Bringing History Back to Hanscom Proposal Submitted by Mr. Jason Peledge Grade 7-8 Social Studies teacher at HMS

Introduction: Years ago, Hanscom Middle School students not only studied early U.S. history but also participated in a field trip to Washington, D.C. Both of those elements changed until last year when the district re-aligned HMS with an early U.S. history curriculum to meet the needs of its students and better align with Bedford and Lincoln Middle School students. This proposal aims to bring back the second element of HMS culture from years ago, the field trip to Washington, D.C. along with a potential bonus addendum to Gettysburg, PA.

Rationale: The grade 8 students at Hanscom MS not only study the early periods of our nation's history, but also engage actively with Lincoln's "Gettysburg Address," last year culminating in a presentation completed at the school's Veteran's Day assembly. They also engage actively with a civics curriculum aimed at familiarizing them with various levels of government, both civilian and military. We will be meeting with our local state rep as well as base commander of the North End Coast Guard Base to learn about state and base government. We hope on this trip not only to visit the Capitol, but potentially to meet up with Senator Ed Markey as well as Pentagon officials to see those levels of government at the federal level. By visiting both Gettysburg and Washington, D.C., the students will gain a greater understanding and appreciation not only for each's historic and present-day value, but also a greater understanding and appreciation for what their parents sacrifice for on a daily basis. There will be additional educational activities woven into the curriculum throughout the year to connect with this trip, as well as time for reflection during the trip, and follow up work upon our return.

Ideally, this would be a three or four-day trip some time in the spring of 2016. To give our families sufficient time to fundraise as well as not conflict with major events and testing at school, we propose traveling the following dates:

• Mon, June 6 - Thurs, June 9

We are seeking to avoid any conflicts with spring assessments such as MCAS or PARCC as well as district- or school-wide events such as HMS's "Hopa Race" and Bedford HS's graduation on June 2.

Timeline: There are two proposed forms for this trip, one three-day and one four-day. *The four-day is noted as more ideal as it more fully allows students to travel and explore with sufficient time to reflect and respond to the history they are being exposed to.* The three-day trip, while cheaper, makes that more challenging. Depending on which company we go with and the final details we agree to, below are the potential timelines of the trips from the two

companies. As we move from 4-day to 3-day, Gettysburg has been eliminated to spend less time in the bus traveling in the 3-day window.

As background information for the Committee, I requested originally from the companies what it would be like to travel by bus, plane, and train. In each case, bus was the cheapest option. Traveling by air and train had their own advantages, but our primary aim this year was to keep the price as controlled as practically as we could. In each case, travelling by air increased per student cost about \$100 or more depending on stay and teacher to student ratio.

What is not included in either timeline is a personal request I have made to Senator Ed Markey's office to meet with the Senator during our trip should our schedules coincide. One of the Senator's long-time aides, Rocco DiRico, and I have already been in touch about this addition to our trip. As it is not definitive yet, I did not want to put it in the timeline but it is a strong possibility. One of our parents, Mr. Collins, has also offered to be in touch with members at the Pentagon to arrange tours and talks there. Details again are only tentative at this point.

Costs are per quad occupancy for students and double for chaperones.

4-day trip

	EF (6:1 ratio)	World Strides (6:1 ratio)	World Class Vacations (6:1)
Day 1	Depart HMS @ 4:00am Lunch included en route Arrive in Gettysburg and meet EF rep Visit military park, museum, and cyclorama Depart for D.C. Dinner in D.C. Check into hotel	Depart HMS and arrive in D.C. Meet company rep National Mall stops, Arlington National Cemetery, and Holocaust Museum Dinner in D.C. Other memorials Hotel check in	Depart HMS Lunch en route ***Arrive in Gettysburg Visit military park, museum, and cyclorama Transfer to Dulles, VA Check into hotel Arrive in DC Dinner Tour of DC sites Return to hotel ***This was a late addition to the itinerary. No revised itinerary was received, only a price update. This addition on Day 1 is my guess when it

			would fit.
Day 2	Breakfast Smithsonian Museums Lunch Newseum Dinner Sightseeing of D.C. including the various memorials Hotel	Breakfast Head to Alexandria, VA and Mt. Vernon Lunch Smithsonian Museums Dinner Lincoln/Jefferson Memorials Kennedy Center Hotel	Breakfast at hotel Arlington National Cemetery Capitol Building and Library of Congress Photo op at Capitol or White House Lunch on own Smithsonian and monuments Dinner Hotel
Day 3	Breakfast More sightseeing of memorials, National Mall, and White House photo op Arlington National Cemetery US Marine Corps Memorial Lunch Head to Mt. Vernon Dinner in Alexandria, VA Legends of Alexandria Tour Hotel	Breakfast Head to Gettysburg and spend morning at military park and museum Lunch Return to D.C. for Embassy Row and National Zoo Dinner Additional Memorials Hotel	Breakfast at hotel Newseum Possible Pentagon tour Lunch on own Annapolis Dinner Show Return to hotel
Day 4	Breakfast Capitol Building Tour and Visitor's Center Library of Congress Lunch Supreme Court Return to HMS, roughly departing DC @ 2PM	Breakfast Hotel check-out Ford's Theatre and Peterson House Capitol Hill Grounds Tour Lunch White House for picture National Archives Dinner Return to HMS	Breakfast at hotel Check out of hotel Return home Lunch on own Arrive at HMS

