

INTENT to TRAVEL

2011 SPAIN TOUR

Niceville High School Choral Music Department



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7 The Niceville High School Spain Singers will travel to Spain in March 2011. For those who are reading
8 this on SchoolNotes, hardcopies of the letter are available if you cannot print this letter at home.

9 Intropa Tours of Houston, Texas has been selected to build our 2011 performance tour of Spain.
10 However, because the Chorus is managing the tour from Niceville until departure, all correspondence
11 should be directed to the Choral Director, or designated Chorus Tour Manager, rather than Intropa. If called
12 or e-mailed, Intropa will redirect all questions to the Director. This policy is in place to allow for a clearer
13 means of communication between all parties. Only those designated to do so will communicate with the
14 travel agent assigned to the Niceville tour. If more detailed communications are needed between a member
15 of the tour and Intropa, the Director or Tour Manager will arrange for access to the appropriate Intropa
16 agent.

17 The tour will be sponsored by Niceville High School and sanctioned by the Okaloosa County School
18 Board.

19 The price of the tour for each member of the tour is \$3,050.00. This price includes surcharges, taxes and
20 other expenses. If you choose to room by yourself, a single-room supplement will be added to the cost of
21 your tour. A student may not room alone unless granted special permission by his/her parents and the
22 Director. The exact price of the single-room supplement will be set this week by Intropa and will arrive as a
23 part of a packet. In the past, the single-room supplement has been approximately \$600.00. If you choose to
24 deviate from the itinerary, extra charges can be also be expected. While there is no anticipation of any other
25 charges, the member of the tour should be warned that additional expenses could arise. Significant
26 increases in the price of fuel is an example of unpredictable charges that could be passed on to Intropa and
27 then to the Chorus. However, these additional charges are not expected and a warning is included here only
28 as a precaution.

29 To be considered for the tour, a \$100.00 deposit is due immediately. This money will reserve an airline
30 seats. A deposit does not guarantee a place on the tour. If you are not chosen to go to Spain, a full refund, in
31 the form of a school check, will be made. If you elect to do so, the refund may be applied to your/your
32 student's student chorus account. If you are chosen to travel with the Singers to Spain, the \$100.00 deposit
33 will be applied to the price of the tour.

34 The tour will begin on Saturday, March 19 and conclude on Tuesday, March 29, 2011. Two school days
35 will be missed, Monday, March 28 and Tuesday, March 29. The other days fall during the 2011 OCSD spring
36 break. Air travel will start and end at the Pensacola Regional Airport. Members of the tour are responsible
37 for their own transportation to and from the airport, and for any baggage fees charged by the airline.
38 Luggage will be limited in weight, size and number of bags as published in the information forthcoming from
39 Intropa.

40 Rooming will be double occupancy. Tour members may choose their roommate, in almost every case.
41 Exceptions to this opportunity come if there is a need to "fill" a room, in which case the Director will assign
42 roommates. Members of the tour may also select airline seatmates when it is allowed by the airline/Intropa.

43 Each month, with the exception of December, you will be required to make a payment. The first payment,
44 \$500.00, will be due by August 6, 2010. All checks should be made to Niceville High School. This payment,
45 as well as the \$100.00 airline seat reservation fee/trip deposit, is non-refundable except in the case the tour
46 is cancelled or if an emergency cancellation (emergency cancellation will be interpreted by the director and
47 principal). Monthly payment amounts will be established by June 1, 2010 and the dates published online.
48 Payment amounts can, and probably will, vary each month to accommodate certain deadlines. There will
49 every attempt made to "level-ize" payments. Airline seats must be paid in full by November 1. Monthly
50 payment amounts will be structured for the months of September, October and November to make sure
51 your ticket is issued to Intropa at that time. If you cancel your trip after the airline ticket is purchased, you will

52 not be able to get a refund for the ticket. The tour must be paid, in full, at least one month before departure.
53 The last payment will be due in February 1 and will include all remaining monies owed for the tour.

