

OVERNIGHT CURRICULAR OR CO-CURRICULAR TRIP REQUEST

Part 1: For out-of-state request for preliminary Board approval. (This request should be submitted to the Board of Trustees a minimum of six (6) months in advance of the departure date. Part 2 of this request must be submitted as before. Both parts require board approval.)

Requestor: Lauren Diez School: LAHS Department/Group: Choir
Destination: New York, NY Mode of Transportation: Air
Departure Day and Date, e.g. Monday, August 1, 2016 through Thursday, August 11, 2016)
Friday, March 13 - Tuesday, March 17, 2020
Number of instructional days missed: 1 Estimated # of students: 16
Person or organization responsible for the organization of the trip: Lauren Diez

We request that this application for preliminary approval be placed on the Board Agenda for

11-18-19 (Board Meeting Date)

Requestor: [Signature] Date: 11-12-19

Department Coordinator: [Signature] Date: 11-12-19

Principal: [Signature] Date: 11/12/19

Associate Superintendent: [Signature] Date: 12/2/19

Received in Ed Services on 11/19/19 by [Signature]

(The request must be received in Ed Services at least two weeks in advance of the board meeting date)

RECEIVED
NOV 19 2019

PART 2: OVERNIGHT CURRICULAR OR COCURRICULAR TRIP REQUEST

Requested by: Lauren Diez Department: Performing Arts

School: Mountain View HS Los Altos HS Alta Vista HS

Destination (out of state trips require Board approval): New York, NY

Mode of Transportation: Air District Bus/Van Chartered Bus Car Other _____

Date and Time of Departure: 3/13/20 Date and Time of Return: 3/17/20

Number of instructional days that students will be missing: 1

What provision has been made for students to make up missed classes and assignments? Choir
class time may be used to make up assignments

Number of Participants: 16 students 1 parents 2 teachers _____ others _____

Objectives of the Trip (educational value): Work with a living choral composer
and perform at the Lincoln Center

Total cost of trip per student (include all expenses): \$ 1,760

Fund raising activities and amount you expect to raise to offset cost to students (Please show by how much your fund raising will reduce the expenses per student): Restaurant fundraisers, Poinsettia
sale, singing grams, performances, ~ \$260/student

Amount student is expected to pay from personal sources after applying fund raising share: \$ ~~1,500~~ 1,500

NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.

What arrangements will be made to subsidize the student? donated funds

NOTE: No student can be excluded from a trip because of inability to pay.

Facilities for lodging (if a hotel, name and address): hotel TBD

Names of trip supervisor(s): Lauren Diez, Nancy Moran

Number of substitutes needed (Personnel must be notified if trip/substitutes are cancelled): 2 subs, 1 day

Nancy A Moran
Department Coordinator's Signature

11/13/19
Date

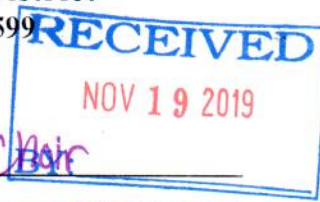
THIS SECTION TO BE COMPLETED BY PRINCIPAL'S OFFICE AND EDUCATIONAL SERVICES DEPARTMENT

| Received | Progress | Completed | N/A | | Approved By: | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|---|--------------------------------------|-----------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parental Permission for Field Trip | <u>W. Smith</u> | <u>11/13/19</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field Trip Agreement for Chaperones | | Date |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency Medical Treatment Card | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field Trip Checklist | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volunteer Driver - Application for Approval & applicable Parental Permission form | <u>[Signature]</u> | <u>12/2/19</u> |
| | | | | | Associate Superintendent's Signature | Date |



Mountain View-Los Altos Union High School District

1299 Bryant Avenue, Mountain View, CA 94040-4599



FIELD TRIP CHECKLIST

Teacher Name: Lauren Diez Representing which Class or Group? Choir
 Purpose of Trip: Perform at Lincoln Center, NY
 Proposed Date of Trip: 3/13 - 3/17/20 Departure Time: TBD Return Time: TBD
 Number of Students: 18 Cost of Trip per student: \$1,760

DAY TRIPS

This form must be completed a full two weeks prior to the departure of the field trip. Completed forms must be returned to the principal's administrative assistant for the principal's review prior to placement on the field trip calendar.

- Attach a copy of the Parental Permission for Field Trip form that you will distribute to students with the information box completely filled out.
- Number of Chaperones: _____

OVERNIGHT TRIPS:

Overnight trips must be filed with the principal's office at least **two weeks prior** to the commencement of the trip and approved by the principal and the Associate Superintendent of Educational Services. Out-of-state and out-of-country trips require School Board approval and must be submitted to the Board of Trustees a minimum of **six months prior** to the departure date.