Cost

\$799

\$909*** plus 3 meals

\$604

3-day trip, DC only

	EF (6:1 ratio)	World Strides	WCV
Day 1	Depart HMS about 5:00am and arrive in D.C. (Lunch stop) Meet EF rep. Smithsonian Museums Dinner Guided sightseeing of DC Mall sights Check in to hotel.	Depart HMS and arrive in D.C. Meet company rep National Mall stops, Arlington National Cemetery Dinner in D.C. Other memorials Hotel check in before 8:00PM	I didn't request a 3-day trip at the point we inquired WCV about prices as the intention was to recommend to the School Committee a four-day trip.
Day 2	Breakfast Sightseeing of more of the Mall and White House photo op Arlington National Cemetery and US Marine Corps Memorial Lunch Mount Vernon Excursion Dinner in Alexandria Legends of Alexandria Tour Return to DC hotel	Breakfast Capitol Hill, SJC, LOC National Archives Lunch Embassy Row, National Zoo, Holocaust Museum Dinner More Memorials Return to Hotel	
Day 3	Breakfast US Capitol Building Library of Congress Supreme Court Lunch Depart for HMS	Breakfast Hotel check-out White House Washington Monument Smithsonian Network Lunch National Museum of American History Depart DC Arrive about 9:00PM	
Cost	\$675	\$862	

I have included addendums to this proposal that include each company's bid sheets with a more comprehensive listing of the itinerary. I have tried to narrow that down for clarity in the above table.

Company Backgrounds and Trip Characteristics: Both Education First (EF) and WorldStrides are renowned for their educational tours. WorldStrides is the company used by Lincoln Middle School and Bedford Middle School, both schools noting their satisfaction with the company after years of use. WorldStrides is the parent company of New Century Tours, a group Mr. Ledebuhr has had positive experiences with in the past. It prides itself on the safety features of the program, educational content, and support for the chaperones. It has been in business for nearly 50 years; it is majority-owned by the Carlyle Group, a global alternative asset manager, headquartered in Virginia.

I was introduced to EF through a good friend of mine who has worked for them for twenty years. She put me in contact with the EF rep that I have been in communication with. EF has been in operation for fifty years, started by Bertil Hult and still owned by him and his family. It is headquartered in Switzerland with a large corporate presence in Boston. It works with Lincoln-Sudbury HS and Bedford HS with their international tours. It works with other schools ranging from Malden and Lowell to Wellesley and Weston.

Both companies have similar missions to bring experiential learning and tour experiences to students. Both representatives have been highly personable, communicative, and responsive to my questions and requests.

World Class Vacations is a student travel company that Ms. Gately has used before to plan student trips in Maynard. It notes itself as a "top travel provider for Disney." Founded in 1977 by Rob Brown, it has worked for 38 years to provide school trips, most notably class trips, music department trips, and dance school trips. The focus of their company seems to be on planning of the trips rather than the educational component that EF and WorldStrides emphasize.

I have worked to maintain consistent itineraries when comparing the companies' bids. These may vary a bit between the bid sheet and the time of our actual trip, however, the bulk will remain in tact. Below is a comparison of features that remain very similar between the groups:

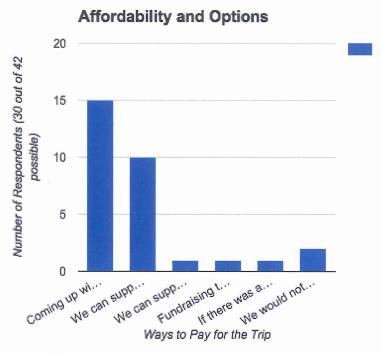
	EF	WorldStrides	World Class Vacations
FMCSA certified transportation	Premier Coach (NH)	Yankee (Boston)	Brush Hill Tours (arranged by HMS, separate from WCV)
On-site Guides	Yes	Yes	Yes though on the website it speaks about knowledgeable staff rather than specific educational guides.
Meals included	Yes	All but three lunches	Yes, not lunches
Cancellation policy	Yes (but exception made in writing for cancellation <i>due to relocation</i>)	Yes	Yes
Security	Private Security Firm (McRoberts Security) on-site	Night Supervision on-site	Private Security on-site
Payment Options	Yes	Yes	Yes
Trip Insurance	Yes	Yes	Yes

Their company websites are noted should you desire more information on the companies themselves:

EF: http://www.eftours.com/

WorldStrides: http://dn.educationaltravel.com/ World Class Vacations: http://www.wcv.com/

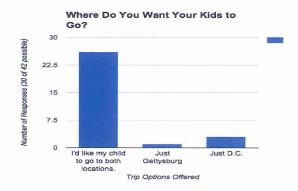
Parent Response and Funding the Trip: We are aware the cost of this trip will pose potential challenges for our families. The parents were issued a survey gauging their interest in the trip and the feasibility of their being able to afford it. They were told a 4-day trip would cost roughly between \$800-\$900. When given various options of affordability, most who responded (30 out of a possible 42 responses) noted it would be a challenge, but it would be possible with a payment plan option or they could outright afford the trip. The chart below notes the results:



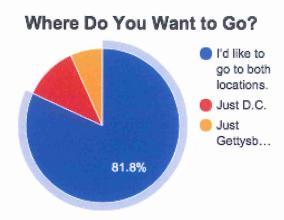
Parents were given the following options:

- 1. We would not be able to pay the cost of the trip in full but would support our child in fundraising efforts.
- 2. Coming up with the money in full would be tough but we could do it over the course of the year if a payment plan was made available.
- 3. We can support our child's participation.
- 4. We can support our child's participation and would make a donation to support other children with financial need.

