2015 California Choir Tour Meeting Agenda

1. Greeting:

Hello and thank you for taking the time out of your busy schedules to come to this meeting. If you haven’t already done so, please pick up an information packet from the box at the door. Please sign the clipboard going around and please sign you and your child’s name. I will try to keep this short and will be available after to answer any questions you may have.

2. Trip Description:

This year Concert Choir, Women’s Chorale, Varsity Madrigals, and Essence have the opportunity to sing and tour in California from Tues. May 26-Sat. May 30. This 4 night, 5-day trip will cost approximately $1443 per person (quad) including airfare, hotel, transportation, sights and meals (this price does not include 4 lunches on own). This experience offers a unique opportunity not only to perform in a magical place as Disneyland but also to see and perform in beautiful and historical parts of California.

Our tour operator for this trip is Bob Rogers Travel who specializes in student and youth travel. They will provide you with the assurance that experienced professionals, both at home and abroad, are crafting a custom tour for our group that offers exceptional quality and value. Additional information is available on the Bob Rogers Travel website at www.bobrogerstravel.com.

3. Itinerary/Package Inclusions: You can pick up a copy of the itinerary tonight. I will briefly review it on Tues. Aug. 19th.

4. Tour commitment-See attached sheet

5. Payment schedule

The travel industry has become increasingly strict with cancellation and payment policies. They cannot book hotel rooms, flights, activities until they have received our payments. We must provide a single payment to Bob Rogers Travel to get the ball rolling. If I don’t receive your money in time, I don’t have the money to pay then. Please let me know well in advance if you are having any financial concerns and anticipate missing a payment deadline. We will try to find a way to make it work.
Payment Schedule:

1. Deposit: Today or by Tues. Sept. 17th $150.00 (to secure flight/hotel)
2. First Payment: Tues. Oct. 15 $150.00
3. Second payment: Tues. Nov. 18 $250.00
4. Third payment: Tues. Dec. 16 $250.00
5. Fourth payment: Tues. Jan. 20 $200.00
6. Fifth payment: Feb. 17 $200
7. Sixth payment: Mar. 24 $243
8. Mar. 25-May 15 Fundraise for spending money/ 4 lunches (up to $100)

6. Fund Raising:

Ex: We will be doing various fundraisers. Participation is voluntary. You and your student working on fundraisers make money for your students accounts. Collect the money at the time of any orders taken. Please see the attached fundraising sheet to what we have so far and a goal for each:

7. Chaperones:

1. Mr. Benware, Mrs. Frost, Mrs. Engel, Nurse, 4-8 adults (depending on # of students coming)
2. Expectations: To be there for the students physically, emotionally, as a leader, as a friend, to keep the students in line and to obey and understand the rules, to be sacrificial and flexible!
3. Sign-up if interested on the clipboard.
   A. Fill out an informational form-Turn in by Sept. 16th.
   B. Complete a Chaperone Volunteer and Medical Authorization Form. Turn in by the Sept. 16th deadline.
   C. Background checks-Getting moving on this ASAP-Due to me by Oct.
   D. Near the end of October chaperones will have been selected. Deposits will be covered until that time for you.

8. Trip Documents:

1. Permission Slip and Medical Release Form
2. How to get a birth certificate
3. MCHS Permission Slips-Will receive later
4. Tour Commitment letter
5. Criminal background check forms – required for chaperones
6. Medical Authorization forms
7. Emergency Contact letter-to get later
9. **Next Meeting:** Tues. Sept. 16th 7pm (Booster meeting) Choir Room

10. **Conclusion:** Before you leave, hand me one or all of the following for your student OR send in by due date-Sept. 16th:
   1) Commitment letter
   2) Deposit: check made out to: MCHS Choir Boosters $150 OR from student’s choir account

   **BY SEPT. 16th** I need:
   3) Permission and Medical Authorization Form
   4) Chaperone Volunteer and Medical Authorization Forms
   5) Chaperone Survey

Hope you will be coming with us!