54 If you would like to obtain your own airline tickets with the use of Delta SkyMiles, you may do so. The
55 Director and Intropa must be informed of this intent as soon as you make that decision. The appropriate
56 "Land Only" form must be submitted very soon afterward. Delta Airlines is the airline designated by Intropa
57 to fly us to Spain. You are warned that the air carrier could change, although a change is not anticipated. In
58 addition, you may redeem air miles from other sources. However, every effort should be made to take the
59 same flights as the rest of the tour group. If you do not elect to use Intropa to arrange your air travel, you will
60 pay for only the land package. (The land-only package price is expected to be available by Friday, May 14).
61 Members of the tour obtaining their own airline tickets should be aware that they will be required to make all
62 payments as scheduled, beginning in August, until their land package is paid in full. Careful coordination with
63 the rest of the tour is very important to avoid confusion, extra ground coordination by Spanish tour officials
64 and additional charges for separate ground transportation from the airport to the hotel in Madrid upon arrival
65 and to the airport in Barcelona for departure.

66 All payments will be considered delinquent if not paid by the first business day of the month. An additional
67 10% charge of the amount of the payment will be assessed for payments more than five (5) days late. This
68 charge will be applied to any late fees charged to the Chorus. If payment is not made within 14 days of a due
69 date, the tour member can be dismissed from the tour. If dismissal occurs, the first airline payment
70 (\$100.00), as well as the first \$500.00 payment, will be forfeited and any resulting charges to cover monies
71 charged to the Chorus by Intropa will be passed on to the tour member.

72 Intropa will provide the Chorus with some very important documents that the Chorus will in turn provide
73 you. It will be the responsibility of the traveler to read and process each document as instructed in a timely
74 fashion. One of these documents will be a contract from Intropa that each tour member must sign and return
75 within three days of distribution. You will have options to purchase insurance. You must accept or decline
76 this insurance policy by filling out one of two forms. Information will be made available that will allow you to
77 purchase other insurance policies not connected directly to the Chorus or Intropa as well as contact
78 information for insurance companies offering tour member's insurance. (This insurance makes possible
79 coverage for such things as injury that your home policy may not cover as well as services such as air
80 ambulance transportation from Spain to the United States.) Cancellation, itinerary deviation and land-only
81 forms from Intropa will be included.

82 A passport is required of each tour member. You must provide four high-quality black and white copies
83 of your passport by September 1. If the copies are of poor quality, they will not be accepted. If you have a
84 passport that expires six months before the departure date of March 19, you must apply for another
85 passport. Applications are available on-line. The waiting period for a passport can be significant, making it
86 important to order a new passport as soon as possible. If you have a valid passport, copy it and return the
87 four copies with this Intent to Travel Form. Also, attach your \$100.00 airline seat deposit. If you are not a
88 United States citizen or if there are circumstances that would complicate international travel, write down this
89 information and attach to this document. The tour member will be responsible for all costs related to the
90 issuance of a new passport if the tour member loses his/her passport while on the tour. These costs will not
91 be restricted to the cost of the passport. Cost for passport replacement will also include the expense of
92 transportation, and the other related costs for Intropa personnel to do what is necessary to obtain a new
93 passport. Travel expenses to an American embassy or consulate will be paid by the tour member for the
94 Intropa representative and the tour member in order to travel to a city to obtain a new passport.

95 When you sign this Intent to Travel document, you acknowledge that you have read "Spain Letter #1" and
96 agree to abide by the letter and intent of the document as well as the policies contained in this Intent to
97 Travel document.

98 The Director will have full discretion in the selection of who will travel to Spain as a part of the tour.

99 Performers will be chosen who best enhance the ensemble, students who have proven to be a positive
100 addition to the Chorus in the past. Membership in the Niceville Spain Singers does not necessarily constitute
101 membership in the Niceville Singers. A Spain Singer, if not a member of the Niceville Singers, cannot enroll
102 in the 8th period Singers class.

103 The Director is solely responsible for choosing the adults who he thinks will best insure the success of the
104 tour. If a student is not prepared to travel internationally without parent(s), neither should apply.