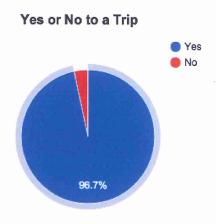
This is significant in that when given the option of what destinations they'd like to have--Gettysburg, D.C., or both--*most chose both*.



The kids agree:



The *overwhelmingly positive response by parents to the trip* also leans toward choosing the 4-day option that would include Gettysburg and D.C.



But the companies also are aware that affordability is an issue for most students when planning these trips. WorldStrides prides itself on its scholarship offerings. Its "Gift of Education" e-cards allows families to personalize an electronic card that can be shared with friends and family members to solicit "gifts of education" to help lower their personal cost. This is their most

successful fundraising tool and has reduced costs upwards of \$400. Their "Flag Financial Assistance" has more than \$1 million in awards and those making up to \$85,000 are eligible to apply.

EF creates personal pages for each student for them and their parents to share on social media, serving almost as a personal "GoFundMe" page. Their scholarship money is lower and therefore more competitive with an early application process encouraged.

Both attest that the schools and the families they work with, including those in less affluent districts, find means of supporting this trip when it is planned out sufficiently ahead of time and this type of fundraising becomes more feasible. Both schools work with "blue collar" districts that make this work for their families. I'm confident we can do the same for our Hanscom students.

World Class Vacations does not seem to have a financial assistance program in place.

What was of importance to me was our transient population. I want to ensure that students who get orders to move unexpectedly late in the process do not get financially penalized for something beyond their and sometimes their parents' control. Given the transient nature of our population, EF has guaranteed that any student who cancels their participation *due to relocation will be refunded in full.* WorldStrides could not make that guarantee. We will also work to apply for grants and raise funds to supplement any student who arrives later in the year to Hanscom but would like to participate in this trip. We do not want their frequent moves from precluding them from this experience.

In each case, the company's offerings seem to rely mostly on the families and friends of each student to help reduce the cost. At the school, we would plan on completing additional fundraising that brings together the larger Hanscom community. That way, we could widen our fundraising base to defer costs from being incurred solely by the families themselves. Students with experience in Student Council and other organizations at school and on base have suggested obtaining sponsored evenings at local restaurants, car washes, and hosting various sales throughout the year as additional means of reducing our overall cost. A more far-reaching hope may be to host a golf tournament at the golf course owned by the base across from the V.A. in Bedford.

I have also been exploring other avenues for funds offered for trips like these. With authorization from Dr. McFall and/or the School Committee, I am prepared to apply to the VFW Foundation for grant funds they distribute each year. That application is due as soon as possible.

I have already applied to the Civil War Trust Organization's Field Trip Funds, and we were awarded \$1,500 from that fund that could potentially be used as "scholarship" trips for families in greater financial need or to pay for supplemental trips should new students arrive very near the trip date. Finally, I will continue to network to find organizations that work with military families in particular to solicit potential additional funding to offset families' costs.

If permissible, we could also set up an education-based GoFundMe or DonorsChoose.org account that could be published across the Hanscom AFB community and Lincoln Public Schools community and beyond.

Surveying the Families: In coordination with Dr. McFall, Dr. Kinsella, and Mr. Ledebuhr, I developed a survey for both parents and caregivers as well as students to gauge their interest in such a trip. The students were given their own survey to gauge interest. In both, as noted in part prior in parents and caregivers' results, the response was overwhelmingly positive. The students, in great numbers, offered to help with the planning and organization of this trip as well.

A copy of the surveys is also part of this proposal, but can be found at these links as well: https://docs.google.com/forms/d/1k6fjfAbvgeJhlMNYe0S7ooCi82tVPPS2yK3BUDKMrQQ/viewform?usp=send_form (Parents and Caregivers Survey)

https://docs.google.com/forms/d/119ziUzb6k4j8lLl7RP3Xh5ax-s7WwpiGUPRpZFwwpKg/viewform?usp=send_form (Student Interest Survey)

Student Participation and Chaperones: As a result of this interest, and based upon the survey results, we expect nearly all of our students to participate. Based on parental survey (their authorization with likely be final determining factor of student participation), we would expect 44 of 45 students to participate (96.7% survey number x total number of quoted 45 participants).

We have been quoted at prices with 45 participants signed up, planning for the rough mean for our grade 8 student population as it hovers about this number consistently and is likely to through this year. With a 6:1 teacher to student ratio price quote, we can go as low as 42 students participating and still receive 7 free trips for six chaperones and a nurse. We have six HMS staff willing to attend; we do not have a nurse from HMS at this point committed as both full-time nurses, according to HMS nurse Eileen Dirrane, cannot attend overnight trips due to family commitments. This would mean each chaperone will be accountable for 7-8 students, essentially 2-quad rooms each. The nurse would not be assigned any permanent students to monitor beyond medical needs.