- Complete the *Overnight Curricular or Co-Curricular Trip Request* form and turn it in with this application. Be sure to check the "Forms Completed" boxes.
- Number of Chaperones: 2 (Overnight trips with students of mixed gender must have at least one chaperone of each gender.)

TRANSPORTATION: Check the box indicating that you have completed the appropriate forms.

- Traveling by private vehicle*
 - Drivers must complete the personal auto insurance verification form, "Volunteer Driver - Application for Approval"
 - Parents of students being transported must complete the appropriate permission forms
- Transportation Request* (if traveling by bus)
- Transportation costs will be covered by: fundraising + student payments

FIELD TRIP ROSTER:

- Field trip rosters must be submitted to the Attendance Office at least two days prior to departure with parental permission forms attached. (Checking this box indicates your assurance that this step will be completed.)
 Teacher submitting roster: Diez Date: 3/2/20

MEETING WITH STUDENTS:

- A meeting with students, chaperones, and parents is required for Overnight and Out-of-state trips only. Checking this box indicates that meeting was held, or is scheduled to be held and an administrator has, or will be present. (Please keep a sign-in sheet for your records.)
 Date of meeting: 2/10/20

FIELD TRIP AGREEMENT FOR CHAPERONES:

- Checking this box verifies that the staff member responsible for this trip has collected signed and dated chaperone agreements from every adult who is accompanying the students on this trip.

Reviewed by: W Sathia Date: 11/3/19
 (Principal)



Mountain View-Los Altos Union High School District
1299 Bryant Avenue, Mountain View, CA 94040-4599

PARENTAL PERMISSION for FIELD TRIP

- Day Trip only
- Overnight Trip
- Out-of-State Trip

Permission for your son/daughter to participate in a field trip is requested. The pertinent information is as follows:

School: LAHS

Class: Choir

Teacher: Lauren Diez

Destination of field trip: New York, NY

Purpose: Perform at Lincoln center and work with living Choral Composers

Date and time of departure: 3/13 - 3/17/20

Number of students who will attend: 16

Mode of transportation: air

Nature of lodging: hotel

Cost to each student: \$1,760 Purpose: _____

Names of supervisors: Lauren Diez, Nancy Moran

NOTE: In the event of a trip delay due to unforeseen circumstances, e.g., natural disasters, the district is not liable to pay the additional room, board and transportation costs associated with a prolonged stay overseas or out of state. Parents are highly encouraged to purchase Travel Insurance to prepare for the possible, though unlikely occurrence of such an event. In the absence of such insurance, parents are fully liable for any additional expenses.

I give my permission for my son/daughter _____ to attend the field trip described above. I furthermore authorize the supervisor to take responsibility for securing emergency first aid or medical aid if either is required by my son/daughter. I have read the Code of Conduct printed on the back of this form, and discussed behavioral expectations and the consequences for not meeting those expectations with my student.

X _____
(Parent/Guardian's signature)

X _____
(Student's signature)

NOTE: If district-owned transportation is being used, the school district's insurance policy covers bodily injury and property damage liability. All drivers of non-district owned vehicles are asked to furnish evidence of automobile insurance liability coverage.

(over)

12 November 2019

Dear MVLA School Board,

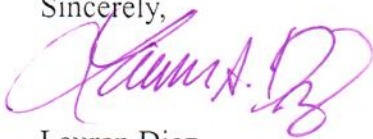
I am thrilled to present you with an exciting travel and performance opportunity for the LAHS Choir program. This trip will not only provide a once-in-a-lifetime musical experience for the students, but I am confident it will also serve our growth and recruitment efforts for the choir program.

Based on our submission of an audition recording we have been accepted to perform in at the Lincoln Center in New York City as part of a large festival chorus of other talented singers from throughout the country. We will perform the music of famous modern-day choral composer Ola Gjeilo and rehearse with him for two days before performing with him on stage at the Lincoln Center.

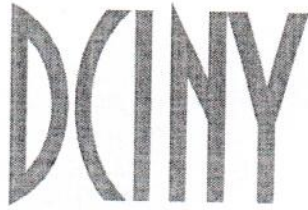
Working with a world-famous composer and performing in one of the most prestigious venues in the country is a rare and exciting opportunity. Students will spend time outside of rehearsals experiencing New York's thriving arts scene by attending performances and museums. In addition, the timing of this trip is ideal for students; our departure date coincides with the end of the Third Quarter and leads into a four-day weekend for the students, meaning they will only miss one instructional day of school.

I do realize that this request for out-of-state trip approval is beyond the six month deadline, but I hope you see the tremendous value of this experience for our students and would be willing to make an exception. I know this trip will aid the revival and growth of the LAHS choir program and offer our students a meaningful educational experience.