105 All students who travel to Spain must also travel with the Niceville Chorus to Gatlinburg, Tennessee for
106 the 2011 Spring Chorus Trip. Activities intended for the entire Niceville High School Chorus are considered
107 primary activities and therefore take precedence over the Spain tour. The Tennessee tour is April 20 – 24. A

108 student must pay in full for the Tennessee trip, estimated at \$485.00, by February 19, 2011 to remain a
109 member of the tour. If removed from the tour by the Director because of failure to pay for the spring trip,
110 \$600.00 (the price of the \$100.00 seat reservation and the initial \$500.00 trip payment) will be forfeited as
111 well as any other charges not covered by the \$600.00.

112 Six-hundred dollars (\$600.00) will also be forfeited for withdrawing from the tour after August 6, 2011 if
113 the reason for withdrawal is not accepted by the director and principal. In addition, any other fees charged to
114 the Chorus by Intropa, exceeding \$600.00, will be passed on to the member of the tour if that member
115 cancels without an acceptable reason. If the tour member owes more than \$600.00, the debt will be settled
116 before a refund is processed. Member of the tour who cancel their trip will be responsible for paying the
117 single-occupancy surcharge for his/her roommate before receiving a refund. Common charges incurred by
118 trip cancellation include airline penalties, single-occupancy charges for the remaining roommate, changes
119 incurred for changes regarding ground transportation or for deviations from the itinerary submitted by the
120 member of the tour.

121 Extra rehearsals and meetings will be required to prepare the music for the tour. The Spain Singers
122 primary rehearsal time will be during 8th period (1:55 PM – 3:00 PM) when Spain rehearsals are scheduled.
123 Meetings will be scheduled to discuss various aspects of the tour for student and/or adult member of the tour
124 when attendance will be required. To enhance the educational and musical value of the tour, students may
125 be required to complete research on tour destinations, people or music and attend lectures, lessons or other
126 events that relate to the tour of Spain. Parents who have students traveling to Spain, but who are not
127 traveling themselves, will be notified about meetings where “need to know” information will be presented.
128 Failure to attend Spain-related meetings, rehearsals or information sessions can be grounds for
129 disqualification from the tour with forfeiture of deposits and other fees. This is especially true of members of
130 the tour, but can also apply to parents who are not traveling but miss meetings when parents are required to
131 attend with their student.

132 The rules and regulations for Chorus travel, published in the Chorus Handbook, will be in effect
133 throughout the tour. This includes the prohibition on the consumption of alcohol, even where Spanish law
134 allows the consumption of alcohol by those 18 years old or older. Because students will be prohibited from
135 drinking alcohol, adults are asked to use discretion if they choose to consume alcoholic beverages.

136 Any individual arrested and detained by Spanish authorities for breaking Spanish law will receive
137 assistance from the Chorus and Intropa while the student’s family arranges legal counsel and makes plans
138 to fly to Spain and take custody of their student. Intropa will also call the American embassy if deemed
139 necessary by the Director or parents of the detained tour member. Neither the Chorus nor Intropa will be
140 responsible for the legal costs or for the transportation of parents traveling to Spain to assist their student. If
141 a student or adult is charged with a crime and released by the police to the custody of the Director, they will
142 be separated from the tour as soon as possible and flown home at the earliest possible time, provided
143 Spanish authorities allow that person to leave the country. Any adult member of the tour arrested for a crime,
144 will be fully responsible for all matters associated with the charges.

145 Failure to follow all tour policies, published Chorus/tour rules and regulations or Intropa’s rules and
146 policies for travel, can result in removal from the tour. Individuals removed from the tour will be responsible
147 for all costs incurred by Intropa or the Chorus to return to the United States.

148 By signing and dating this document in the places provided below, you agree to abide by the terms of this
149 document, as well as the policies discussed in the “1st Spain Letter”.

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Student Signature	Print Your Name Here	Date
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157 **PARENTS ARE REQUIRED TO CO-SIGN WITH THEIR STUDENT-MEMBERS OF THE TOUR EVEN IF THE STUDENT IS 18 OR OLDER**

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Parent Signature	Print Your Name Here	Date
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