Budget:

	4-day, 3-night Gettys/DC - EF	4-day, 3-night Gettys/D C- WS	4-day, 3-nightG ettys/DC - WCV	3-day, 2-night DC only- EF	3-day, 2-night DC only- WS	3-day, 2-night DC only-	Recommendation
Bids (additional modifications can be budgeted if necessary depending on funding) Based on 45 students	\$799 (\$35,955)	\$909, plus 3 meals (\$40,905)	\$604 plus lunches	\$675 (\$30,37 5)	\$862 (\$38,790)		EF for educational value for the price; WCV if price alone is the deciding factor
Teacher Stipend (\$150/night)*	\$3,150	\$3,150	\$3,150	\$2,100	\$2,100	\$2,100	
Grants Already Received (CWT Field Trip Fund)	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	-\$1,500	
Total Needs	\$37,605	\$42,555	\$28,830	\$30,975	\$39,390		

^{*}Teacher stipend total cost includes 6 chaperones, plus an equal stipend for a nurse. Neither of the HMS full-time nurses are available for overnight trips. Our hope would be to connect with an HMS parent or member of the Hanscom AFB community or other to serve as our on-site nurse.

With the 6:1 ratio quote, none of the 7 adults would have to pay for the trip. As such, we would request that any funds School Committee could allocate toward this trip would be reserved for student financial assistance, either in the form of full assistance or partial assistance for families, especially those with free and reduced lunch status and potentially later arrivals to HMS.

Summary and Recommendation: While fundraising the necessary funds the more fully offset the costs for our families, it is the families' responses to the surveys that give me confidence *they would prefer a 4-day trip to both Gettysburg and Washington, D.C.* While it is not the lowest financial cost, I feel EF is our best educational value for the price. The experienced educational component they provide, the assurance that students who are relocated would be refunded their

entire payment, and the fact students will need no money for any meals leads me to kindly request the School Committee authorize the trip as planned by EF and allow us to begin the process of officially contracting EF and move this plan forward.

I humbly thank each of the School Committee members, especially chairwoman Ms. Jennifer Glass, as well as Superintendent Dr. Becky McFall, Assistant Superintendent Dr. Patricia Kinsella, and HMS Principal Mr. Erich Ledebuhr for their ongoing feedback and support throughout this planning and proposal process. I would also like to thank Ms. Mary Gately for her work and support in the planning of this proposal. Regardless of School Committee's decision to go with EF or another company or no trip at all this year, this district has proven to be a highly supportive and encouraging district. I hope this trip can become part of that dynamic culture.

Mr. Jason Peledge- Faculty Applicant

10.14.15

Date

Appendix A: Parents Survey

HMS Grade 8 Parents Survey

HMS and the Lincoln Public Schools district are in the process of planning potential trips related to our curriculum throughout the year. One idea, aligning with our recently modified grade 8 curriculum, is a trip to Gettysburg, PA as well as Washington, D.C. Our grade 8 students now study early U.S. history through Reconstruction, with a particular focus on Lincoln's "Gettysburg Address," as well as extensive examination of the Constitution and civic responsibilities. Please complete this survey so that we may identify parent interest in this trip and whether or not we should move forward with its planning.

As we are still in the planning stages, several elements of the trip are not yet fixed, but here are some details related to the trip in the working stages:

- the trip would likely occur in the spring of 2016, probably May or June
- if we take a bus, a four day trip (one in Gettysburg, three in D.C.) would cost around \$800-\$900
- if we take a bus, a three day trip (either one in Gettysburg and two in D.C. or all three just in D.C.) would cost about \$500-\$600
- in Gettysburg, we'd visit the battlefield, visitor center, and Cyclorama exhibit as well as have a tour about town
- in D.C., we'd likely tour the town, the national mall with stops at several memorials, Arlington National Cemetery, Smithsonian museums, Newseum, and Library of Congress
- we'd take an excursion into Virginia to Mount Vernon, home of George Washington
- in D.C., we may also have the potential of meeting up with Senator Markey of MA while at the Capitol building

* Required

Would you be interested in sending your grade 8 child on this trip to Gettysburg and Washington, D.C.? *

- Yes
- No

Would you prefer this trip to be only one of these locations or is both permissible? * A trip to only one would likely be a shorter trip and at a lower cost.

- Just Gettysburg
- Just D.C.
- I'd like my child to go to both locations.

Are you able to financially support your child's participation? *

- We would not be able to pay the cost of the trip in full but would support our child in fundraising efforts.
- Coming up with the money in full would be tough but we could do it over the course of the year if a payment plan was made available.
- We can support our child's participation.
- We can support our child's participation and would make a donation to support other children with financial need.
- Other:

What other factors would affect your support or lack thereof for sending your child on this trip? *

- We've been to those locations before.
- Not clear how this relates to school curriculum.
- We'll likely be moving before the spring.
- I do not want my child to be away overnight.
- o Other:

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Appendix B: Student Survey

HMS Grade 8 Student Survey

HMS and the Lincoln Public Schools district are in the process of planning potential trips related to our curriculum throughout the year. One idea, aligning with our recently modified grade 8 curriculum, is a trip to Gettysburg, PA as well as Washington, D.C. As grade 8 students you will study early U.S. history through Reconstruction, with a particular focus on Lincoln's "Gettysburg Address," as well as extensive examination of the Constitution and civic responsibilities. Please complete this survey so that we may identify your interest in this trip and whether or not we should move forward with its planning.

As we are still in the planning stages, several elements of the trip are not yet fixed, but here are some details related to the trip in the working stages:

- the trip would likely occur in the spring of 2016, probably May or June
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- in D.C., we'd likely tour the town, the national mall with stops at several memorials, Arlington National Cemetery, Smithsonian museums, Newseum, and Library of Congress
- we'd take an excursion into Virginia to Mount Vernon, home of George Washington
- in D.C., we may also have the potential of meeting up with Senator Markey of MA while at the Capitol building

* Required

Would you be interested in going on this trip to Gettysburg and Washington, D.C.? *

- Yes
- No

Would you prefer this trip to be only one of these locations or is both? *

A trip to only one would likely be a shorter trip and at a lower cost.