Sincerely,



Lauren Diez



DISTINGUISHED
CONCERTS
INTERNATIONAL
NEW YORK

250 West 57th Street, Suite 1610, New York, NY 10107
212-707-8566 | Concerts@DCINY.org
www.DCINY.org

Changing Lives through the Power of Performance

Wednesday, October 30, 2019

Lauren Diez
Los Altos High School
P.O. Box 3101
Los Altos, CA 94024
USA

Dear Lauren,

In recognition of your dedication to musical excellence, and due to the high quality of your audition recording, it is with great pleasure that I extend an invitation to you and the Los Altos High School Choir to participate in a performance of *The Music of Ola Gjeilo* on the DCINY Concert Series in New York City. This performance is planned to take place on Monday, March 16, 2020 in Lincoln Center for the Performing Arts' Alice Tully Hall under the batons of Cameron LaBarr and Brian Schmidt. Composer Ola Gjeilo will be present as Composer-in-Residence, and will play piano on the concert. Congratulations to you and your singers on this wonderful achievement and recognition!

A limited number of ensembles have been selected for this special invitation. Your musicians will join with other outstanding choristers to form the Distinguished Concerts Singers International, a choir of distinction. DCINY, a professional production company with experience presenting at venues including Carnegie Hall and Lincoln Center for the Performing Arts, provides a quality performance experience in collaboration with high caliber musicians and soloists. The residency includes two half-days of rehearsals and clinics, culminating in a performance accompanied by Distinguished Concerts Orchestra, with Maestros LaBarr and Schmidt on the podium.

I am excited about the prospect of including you and your singers in pursuit of a glorious and memorable concert. It is only fitting that you are given this unique opportunity to perform in one of the world's greatest concert halls, which itself represents excellence and musical achievement.

I look forward to working closely with you in the creation of a most rewarding performance for your singers.

With kind regards,

Jonathan Griffith, DMA
Artistic Director and Principal Conductor

Iris Derke, Co-Founder and General Director
Jonathan Griffith, Co-Founder and Artistic Director

Kevin Taylor, Executive Director
Jason Mirek, Director of Programs & Administration
Andrea Nuderman, Director of Marketing and Development
Danuta Gross, Director of Finance and Support Services

- It is a mandatory requirement that for any performing ensemble comprised of musicians in the primary, middle school and/or high school age group, the group will have a ratio of 1 CHAPERONE PER 10 PERFORMERS. It is also the policy of DCINY that each chaperone is either a registered performer or a registered VIP Patron and is 25 years of age or older. Registered chaperones will be expected to be in attendance at all rehearsals and the performance.
- It is the responsibility of each artist to be present and on time to each scheduled event. All performers are expected to be musically prepared and to conduct themselves in a professional manner at all times. DCINY reserves the right to withdraw rehearsal and performance rights from any artist who fails to meet these obligations and to dismiss them from their participation immediately with no refund of monies paid.
- All participants agree to adhere to and recognize all decisions made by DCINY as final relating to their performance.
- With every twenty (20) performer registrations, there is one (1) additional complimentary registration for the twenty-first performer. This will be applied to the group's invoice after the first deposit is received.
- DCINY strongly suggests that you and your participants consider trip insurance for your visit to NYC. Trip insurance can help protect and reimburse you in the event of unforeseen circumstances. DCINY has a non-refundable policy, as does many travel vendors. We recommend Allianz. <http://artisttravels.com/travel-insurance/>
- Do not make any non-transferable or non-refundable arrangements (travel, hotel, shows, etc.) until DCINY can confirm all participants and the rehearsal schedules for this residency with you in writing. DCINY will not be responsible for any conflicts made prior to this written concert confirmation.
- Groups are strongly encouraged to make deposits with DCINY only for those performers and VIP Patrons that have made a financial commitment to the group for this event.

DCINY VIP PATRON INCLUSIONS:

- A concert ticket to the performance at the venue contracted in the best seats in the house at the time of the VIP Patron's registration.
- An official patron badge allowing for stage door admittance to the contracted venue, entrance to all rehearsals, and the post-concert Artist and VIP Patron Gala Reception. Without a formal patron badge, there will be no admittance to any of these events.
- Invitation to the post-concert Artist and VIP Patron Gala Reception. This will be an exclusive celebration limited only to registered performers and VIP Patrons.
- VIP Patrons may travel with their ensemble or make their own individual travel arrangements. VIP Patron participation is optional. Non-performers are welcome to purchase concert tickets separately, however, admittance to rehearsals and the post-concert Artist and VIP Patron Gala Reception is not possible without a full VIP Patron registration.
- VIP Patron spaces and prime concert seating is limited in numbers so early registration is highly recommended.

