

**PERMISSION SLIP**

Dear Parent or Guardian:

The staff of Sachem High School East is enthusiastically looking forward to this year's Senior Trip. Many hours of planning have been devoted to assure a safe, enjoyable and memorable weekend for our seniors. To this end, we would like to make you aware of the following rules which we deem necessary. If you have any questions, please feel free to contact Mr. Robert Kroczyński or Mrs. Carol Herrmann at Sachem High School East, 716-8200.

- A. The cost is based on four students to a room. Any room with fewer than four students will risk the possibility of being split up or having students added at our discretion. If this is not possible, an additional charge will be required from all students in that room. Students may not sign up in more than one room.
- B. Please understand that the trip has been prepaid as determined by the number of students participating. Therefore, we regret that we will be unable to refund payment if a student is sent home due to improper behavior as outlined below.
- C. In accordance with Sachem policy, any student found under the influence or in possession of alcohol or other controlled substances will be sent home (at parents' expense), suspended from school for 5 days, referred to a Superintendent's Hearing to determine if a longer period of exclusion is warranted and prohibited from attending the Senior Prom. This becomes effective immediately upon the student's arrival at school Friday morning and will remain in effect throughout the trip.
- D. Please also note also that if any alcohol or controlled substances are discovered during the luggage check prior to departure, the student's parent will be called; the student will not be permitted to go on the trip and payment will be forfeited. The same sanctions will be imposed as outlined in "C" above.
- E. Any student whose behavior is deemed seriously improper or such that it endangers the safety of others, (as determined by the school administration), will be sent home or prevented from participating in a portion of the trip. Again, all consequential expenses will be the responsibility of the student's parents or guardians. The remaining cost of the trip will be forfeited. The same sanctions will be imposed as outlined in "C" above.
- F. All students are financially responsible for any property damage they may incur on the trip.
- G. In accordance with the Sachem School District policy, smoking will not be permitted on any of the tour buses or in any of the hotel rooms.

The Class of 2011 is a responsible, mature group of young adults. We feel that they should act in an appropriate manner. We will not tolerate any childish behavior during the weekend. We would appreciate your cooperation and assistance in discussing the above-mentioned rules with your son/daughter.

Please sign this letter, as well as the health history medical release (on the reverse side), and have your son/daughter bring them to the registration on Tuesday, February 8<sup>th</sup>, in the Cafeteria at Sachem High School East. Please be advised that we anticipate seeing you at one of our required parent orientation meetings.

Sincerely yours,

Katherine Stein/Kenneth Dobbins – Senior Class Advisors/Sachem High School East  
Carol Herrmann/Robert Kroczyński – Senior Trip Coordinators

\_\_\_\_\_  
**PRINT STUDENT NAME**

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**PARENT'S SIGNATURE**

# SACHEM SENIOR TRIP CLASS OF '11

## ROOM LIST (4 TO A ROOM)

*This side is to be completed by Student*

<b>1</b>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Student Name (Please print)</span> <span>ID #</span> <span>T-Shirt Size</span> </div>
<b>2</b>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Student Name (Please print)</span> <span>ID #</span> <span>T-Shirt Size</span> </div>
<b>3</b>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Student Name (Please print)</span> <span>ID #</span> <span>T-Shirt Size</span> </div>
<b>3</b>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Student Name (Please print)</span> <span>ID #</span> <span>T-Shirt Size</span> </div>

*This side is to be completed by Faculty*

Amount \$ <u>Received</u>	Permission Slip	Medical Form	Registration Form
<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 150px; display: flex; align-items: center; justify-content: center;"> <p><b>Bus #</b></p> </div> <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 150px; display: flex; align-items: center; justify-content: center;"> <p><b>Room #</b></p> </div> </div>			