- Just Gettysburg
- Just D.C.
- I'd like to go to both locations.

We will likely be doing multiple fundraisers throughout the year to help offset the total cost. What role would you like to play in that? *

- Even if I cannot go, I would help my peers raise the necessary money.
- I will participate in each of the fundraisers, but do not want to take on a leadership role.
- o I'm so enthusiastic about this trip that I would also like to help plan, organize, and run fundraising efforts.
- o Other:

We will have to seek School Committee approval for this trip. How interested would you be in presenting this trip idea to them? *

- I would prefer not to present myself, and would not want to help with the planning of the presentation.
- I would prefer not to present, but I would be happy to help with planning the presentation.
- I would be happy to both plan the presentation and present to School Committee.
- Other:

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Appendix C: Potential Parent Meeting Agenda

HMS Field Trip Parent Meeting Agenda Nov. 9, 2015

Introductions (Mr. Ledebuhr)

Background and Educational Rationale for the trip (Mr. Peledge and Mr.

Ledebuhr)

Survey Results, Bids, and School Committee decision (Mr. Peledge)

Introduction to Company (company rep)

Per Student Cost, Payment Plans, Insurance (company rep)

Grants Applied, Grants Received, Fundraising Ideas (Mr. Peledge and selected students)

Q & A (parents, company rep, Mr. Peledge, and Mr. Ledebuhr)

Summary (with Set Date for potential follow up meeting, if necessary)

Appendix D: Behavior and Emergency Form

(adapted from Mr. Cullen's form for his LMS trip)

Gettysburg and Washington, DC Trip

Behavior Contract

Please read the following as a family and return it to Mr. Peledge with signatures by the parent meeting **November 9, 2015**.

Please be mindful that school rules and regulations are in effect while on a field trip away from school.

Given that we will be traveling for four days, it is important that everyone understands and meets the expectations for all students:

** We expect all students to understand that trustworthiness is critical to this trip experience. Trustworthiness implies that a student will respond to an adult directive without debate or resistance.

It is imperative to listen the first time and respond accordingly.

** We expect all students to make decisions that do not endanger themselves or anyone else.

Students are to remain with their groups and not go off independently.

- ** We expect that students will demonstrate behavior that equals or exceeds the standards we uphold at the Lincoln Public Schools. The discipline code is in effect on all field trips. While we are away, chaperones have the right to enforce the appropriate standards of conduct. If a student fails to conduct him/herself in a safe and responsible manner, parents will be notified immediately. The student will be sent home, accompanied by an adult, at parents' expense.
- ** We expect students to limit the use of their cell phones to calling their families. Cell phones are not intended for use on the bus or while sightseeing.

Parent/Guardian Signature:_	
Student Signature:	

Gettysburg/Washington, DC Trip June 6 – June 9, 2016

Emergency Contact Information

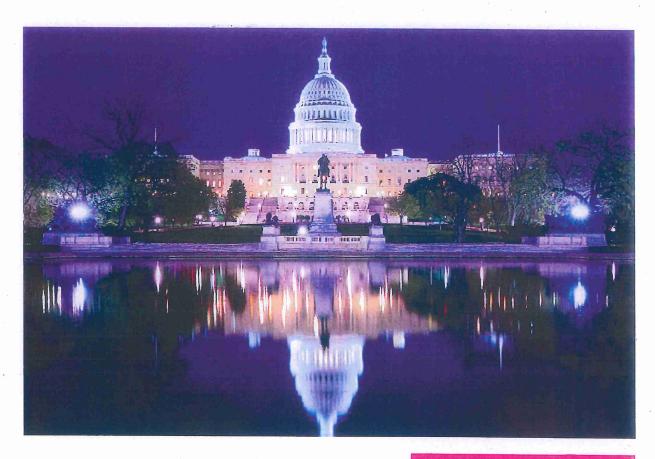
Student:		
Address:		
Home Phone:		
Mother:		
Cell phone:	Work phone:	
Father:		
Cell phone:	Work phone:	
Guardian:		
Cell phone:	Work phone:	
In case of emergency,	please identify an alternate contact:	
	phone:	_

Appendix E: Bids Submitted as well as additional documentation relating to costs



WASHINGTON, D.C. & GETTYSBURG 2016

4 days | Washington, D.C.



Group Leader:
Group Leader Account:

Tour Date: Return Date: Depart From: Jason Peledge 4724702

Tuesday, May 31, 2016 Friday, June 3, 2016

Hanscom Middle

Student Tour Fee* Paying Participants

*Adult Supplement

For this tour, add \$205 to the Student Tour Fee.

Anytime Protection Plan

In order to protect your investment, we strongly advise all participants to purchase our Anytime Protection Plan for \$79. This plan allows travelers to cancel their tour for any reason up until departure for a full refund (less any Non-Refundable Fees). For more information, please contact our Traveler Support Team at 1-888-333-9756.

*Adult Supplement required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. All prices are subject to verification by an EF EA Tour Consultant. To view EF's Booking Conditions, visit www.EFExploreAmerica.com/BC.

