

SCOTIA-GLENVILLE CENTRAL SCHOOLS



Request for Overnight Field Trip

Please provide the following information to the Superintendent of Schools at least six (6) weeks in advance of the scheduled trip.

Person Requesting Trip: Christina Lipp and Katie Jahn

Date: 4/26/23

Class/Organization/Club Requesting Trip: Spanish Travel Club

Destination of Trip: Puerto Rico

Dates of Trip: 2/17/24 - 2/22/24

of Overnights: 5 nights

(Mo./Day/Yr.)

(Mo./Day/Yr.)

Estimated Departure Time from Home: _____ (AM/PM)

Estimated Arrival time at Destination: _____ (AM/PM)

Estimated Departure Time for Home: _____ (AM/PM)

Estimated Arrival Time at Home: _____ (AM/PM)

We will be traveling with Explorica Tour Company and the flights will be booked by them.

Purpose of Trip: This trip will be a language and cultural immersion with a Puerto Rican cooking class, a salsa dance class, a trip to the only rainforest in North America, snorkeling in the Caribbean, and historical city tours.

Number of Students on the Trip: 25

Number of Chaperones on the Trip: 3

Mode of Transportation: plane and charter bus around PR

Teachers in Charge: Christina Lipp, Katie Jahn, and Diane Sartin

(Please list all names)

Names of Non Staff Chaperones: _____

(Please list all names) _____

Names of Students Participating in Trip** TBD

Attach separate sheet

Plans for Lodging: hotels booked by Explorica (Hyatt in Bayamon and Ponce hotel)

Trip Itinerary: See attached

Anticipated Cost of Trip: \$75,000

Source of Funds: individual

Anticipated Cost per Student: \$2,686

Anticipated Number of Substitutes Needed: 0

This trip will be "at no cost to the district" Yes X No _____

List "other" School/Groups/Organizations Expected to Travel With You AND the Purpose for their Traveling with You: _____

Additional Comments: This will be our school's fourth time traveling to Puerto Rico with all previous trips being a complete success. It is a wonderful opportunity for Scotia students to study the Spanish language and Puerto Rican culture. Past students have found traveling rewarding and beneficial. This tour is educationally driven and focuses on Spanish language immersion.

Approved: Ahp Date: 4/26/23
Academic Head/Supervisor

Approved: Rens. Beahm Date: 5/1/23 *Approved as per occurring over a school break; PR is a territory of the U.S.*
Building Administrator

Approved: _____ Date: _____
Superintendent of Schools

Any changes in the information provided must be brought to the Superintendent's attention immediately.

** Any incomplete information must be provided at least 2 weeks prior to the trip.



Lipp's Puerto Rico

GROUP INFORMATION

TourCenter ID:

Lipp-2369

Departing From:

Albany

Departing:

February 17, 2024

Returning:

February 22, 2024

Last day for this Tour Fee:

June 22, 2023

YOU CAN SIGN UP AT:

<http://www.explorica.com/Lipp-2369> (/Lipp-2369)

TOUR ITINERARY

Day 1 Hola San Juan

Meet your Tour Director & check into hotel

Travel to Ponce

Dinner

Day 2 Start extension in Ponce

Breakfast

Ponce tour director-led sightseeing

Parque de Bombas, Lions Fountain, Ponce Cathedral, Casa

Alcaldia

Taino Ceremonial Park visit

Cooking class

Travel to San Juan

Dinner

Day 3 San Juan landmarks

Breakfast

Campo Rico horseback riding tour

Campo Rico ziplining tour

San Juan Guided Sightseeing

Dinner

Day 4 San Juan

Breakfast

Island excursion & snorkel trip

LEAP Salsa Time!

Price

Total Fee:* \$2,686.00

Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee*	\$2,651.00
On-Tour Tipping	\$35.00

Total Fee* \$2,686.00

OR 8 monthly payments of \$329.50

After initial payment of \$50.00

* Last day for this Tour Fee is June 22, 2023.

Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement	\$45.00
Twin Room Upgrade	\$225.00
Additional Adult Fee	\$270.00

TOUR FEE INCLUDES:

- Round-trip transportation
- 5 overnight stays in hotels
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visit to select attractions as per itinerary
- Tour Diary™
- Overnight security chaperone
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be

Dinner
Day 5 Fajardo
Breakfast
El Yunque Caribbean National Forest visit
Luquillo beach free time
Dinner
Day 6 End tour
Breakfast
Travel to San Juan
Travel home

listed as separate line items in the
total trip cost, if included.