**\*\*HEALTH HISTORY MEDICAL RELEASE\*\***

**PART 1: TO BE COMPLETED BY PARENT/CUSTODIAL GUARDIAN**

PARTICIPANT'S LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

( ) ( ) ( )  
FATHER'S NAME BUSINESS PHONE CELL PHONE HOME PHONE

( ) ( ) ( )  
MOTHER'S NAME BUSINESS PHONE CELL PHONE HOME PHONE

**If not available in an emergency please notify:**

( ) ( ) ( )  
RELATIONSHIP BUSINESS PHONE CELL PHONE HOME PHONE

**PART 2: HEALTH HISTORY TO BE COMPLETED BY PARENTS**

NO YES  
  **My child is currently taking medications:**

Med # 1 \_\_\_\_\_ Dosage \_\_\_\_\_ Reason \_\_\_\_\_

Med # 2 \_\_\_\_\_ Dosage \_\_\_\_\_ Reason \_\_\_\_\_

**My child has Medication Allergies (please list):** \_\_\_\_\_

**My child has Food Allergies:** \_\_\_\_\_

**My child has other Allergies:** \_\_\_\_\_  
(Include insect stings, hay fever, asthma, etc.)

**My child is under the care of a physician for the following condition:** \_\_\_\_\_

**My child has medical conditions the school/chaperones should be aware of:** \_\_\_\_\_

Date of last Tetanus Immunization: \_\_\_\_\_

**PART 3: FAMILY HEALTH INSURANCE INFORMATION**

(Please be aware that few doctors will directly bill out of state patients.)

Carrier \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Carrier Address \_\_\_\_\_ Insured \_\_\_\_\_

Relationship to Insured \_\_\_\_\_ I.D. # \_\_\_\_\_

**PART 4: TO BE SIGNED BY PARENT/GUARDIAN**

(Must be signed for your child to participate on the field trip)

I hereby give permission to my child's school/chaperones to provide routine health care, administer prescribed medications, and seek emergency medical treatment including ordering x-rays and routine tests. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. I give permission to my child's school/chaperones to arrange necessary related transportation for my child. In the event I can not be reached in an emergency, I hereby give permission to the physician selected by my child's school/chaperones to secure and administer treatment, including hospitalization, for the person named above.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

# Senior Trip Payment Plan Option

A payment plan is available in order to allow all eligible seniors to attend this memorable trip. The payment plan requires a **\$245.00 non-refundable payment (Money Order payable to: Sachem High School Class of 2011)** at the time of sign up on February 8, 2011. (This covers the deposit for the room and transportation.)

The balance will be paid in 4 payments of **\$50.00 weekly, cash or money order** payable to: **Sachem High School Class of 2011**

February 18, 2011

March 4, 2011

March 11, 2011

March 18, 2011 \*\*\*\*Last Payment

Please contact Mrs. Carol Herrmann or Mr. Robert Kroczyński with any questions 631-716-8200  
[cherrmann@sachem.edu](mailto:cherrmann@sachem.edu) or [rkroczyński@sachem.edu](mailto:rkroczyński@sachem.edu)

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*Return this portion with your deposit at sign up*

## PAYMENT CONTRACT

I, \_\_\_\_\_ wish to attend this year's Senior Class Trip. I understand that I must make an initial **\$245.00 non-refundable payment (Money Order payable to: Sachem High School Class of 2011)** at the time of sign up on February 8, 2011. (This covers the deposit for the room and transportation.)

I will then make 4 payments of **\$50.00 weekly, cash or money order** payable to: **Sachem High School Class of 2011** to Mrs. Carol Herrmann. I understand the Trip will be **paid in full by March 18, 2010.**

### **Payment Dates:**

February 18, 2011,

March 4, 2011,

March 11, 2011,

March 18, 2011 \*\*\*\*Last Payment

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**Student Signature**

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**Parent Signature**

**Parent Phone Number** \_\_\_\_\_

**Student Homeroom #** \_\_\_\_\_ **Homeroom Teacher** \_\_\_\_\_

Please fill out this form in blue or black ink and print in CAPITAL LETTERS. Fill in circles completely (example: ●). Do not attach anything to this form.