EVERYTHING YOU GET



Full-time licensed Tour Director



Professional overnight security at your hotel



24-hour on-tour emergency support



Free chaperone for every 6 participants



All gratuities



Free Monthly Payment Plan



Round-trip and on-tour transportation



Comprehensive sightseeing tours and activities



Illness and Accident coverage for all participants



Quality hotel accommodations



Meals as specified



Professional liability coverage

TOUR ITINERARY

Day 1 - Tuesday, May 31, 2016

Depart from school approximately 5:00 AM

Lunch Included

Tour Director distributes \$10 each.

Guided Sightseeing of Gettysburg

A licensed guide leads today's tour of Gettysburg National Military Park, where 170,000 fought and 51,000 died during the Civil War's bloodiest battle in July 1863. Four months later, President Lincoln delivered the Gettysburg Address. Lincoln exhorted Americans to remember the principles of the equality supported by the Declaration of Independence in the name of the slain soldiers. And while the speech remains one of the most famous in American history, Lincoln remarked after giving the address that it was a "flat failure." Learn more about the battle through the extensive collection of Civil War artifacts and archives at the Museum and Visitor Center.

Gettysburg Visitor Center, Museum & Cyclorama Experience

Immerse yourself in the Battle of Gettysburg at the Cyclorama Experience. Start by seeing A New Birth of Freedom, a film that looks at the life and work of President Abraham Lincoln, particularly as he struggled to abolish slavery during the Civil War. Calling for "a new birth of freedom" during his famous Gettysburg Address, Lincoln redefined the course of the United States. Move on to the three-dimensional circular painting depicting the dramatic charge of the Confederate infantry led by General George Pickett. Originally created from 1883 to 1884, the giant canvas had become damaged by decades of neglect before a major \$15-million restoration project returned the masterpiece to the way it was intended to be viewed. The conservation project was the largest of its kind ever undertaken in North America.

Dinner in Washington

Enjoy your evening meal, provided by EF Explore America.

Hotel in Washington, D.C. area

Arrive and check into your hotel.

Overnight in Washington DC

Day 2 - Wednesday, June 1, 2016

Breakfast in Washington, D.C.

The Smithsonian Museums

Explore all that the Smithsonian's museums have to offer during a self-guided visit. The Smithsonian Institution is the world's largest museum and research complex, endowed by James Smithson and created by an act of Congress in 1846. The Smithsonian Institution houses more than 136.5 million objects and comprises 17 museums and the National Zoo in Washington, D.C., two museums in New York City and nine research centers around the world.

Lunch Included

Tour Director distributes \$10 each.

Newseum

The 250,000-square-foot Newseum is one of the world's most technologically advanced museums, offering a hands-on experience that lets you explore five centuries of news history and go behind the scenes to see how news is made. The modern facility features an interactive newsroom and seven levels of galleries, theaters, retail spaces and visitor services.

Dinner in Washington

Enjoy your evening meal, provided by EF Explore America.

Guided Evening Sightseeing of Washington, D.C.

Experience the magic of seeing Washington's most impressive sights illuminated during your evening scenic tour downtown. Thanks to the foresight of D.C.'s urban planners, who placed strict limits on the height of downtown buildings, you're assured a view of the Washington Monument from nearly every part of the city. Other points of interest on our tour include the Lincoln Memorial, the Vietnam Veterans Memorial, the WWII Memorial, and the Korean War Memorial.

Overnight in Washington DC

Day 3 - Thursday, June 2, 2016

Breakfast in Washington, D.C.

Guided Sightseeing of Washington, D.C.

Your Tour Director introduces you to the sites where national policies and political reputations are formed and reformed daily. View the iconic Washington Monument from the grassy National Mall, which extends from the Capitol to the Potomac River. Visit the Jefferson Memorial, the Franklin Delano Roosevelt Memorial, and the Martin Luther King, Jr. National Memorial along the Tidal Basin. Finish your sightseeing with a photo stop at the White House, home of every U.S. president except George Washington.

Arlington National Cemetery

Observe the quiet dignity of Arlington National Cemetery, the final resting place of more than 200,000 veterans and their families. At JFK's gravesite, you'll see the eternal flame that was originally lit by Jacqueline Kennedy at her husband's funeral. You'll also witness the changing of the guard at the Tomb of the Unknowns.

The United States Marine Corps Memorial

The cast bronze depiction of Marines raising the flag at Iwo Jima honors all those who have served in the Marine Corps since its inception in 1775.

Lunch Included

Tour Director distributes \$10 each.

Excursion to Mount Vernon

Travel through the Virginia countryside to Mount Vernon, the lovely retreat overlooking the Potomac River, where George and Martha Washington lived from 1754 to 1799. As you tour the restored Georgian mansion, you'll see many symbols of the owner's eminence, including Washington's presidential chair. You'll also see the reconstructed slave quarters and Washington's tomb, as well as the elegant estate's 500 acres of grounds and gardens. Be sure to explore the comprehensive Ford Orientation Center and Donald W. Reynolds Museum and Education Center. The interactive displays, short films and high-tech immersive experiences featured in the center depict Washington at three significant stages in his life.

Dinner in Alexandria, VA

Enjoy your evening meal, provided by EF Explore America.

Legends of Alexandria Tour

Take a one hour Legends of Alexandria tour in Old Town, where an 18th-century costumed guide shows you the way through the streets by lantern and shares ghost stories, legends and folklore about the area!

Overnight in Washington DC

Day 4 - Friday, June 3, 2016

Breakfast in Washington, D.C.