REGISTRATION and PAYMENT SCHEDULE:

For Performing Arts Partners in groups of 10 or more performers, \$790.00 USD per performer:

- \$200.00 per person – Initial payment due to DCINY within 2 weeks of invoicing in order to reserve your place during the residency (unless alternate due date is mutually agreed upon with DCINY)
- \$200.00 per person – Second payment due to DCINY by no later than 150 days prior to your performance
- \$390.00 per person – Third and final payment due to DCINY by no later than 60 days prior to your performance

For VIP Patrons in groups of 10 or more performers, \$395.00 USD per person:

- \$200.00 per person – Initial payment due to DCINY within 2 weeks of invoicing in order to reserve your place during the residency (unless alternate due date is mutually agreed upon with DCINY)
- \$195.00 per person – Final payment due in full to DCINY by no later than 60 days prior to the concert date. Early registration encouraged to assure availability and prime seating. We encourage registration to coincide by no later than the 2nd group payment deadline.

For individuals and performing groups of 9 or less, \$840.00 USD per performer; VIP Patron, \$420.00 USD per person (limited availability):

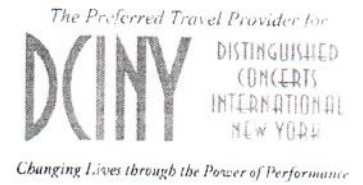
- \$840.00 per performer and/or \$420.00 per VIP Patron due in full to DCINY within 2 weeks of invitation in order to reserve your place during the residency (unless alternate due date is mutually agreed upon with DCINY). To register with credit card, please call 212.707.8566 Ext. 306 or email Accounting@DCINY.org for instructions.

*Please note that there is a 5% service fee for any partial credit card transactions. Group discount and payment plan available only to groups of 10+ performers.

All payments are non-refundable unless DCINY cancels your concert. Should DCINY cancel your concert for any reason, all monies would become immediately refundable.

- Any registration fees paid by a performer or VIP Patron who cancels may be transferred to a replacement of the same registration type. If a performer or VIP Patron cancels after the group's first deposit and before the second deposit is made, their initial deposit will remain on the group's account and be applied toward the group's final balance. If a performer or VIP Patron cancels after the second deposit is made and no replacement is found by the group or person by the 3rd and final payment, all deposits made for that person will be forfeited. No transfers or substitutions will be allowed nor credits given after the 3rd and final payment due date.
- You may add new performer or VIP Patron registrations after your initial deposit so long as space is available on your concert date. New additions must be current with the group's payment schedule or be paid in full at the time registration.
- DCINY has the right to assess penalties for payments not received by printed deadlines as indicated on your invoice.

This document is current as of 04/17/2019 and is applicable to concerts occurring from January 1, 2020 through August 31, 2020 in New York and is not applicable for special events or artist series.



THE BENEFITS OF GROUP TRAVEL

One of the greatest benefits to booking group travel through ATC, is to save you; the Faculty Member, Choir Director, and/or Professor the time and hassle of handling the booking on your own. Additional benefits include:

- Seat Count Reduction w/o penalty or charge (Group must maintain 10+ passengers).
- Your group will work with a dedicated IATA certified agent for personalized service. This agent is a direct contact, someone who knows the industry and can work on your reservation should any questions or complications arise.
- All of our agents are familiar with the hotels they fill; each have dined at the restaurants they recommend and have experienced the tours they book. All to say that our agents are very comfortable accommodating your arrangements, and upon request can make suggestions, specifically to compliment your DCINY experience.
- Artist Travel Consultants have provided travel arrangements for thousands of DCINY Alumni and has the experience and relationships to ensure your travel is safe, manageable and comfortable.

ATC DEPOSIT AND CANCELLATION POLICY

The initial \$150 deposit is non-refundable. Cancellations prior to the 2nd deposit or 5-months prior to arrival, whichever is later, can be applied to the total balance. From 5-months to 3-months prior to arrival, the deposit is transferable only if a replacement is found. If no replacement is found the deposit is forfeited.

Air Travel - Once contracted, the cut-off date to make changes to the number of airline tickets is 90 days prior to the date of event. Ticketed flights are not refundable. An increase in the amounts of seats from initial contract will be based on availability and subject to a rate increase. Final airline itineraries and e-tickets will be confirmed 30 days prior to arrival.

Hotel Cancellation - Guests rooms reserved from your initial deposit can be amended up to 90 days prior to the event. Final hotel accommodations will be confirmed 60 days prior to travel.

Theatre Tickets, Sightseeing Tickets, and Dinner Reservations that are purchased on behalf of your group are 100% non-refundable.

ATC strongly suggests the purchase of trip protection for arrangements booked through ATC.

Speak with your ATC agent about travel insurance options available for your participants.