<b>Group Name:</b> <b>Tour Name:</b> <b>Tour Dates:</b> <b>Tour Organizer:</b>	<b>Tour ID:</b>
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**Participant Information**

MALE     FEMALE     STUDENT     ADULT

LEGAL FIRST NAME

LEGAL LAST NAME

PARENT'S FIRST NAME (REQUIRED IF REGISTERING A STUDENT)

PARENT'S LAST NAME (REQUIRED IF REGISTERING A STUDENT)

MAILING ADDRESS

CITY

STATE

ZIP

EMAIL ADDRESS

HOME PHONE

WORK PHONE

CELL PHONE

**Cancellation Protection Program (CPP) – Protect your Trip Payments!**

CANCELLATION PROTECTION PROGRAM

- Sometimes, participants are forced to cancel travel plans due to illness, playoff games, scheduling conflicts and many other unforeseen issues. To protect your payments, Gerber Tours offers the essential Cancellation Protection Program (CPP) which assures you a refund less processing fees in case you need to cancel for almost any reason. Please see **Terms & Conditions on reverse side** and the attached flyer for a full explanation.
- The CPP cost is \$ . . . This amount is in addition and is separate from your Tour Price. To enroll in the program please fill in the appropriate option below:

**YES!** Please enroll me in the CPP – Please make your **separate check** for \$      payable to Gerber Tours, Inc and return with your initial deposit to your Tour Organizer.  
 No, I do not wish to be enrolled in the CPP. I understand that my decision is final and that I may lose up to 100% of the monies paid should I need to cancel for any reason.

**Form must be signed by Tour Participant or, if a Minor, Parent or Legal Guardian**

By signing below I assert that I am over 18 years of age and the participant, OR I am the parent/legal guardian of the above mentioned participant. I have read and have agreed to Gerber Tours' Terms & Conditions appearing on the reverse side of this page and on our website at [www.gerbertours.com/terms/gc](http://www.gerbertours.com/terms/gc)

\_\_\_\_\_  
Signature of Participant or Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## TERMS & CONDITIONS

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**Tour Price:** Tour Price is based upon the elements of your tour and a minimum number of travelers. Any change to tour elements, change in the number of Tour Participants or an increase in supplier costs (e.g. fuel surcharges or tax increases) may cause the Tour Price, and therefore the payment schedule to change.

**Deposits and Payments:** Your completed Registration Form and initial, non-refundable booking deposit are due back to the Tour Organizer by the date indicated on the Registration Form. Please see your Tour Organizer for detailed information on subsequent payments.

### **Cancellations and Refunds:**

**Cancellation Protection Program (CPP):** This optional, highly valued program assures a refund in case you need to cancel participation on the tour for almost **any reason** up until the day of departure. The program entitles you to a **refund of all monies** paid to Gerber Tours on your behalf, minus the cost of the Program, the non-refundable booking deposit, and any applicable returned check fees (\$25). If you choose not to participate in this Program by filling in the "No" circle on your Registration Form, you are subject to the standard cancellation and may lose up to 100% of monies paid. CPP cost is in addition to the Tour Price and is only available at the time of registration. Enrollment in the CPP is not available within 60 days of departure. Please make a **separate check** payable to Gerber Tours, Inc. for the amount indicated on the reverse side of this form. Refunds under the program are not available in the unlikely event your trip is cancelled or in the event of acts of government, epidemics, force majeure events or acts of terrorism. All cancellation notices and requests for refunds must be in writing and mailed to Gerber Tours, 1400 Old Country Rd. Ste 100, Westbury, NY 11590-5119 postmarked no later than your departure date. Maximum amount refunded will not exceed payments made to Gerber Tours from the Sponsoring Organization on your behalf. Refunds take approximately 4-6 weeks to process.

**Standard Cancellation Policy:** Since your sponsoring organization is responsible for all payments made on your behalf to Gerber Tours, all cancellation and refund policies are established by your sponsoring organization. Please direct any cancellation notices and/or refund requests to your sponsoring organization.

**Health Proxy Forms and Medical Matters:** You must submit to your Tour Organizer a complete and accurate Health History and Medical proxy. Any medical or physical conditions that chaperones should know or that may interfere with your participation on the Tour or with others on the tour must be stated on your Form. I authorize the adults on my tour to obtain emergency treatment as deemed necessary by medical professionals.