The US Capitol Building Tour & Visitor's Center

Visit the U.S. Capitol, the city's epicenter and the heart of the American legislature. George Washington laid the first cornerstone for the building in 1793, but the edifice was set on fire in 1814 when British troops marched through the city. Much of the structure was salvaged, thanks to heavy rains that quelled the flames, and the Capitol remains the symbol of American government today. You'll also explore the Visitor Center. This underground facility features an exhibition gallery, orientation theaters, a 550-seat cafeteria and gift shops.

The Library of Congress

Marvel at the green-domed Library of Congress, whose collection of 113 million items includes a Gutenberg Bible. Explore the stunning Jefferson Building and learn more about the incredible collections through interactive exhibits in the Library of Congress Experience.

Lunch Included

Tour Director distributes \$10 each.

Supreme Court

See the imposing white-marble Supreme Court building, where the nine justices of the nation's highest court convene to hear oral arguments and rule on cases that affect the course of law in the United States.

\$10 Cash Included

Tour Director distributes \$10 each.



Hanscom Middle

Josh Klein <Josh.Klein@ef.com>
To: Jason Peledge <peledgej@lincnet.org>

Mon, Sep 14, 2015 at 3:21 PM

Hey Jay,

Not a problem - ask away.

We actually set yours up to be so that you earn 1 free spot for every 6 students that enrolls. (that way with 40 students if you only need to bring 4 chaperones you can use the other two spots you'd earned for scholarship spots.) not sure if you remember us talking about that but I have that in my notes. SHOULD be listed on the proposals as well!

Josh

To schedule a time to chat click here

Josh Klein

Program Development Director, Explore America

EF Center Boston

EF Education First

Two Education Circle, Cambridge, MA 02141

Office: 617-619-1309

Mobile: 203-394-8250

Skype: josh.klein.ef

efexploreemerica.com



Discover D.C. with WorldStrides

An Educational Travel Program for Hansom M.S.



Itinerary Overview*

<u>Day One:</u> Gettysburg <u>Day Two:</u> Washington, <u>DC</u> <u>Day Three</u>: Washington, D.C. Day Four: Washington, D.C.

*Please see the enclosed sample itinerary for in-depth program highlights.

Program Information

Program Leader: Jay Pledge

Number of Days: 4

Program Pricing Information

Base Trip Price: \$899 (Includes a \$99 non-refundable deposit)

Program Inclusions (included in base trip price)

Safety Features and On-site Team

- Night supervision on each hotel floor with students
- WorldStrides hotel coordinator at the hotel during entire stay
- WorldStrides Name Tags with detailed emergency contact information for all participants
- 24/7 in-hotel medical care/medical consultation via telephone through an exclusive partnership with George Washington Hospital Department of Emergency Medicine
- Comprehensive liability coverage
- \$1 million USTOA Travelers Assistance Program
- Accident, medical, and dental coverage for participants
- Access to 24/7 staffed WorldStrides offices in Washington, D.C.

Educational Components for Students and Teachers

- Educational activities with a specially-trained and licensed Course Leader
- Educational materials, including student journals and teacher support materials
- · Opportunity for students to earn high school credit
- Program Leader can earn free professional development

All-inclusive Planning and Financial Services

- Paper and electronic registration, as well as promotion materials for parents and students
- · Accounting services provided by WorldStrides
- Complete customer support for parents
- Discounted pricing is available for the family of Program Leader and chaperones

Transportation, Accommodations, Sightseeing, and Meals

- Round-trip transportation
- Ground transportation to and from all activities
- Quality hotel accommodations (quad occupancy for students)
- Nine meals while at your destination
- All admissions, fees, and gratuities for scheduled activities

Washington, D.C. and Gettysburg, PA Sample Itinerary

Arrive in Washington, D.C.

Meet your WorldStrides representative and begin your once-in-a-lifetime experience!

Washington Monument (picture stop) The world's tallest stone monument, which honors our nation's first president

Arlington National Cemetery America's most famous military cemetery

- Changing of the Guard
- Tomb of the Unknown Soldier
- Kennedy Gravesites
- Space Shuttle Challenger Memorial

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

Dinner

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Hotel check-in

Breakfast

Alexandria One of America's oldest and most histo

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, century treasures, and our first president as a farmer and businessman

DAY 2

Lunch

Smithsonian Institution The world's largest museu

- National Air and Space Museum
- Natural History Museum
- National Gallery of Art
- National Museum of American History

Dinner

Lincoln Memorial In remembrance of former Presidence Incoln and the great nation he fought to preserve of War

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

DAY 4

Kennedy Center A magnificent performing arts cerour 35th president

Return to hotel



DAY 3

Breakfast

Depart for Gettysburg, PA

Gettysburg Battlefield Relive this historic Civil War battle

- Gettysburg Film: A New Birth of Freedom
- Battlefield Tour

Lunch

Return to Washington, D.C.

Embassy Row Houses more than 170 foreign embassies

National Zoo Home to several giant pandas and more!

