



CHARTIERS VALLEY SCHOOL DISTRICT

TEAM TRAVEL REQUEST FORM

- Request must be received by the Business Office as much in advance as possible prior to travel.
- Team Travel is defined as a group of students and school professionals traveling on behalf of the District.

1 Name of Team:	Chartiers Valley High School Orchestra	2 Budget No:	N/A - CV Orch Boosters Organization
3 Date(s) of Travel:	Thursday, September 28, 2023 - Sunday, October 1, 2023		
4 Total # of Travelers:	estimated amount no greater than 50, based on 2023-2024 enrollment numbers		
5 List of Schl Professionals Traveling:	Emily Kondracki, Amanda Bautista		
6 List of Team Members Traveling:	Once students confirm and put down deposit, a roster will be shared		
6 List Cont'd:			
7 Purpose:	The purpose of this trip is to take the Chartiers Valley High School Orchestra to perform at the JFK Library and Museum in Boston, Massachusetts and a venue in Salem, Massachusetts (once it is finalized). There will be many educational and culturally immersive experiences such as JFK Presidential Library & Museum, Boston Tea Party Ships & Museum, Freedom Trail Tour, Salem Maritime Museum and Historic Wharf, and a performance by the Boston Symphony Orchestra.		
8	Please attach a copy of any documentation that supports the reason for travel to this request.		

				Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee						
10 No. of Days Substitute Required:	2	x	\$ 121.60 /per Day	\$ 243.20		
11 Total No. of Nights and Rooms:		x	/per Day	\$ -		
12 No. of Breakfasts		X	12.00 /per Day	\$ -		
13 No. of Lunches		X	18.00 /per Day	\$ -		
14 No. of Dinners		X	25.00 /per Day	\$ -		
15 Transportation No. of Miles:		x	0.545 /per Mile	\$ -		
16 Other Expenses-Describe purchase:						
17 Total Estimated Expenses				\$ 243.20		\$ -
18 Cash Advance Amount Requested						
19 Requester's Signature:				Date:	10/7/22	
20 Principal/Athletic Dir				Date:	10/7/22	

ADMINISTRATION ROUTING	
Superintendent:	Date: 10/8/22
Director of Finance:	Date:

BOARD OF EDUCATION AUTHORIZATION	
Approved by the Board of Education on:	Date: 11/9/22/kb



Chartiers Valley HS Orchestra - Boston TRIP CONFIRMATION AGREEMENT

September 28 - October 1, 2023

Itinerary



PROPOSED ITINERARY

Thursday, September 28, 2023

- Bus departs Chartiers Valley High School at 5:00 am
- Lunch along the route with a meal stipend
- Driver change along route
- Group dinner on arrival - TBD
- Evening Witchcraft Tour in Salem, MA

Friday, September 29

- Admission to JFK Presidential Library & Museum
- Orchestra performance in the JFK Library Pavilion
- Free time at Faneuil Hall and Quincy Market
- Tour of the Boston Tea Party Ships
- Freedom Trail Guided Tour

Saturday, September 30

- Salem MA Regional Visitor Center - Film: "Where Past is Present"
- Admission to the Salem Witch Museum
- Free time to explore Salem and follow the Salem Heritage Trail
- Boston Symphony Orchestra - TBD

Sunday, October 1

- Breakfast buffet at the hotel
- Check out of the hotel and load luggage on the bus
- Bus departs to return to Chartiers Valley High School
- Lunch and Dinner along the route with a meal stipend

Hotel Accommodations



Springhill Suites Boston Peabody

The SpringHill Suites Boston Peabody, MA hotel is designed to inspire with spacious suites, built for both work and play. Enjoy the complimentary hot breakfast buffet, or stop by The Market, open 24 hours, for food, snacks & beverages. Connect with friends and enjoy complimentary high-speed Internet in the lobby lounge. Conveniently located just 20 minutes from downtown Boston, Logan International Airport, Rockport, Gloucester, North Shore beaches & historic Salem, MA.

Transportation



MOTORCOACH TRANSPORTATION

Round-trip, chartered bus transportation on one (1) 55-passenger motorcoach from Chartiers Valley High School to Boston, MA, including local transfers, parking, and driver's room and gratuity.

Activities



John F Kennedy Presidential Library & Museum

The John F. Kennedy Presidential Library and Museum is dedicated to the memory of our nation's thirty-fifth president and to all those who through the art of politics seek a new and better world.