**Insurance:** Primary medical insurance is included for accident (\$3,000), illness (\$1,500) or accident related dental injury (\$500) that occur during travel. Pre-existing conditions are not covered and other terms apply.

**Behavior:** Participants are responsible for exercising sound judgment, caution and respect for people, places and things while on tour and are expected to adhere to all rules and regulations set forth by the Trip and chaperones. Failure to do so, may result in the participant being sent home at own expense with no refund.

**Arbitration:** Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in New York City, New York in accordance with the commercial rules of the American Arbitration Association then existent. In any such arbitration the substantive (but not procedural) law of New York will apply.

### **Cancellations due to Governmental Action or Impossibility of Performance:**

In the event a trip is cancelled or postponed due to the actions of any governmental or civil authority, school or school district, or a cancellation is caused for any other reason beyond the control of Gerber Tours, tour participants will be entitled to a refund of monies paid less non-recoverable expenses prepaid or incurred by Gerber Tours and the non-refundable booking deposit.

**Responsibility Clause:** Gerber Tours, Inc., its employees, shareholders, subsidiaries, affiliates, officers, directors, successors, agents, and assigns (collectively, "Gerber") your school or other sponsor, city or town, Board of Education, chaperones, if applicable, and its and their employees, (collectively, "Sponsor" ) does not own, operate or control any person or entity which is to or does provide goods or services for your trip including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, neither Gerber nor your Sponsor is liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.

Without limitation, neither Gerber nor your Sponsor is responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal or terrorist activities of any kind or the threat thereof, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, epidemics or the threat thereof, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of Gerber or your Sponsor.

Changes in hotels or itinerary may be made at the discretion of Gerber or your local ground operator as it or they deem necessary or desirable. Gerber reserves the right to take photographic or film records of any of its trips and participant agrees that Gerber may use any such photographic or film records for promotional and/or commercial purposes, as well as approve of such use by third parties whom Gerber may engage without any remuneration to participant. Participant assigns to Gerber all right, title, and interest in or to any and all media in which his or her name or likeness might be used.

Gerber reserves the right to decline to accept or retain any person as a member of any trip. In the event a member is expelled from a trip, no refund of any kind will be made. Gerber reserves the right to cancel any trip with its sole obligation to refund all monies received by it for the trip. Trip participants are solely responsible for securing their own passports, visas, medical inoculations, etc. These terms and conditions can be changed only by a writing signed by an officer of Gerber.

**Seller of Travel Laws** Gerber Tours complies with all applicable state seller of travel laws and has registered as follows: **Arizona** Exemption as an ARC Travel Agency #33515285 **California** (CST #2021080-40) Registration as a seller of travel does not constitute approval by the state of California. California law requires certain sellers of travel to have a trust account or bond. This business has a trust account. **Florida** Exemption as an ARC travel agency #33515285 **Hawaii** Travel Agency Registration TAR6263 **Iowa** Travel Agency #538 Nevada Travel Agency Registration 2005-0134 **Oregon** Registry #313609-93 **Washington** Seller of Travel Reg. #602 052 263

# CANCELLATION PROTECTION PROGRAM



Protects  
Tour  
Payments!

## For security and peace of mind, enroll in our Cancellation Protection Program (CPP).

### A high-value program designed for convenience and protection.

The CPP allows a full refund of Tour Payments (minus the CPP cost and non-refundable items\*) if a Participant is unable to travel because of illness, sports obligations, scheduling conflicts or any other unforeseen events.

### Safeguard Tour Payments!

Without the CPP, cancelled trips can cost up to 100% of Tour Payments, which is why more and more Participants are taking advantage of the program and protecting their payments. **It has increasingly become the "Gold Standard" among traveling participants.**



### Simple enrollment and peace of mind!

The CPP is highly recommended by Tour Organizers and Participants. Enrollment is available at the time of Registration. To enroll, simply elect the "Yes!" option on the Registration Form and follow the payment instructions.

