THE 2016 NYC TRINITY SPIRIT TRIP.

Signature of Student/Participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent(s)/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2016 NYC TRINITY SPIRIT TRIP PAYMENT SCHEDULE

\*When a student elects to use fundraising funds there MUST be a written request that is turned in to the Coach or Booster Treasurer to move those funds to pay for the deposit or future installment payments.

Payments may be made in increments of ANY amount PRIOR to the deadlines, but amount goals MUST be met on schedule in order for the Booster Club to meet the travel tour company’s payment schedule. The Participant is being provided with Installment Tickets to make their payments. These tickets should be filled out and sent with payment to the Coach or Booster Treasurer. Additional copies of the Installment Tickets can be found on the Troy-Ann website (www.TroyAnns.Weebly.com). If you are opting to use FUNDRAISING FUNDS for that month’s installment, please use the Installment Ticket to provide written notice to the Troy-Ann Treasurer.

Returned Check Policy

Returned checks for payments to student trip accounts will be deducted from the individual student account. A $6.00 processing fee per returned item will also be deducted from the individual student account. The returned items and a trip fund adjustment notification will be sent via U. S. mail to the student's address. This return check policy applies to any check that credits the individual student trip account whether drawn by the parent, student or by a third party on behalf of the student.

\*We are fully aware of the responsibilities set forth in this contract. We understand and agree to abide by the terms and conditions of the above stated “New York City Trip Payment Schedule” for the 2015 NYC TRINITY SPIRIT TRIP.

Signature of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent(s)/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Schedule**

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GUIDELINES & POLICIES

HEB ISD STUDENT POLICIES:

All HEB ISD policies apply while on the spirit trip.

CONSEQUENCES:

A student that breaks any of the rules or acts inappropriately may be sent home immediately at the parent’s expense.

CHAPERONES:

As per HEB ISD Guidelines, at least one Chaperone will be provided for every 10 students participating in the trip and will go through the required VIPS process.

STUDENT ILLNESS:

A student may also be sent home at the parent’s expense should the child become ill and not able to be around other students as per HEB ISD policies.

MEDICAL / TRAVEL FORM:

An overnight trip medical/travel form must be on file

INSURANCE & INDEMNIFICATION

Trip Participant agrees to indemnify and save harmless to HEB ISD, Trinity High School, the Troy-Ann Booster Club, Cheerleader Booster Club, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Trip Participant. HEB ISD, Trinity High School, the Troy-Ann Booster Club and Cheerleader Booster Club are not responsible for expenses other than those specifically included in this contract. It is the responsibility of the Trip Participant to purchase health insurance or trip insurance to cover trip cancellation, early return, and medical treatment.

ITINERARY (not finalized, still a work in progress)

Day 1: School, travel day, dinner on your own, hotel check in

Day 2: Breakfast at hotel, city tour, box lunch at central park, 9/11 memorial, dinner, Broadway show, group photo in Times

Square

Day 3: Breakfast at hotel, Broadway dance workshop, lunch, Radio City, St. Patrick’s, Dinner, Madame Tussaud’s

Day 4: Breakfast at hotel, Broadway dance workshop, lunch in Times Square, Shopping, Dinner, Top of Rock

Day 5: Breakfast at hotel, Statue of Liberty, Ellis Island Cruise, Grand Central, travel day

Flight Information

You are allowed to purchase a land package only and book your flight on your own as long as it does not create a group conflict.

Airline Service, United Airlines DFW – Newark

Friday April 22: Flight #1270 departs DFW at 5:45 PM; arrives at 10:28 PM

Tuesday April 26: Flight # 1072 departs Newark at 6:15 PM; arrives at 9:19 PM

The tickets are priced at $431.00 per person inclusive of all current surcharges

For the Student:

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby state my intention to participate in the 2016 Trinity HS Spirit trip to New York City, New York. This document will serve as my commitment to pay for my trip. I commit to fulfilling my obligation/responsibility as a member of the THS Troy-Anns/Cheerleaders and understand that I will not be allowed to travel until my trip is paid in full.*

For the Parent/Guardian:

*We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parents/guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree to the conditions previously stated in this contract/agreement. We have read and understand the payment schedule, refund policy and returned check policy as stated. We also understand that my child will not be allowed to travel until the trip is paid in full and also understand that my child may be dropped from the trip when the account becomes seriously delinquent*

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ALL CANCELLATIONS MUST BE IN WRITING AND ADDRESSED TO MRS. GRAY OR MRS. SOUTHERLAND. IF A STUDENT BECOMES DELINQUENT IN THEIR PAYMENT PLAN, THEY WILL BE DROPPED FROM THE TRIP. REFUNDS FROM FUNDRAISING WILL NOT BE REMIMBURSED OR TRANSFERRED.

Please check one of the following:

\_\_\_\_\_ Yes, my child will participate in the spring trip and my $100 non-refundable deposit check is enclosed.

\_\_\_\_\_ No, my child will not participate in the spring trip.

\_\_\_\_\_ Yes, we would like to chaperone for the spring trip.

Name(s) of chaperones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_