**Quincy Market & Faneuil Hall**

Located in the heart of downtown Boston, Faneuil Hall Marketplace is adjacent to historic Faneuil Hall and is bordered by the financial district, the waterfront, the North End, Government Center and Haymarket. It is a well-traveled part of Boston's "Freedom Trail."

**Boston Tea Party Ships & Museum**

At the Boston Tea Party Ships & Museum, you can be a part of the famous event that forever changed the course of American history through a multi-sensory experience that includes live actors, interactive exhibits, and full-scale replica 18th-century sailing vessels!

**Freedom Trail Tour**

The Freedom Trail Foundation's most popular, introductory, tours highlight the diverse history that took place at 11 of the 16 official Freedom Trail historic sites, featuring Boston Common, Massachusetts State House, Park Street Church, Granary Burying Ground, King's Chapel & King's Chapel Burying Ground, Boston Latin School site/Benjamin Franklin statue, Old Corner Bookstore, Old South Meeting House, Old State House, Boston Massacre site, and Faneuil Hall. Experience stories of the American Revolution, as well as the history of traditionally underrepresented peoples spanning from the 16th – 21st centuries.

**Salem Witch Museum**

The Salem Witch Museum, founded in 1972, offers two historical presentations. The first tells the tragic story of the 1692 witch trials, and takes place in a large auditorium with life-sized stage sets which are illuminated and dramatically-narrated to immerse visitors in the world of 17th century Salem. The second exhibit, *Witches: Evolving Perceptions*, examines the European witchcraft trials, the evolving image of the witch, and the larger issues of persecution and scapegoating in American history.

**Free time to explore Salem - Lunch & shopping**

What's that line on the ground? It's the Heritage Trail, and it connects all of Salem's main sites. Navigate your way through Salem and America's history with the Heritage Trail map

**1692 Witchcraft Walk in Salem, Massachusetts**

Walk through the history of the Salem witchcraft trials

**8:00 PM****Boston Symphony Orchestra**

Performances

**PERFORMANCE OPPORTUNITIES**

JFK LIBRARY & MUSEUM - a public performance in the Pavilion

SALEM, MA - if available, a public performance will be arranged

Meals

**BREAKFAST**

Three (3) breakfasts are included:

- Friday, Saturday, Sunday - buffet breakfast at the hotel

**LUNCH**

Four (4) lunches are included:

- Thursday & Sunday - meal stipends along the route
- Friday - meal stipend at Quincy Market
- Saturday - meal stipend in Salem, MA

DINNER

Four (4) dinners are included:

- Thursday - restaurant in Boston or Salem, MA (*tbd*)
- Friday - Cheers bar on Beacon Hill (*pending availability*)
- Saturday - Restaurant in Salem (*tbd*)
- Sunday - with a meal stipend along route

Pricing Estimates

ESTIMATED PRICING (per person)

Included with the above features:

- One Security Guard will be on duty for seven (7) hours for three (3) nights to monitor the hotel hallways overnight.
- A 24/7 experienced Tour Conductor provided in Massachusetts by Choice Music Tours who have been specializing in student performance group travel since 1978.
- All taxes, gratuities, and fees on included features.

Springhill Suites Boston Peabody

Based on 33 paying students and chaperones with 2 staff packages included:

- \$ 970 per student based on Quint occupancy
- \$ 1,008 per student based on Quad occupancy
- \$ 1,215 per adult based on Double occupancy
- \$ 1,598 per adult based on Single occupancy

Based on 28 paying students and chaperones with 2 staff packages included:

- \$ 1,058 per student based on Quint occupancy
- \$ 1,096 per student based on Quad occupancy
- \$ 1,303 per adult based on Double occupancy
- \$ 1,686 per adult based on Single occupancy

IMPORTANT NOTES:

1. The prices quoted in this proposal are based on 30 or 35 participants using one (1) 55-passenger bus.
2. The pricing above includes two (2) adult staff packages in double occupancy, based on 28 or 33 paying students and adults.
3. The quoted per person trip costs are estimated and subject to availability, fuel surcharges, and final number of participants. Trip costs are not finalized until all contracts are signed and reservations are confirmed. All items are based on availability at the time the Proposal is accepted and the first deposit is received.

Payment Schedule and Terms & Conditions