### Unexpected events are a part of life, we can't always plan for them...

...but we can plan for the possibility that we may encounter such situations, which is why the CPP is a safety measure worth taking. Anticipate this possibility and protect your Tour Payments, it's well-worth the small investment.



Essential  
and  
Affordable!

#### PROGRAM TERMS

- All cancellation notices and requests for refunds must be in writing, include the Registrant's name and be mailed to Gerber Tours postmarked no later than the Tour's departure date.
- If the CPP is declined, Participants are subject to the Standard Cancellation Policy as outlined on Registration Forms.
- Refunds take approximately 4 – 6 weeks to process.
- Refund total will be based on the Tour Price as contracted between Gerber Tours and Sponsoring Organization and on the total amount received for that participant at the time of cancellation (minus the CPP cost and non-refundable items\*).
- Only Registered Participants are eligible for refunds.
- Refunds will be made by sponsoring organization if participant cancels prior to final payment being received by Gerber Tours, Inc.
- Refunds under the CPP are not available if the Sponsoring Organization cancels the entire Tour or in the event or threat of acts of government, epidemics, force majeure events or acts of terrorism.

\*Non-refundable items include the non-refundable booking deposit, installment fees, late payment and/or returned check fees.

# Senior Trip Sign Up-February 8, 2011

## Senior Trip 2011- April 8-10

1. **WHERE AND WHEN:** Tuesday, February 8, in the Student and Faculty Cafeterias, beginning at 2:30. If you cannot make it on this day, have a friend sign you up. **This will be the ONLY day.**
2. **The COST** of the trip is **\$445.00**. The cost is based on four students to a room. Any rooms with less than four students will risk the possibility of being split up or having a student added to their room. **If this is not possible, an additional charge will be applied to all students in that room. \$60.00 per person for a triple room and \$170.00 per person for a double room. Payment plans available with a \$245.00 deposit at sign up.**

### **STUDENTS MAY NOT SIGN UP IN MORE THAN ONE ROOM**

3. **TO SIGN UP** each person **MUST** have:
  - a. **Money Order or certified check** payable to **SACHEM HIGH SCHOOL EAST CLASS OF 2011**
  - b. School ID
  - c. Signed parental permission slip/completed health history medical release and Gerber Tour Registration Form.
  - d. Room list (4 to a room)
4. **Trip cancellation insurance** is available to you at an extra cost through the tour company. There can be **NO REFUND** from the senior class after payment has been made to the tour company.
5. We will process the sign-ups on a first-come, first-serve basis. Rooms of 4 will be taken first. However, only one person per room will be permitted to sign up the room. Choose a member of your group who is responsible enough to carry all the necessary items listed above for each person in the room. Anyone signing up with fewer than 4 to a room, risks being split up, and placed (at our discretion) with students from another room. Actual room and bus numbers will be posted on the senior bulletin board prior to the trip.
6. The person doing the actual sign-up for the room will choose a bus on that day. All persons in the same room will ride on the same bus. Thirteen rooms equal one full bus.
7. As always, Sachem's policy on drugs and alcohol will be strictly enforced. Any student suspected of using either substance prior to or during the trip, will be removed from the trip, suspended from school for 5 days, referred to a Superintendent's Hearing to determine if a longer period of exclusion is warranted, and will **not** be permitted to attend the **SENIOR PROM**.
8. In accordance with the Sachem School District Smoking policy, smoking will not be permitted on any of the tour buses or in any of the hotel rooms.
9. We will be meeting with the parents/guardians of each person going on the trip. Below is a list of dates, times and locations. A parent/guardian of each person going on the trip **WILL BE REQUIRED** to attend **one** of these meetings. Attendance will be taken.

DAY	DATE	TIME	WHERE	PLACE
Saturday	3/5/11	11:00 am	H.S. East	Auditorium
Monday	3/7/11	3:00 pm	H.S. East	Auditorium
Wednesday	3/9/11	7:30 pm	H.S. East	Auditorium

The **PURPOSE** of this meeting is to share with your parents the rules and regulations of this trip and to inform them of your specific itinerary. **We will not permit any student to go on the trip if a parent/guardian does not attend one of these meetings.**