Dinner

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Return to hotel

Breakfast

Hotel check-out

Ford's Theatre and Petersen House (by appointme President Lincoln was shot and later died on that fate

Capitol Hill Grounds Tour

- Capitol Visitor Center (by appointment)
- Supreme Court
- Library of Congress

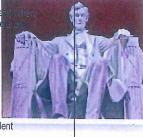
Lunch

White House (picture stop) Home of the U.S. president

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Dinner

Depart Washington, D.C., for home







HDG4 - 43 DCGB

Bob Polster

bobp@worldstrides.org>

To: "peledgej@lincnet.org" <peledgej@lincnet.org>

Sun, Aug 9, 2015 at 3:43 PM

Hello Jay,

Enclosed is our sample itinerary for our 4 day/ 3 night trip which includes one day in Gettysburg. The earlier proposal I sent you for the 3 day DC trip is our "value" DC program. I was able to give you a price for that one...of \$551. This particular value program is based on 45 or more and you must leave on a Thursday, Friday, or Saturday morning. The itinerary is not customizable, thusly you cannot add Gettysburg as an extra day.

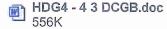
The enclosed itinerary is for our regular DC/Gettysburg program. The price is much higher because it is customizable and is based on a minimum of 35 students. You can also depart for DC on any day.

The total price is \$899. The students will only need to bring their own money for their 3 lunches. One adult chaperone travels for free and receives an extra \$100 stipend.

Thanks,

Bob

This e-mail may contain confidential or privileged information. If you are not the intended recipient, please advise by return e-mail and delete immediately without reading or forwarding to others.





Bid Template - HVP

Bob Polster

bobp@worldstrides.org>

To: Jason Peledge <peledgej@lincnet.org>

Fri, Oct 2, 2015 at 4:13 PM

Hello Jay,

I will do my best to accommodate your needs.

I am happy to meet with you on the phone before your board meeting. I have been helping teachers get their Washington, D.C. trip started for 46 years and have never worked with anyone as dedicated and organized as you! Of all the attachments I have sent you, the one that you should find the most useful is the which compares us to the competition. When you are checking out the prices for your group, please understand that we invest tremendous resources in the areas that we consider the most important – the safety features of the program, the educational content, and our support for you and your chaperones. Because of this, our pricing is rarely the lowest, but we believe that our value is the highest.

The following should help you with knowing the cost for each of the following programs:

1. The 3 day /2 night D.C. value program \$551. Here is the cost for the following add ons: Annapolis = \$33, Mt. Vernon = \$44 Gettysburg = \$44, An 8:1 ratio rather than a 15:1 ratio = \$15. You mentioned that you wanted 6 chaperones plus the nurse = 7 travelling for free. With an 8:1 ratio you need 50 paying participants, and with a 15:1 you need 105 paid participants. How many students are you planning on taking?

>853 W/o Annapolis

2. The 3 day / 2 night regular bus program: \$886. What I did was to add on Annapolis and changed it to an 8:1 ratio. Mt. Vernon is already included in our regular trips. I did remove Gettysburg.

#1069 8:1

- 3. To fly out of Logan Airport (which is less money than Providence): \$999 with a 15:1 ratio and includes Annapolis and Mt. Vernon. Add \$70 for an 8:1 ratio since travelling by air forces the chaperone ratio price much higher than a bus trip.
- 4. You asked about the additional cost to add on another day of visiting D.C.: \$150 for an extra day by bus and \$180 for an extra day if you fly.

I hope this helps.

Thanks,

Bob



HDG4 - 43 DCGB

Bob Polster

bobp@worldstrides.org>

To: Jason Peledge <peledgej@lincnet.org>

Mon, Sep 14, 2015 at 3:16 PM

Its one adult for each 15 paid participants. You may also change the ratio to whatever you want....like a 10:1 for example. Its not that much more money if you want a lower chaperone ratio.

From: Jason Peledge [mailto:peledgej@lincnet.org]

Sent: Monday, September 14, 2015 3:06 PM

To: Bob Polster

Subject: Re: HDG4 - 4 3 DCGB

Sorry, Bob....more questions....it's one free chaperone regardless of the number of students enrolled or does it vary?

[Quoted text hidden] [Quoted text hidden]

World Class Vacations

Trip Includes:

- Three (3) nights hotel accommodations at Embassy Suites Dulles North
- Three (3) breakfasts at the hotel
- One (1) dinner at Carmine's or similar

Lunck

- One (1) Night Monument Tour
- One (1) Medieval Times Dinner Show
- One (1) Toby's Dinner Theater Show
- One (1) admission to Newseum
- Brush Hill Driver Room
- Five (5) hour private bus on arrival & departure days including gratuity
- DC area rep to handle group
- All applicable taxes and gratuities are pre-paid for your convenience
- One (1) complimentary trip, based on double occupancy, for every ten (10) paid participants.

10:1 - 4 free (3-chap -1-nurse)

Note: The following is not included from WCV, but should be covered by Brush Hill. You should double check to see if they included in their quote. DC Permit, bus parking in DC area and bus driver gratuities.

Package Pricing:

534 -/Gettysburg + busing from Brush Hill \$487 pp, quad occupancy

\$ 530 pp, triple occupancy

\$ 614 pp, double occupancy

\$ 868 pp, single occupancy

Payment Schedule:

- 1. A **\$150.00** per person non-refundable deposit along with this signed contract is due in our office by **November 6, 2015**.
- 2. A \$150.00 per person deposit is due in our office by January 15, 2016.
- 3. Rooming list due by <u>March 11, 2016</u>. Once we receive your room list, you will be sent a bill for your final payment. After this time, all monies paid are non-refundable.
- 4. Final Payment is due upon receipt of this invoice or no later than March 25, 2016.



WASHINGTON, D.C. 2016

3 days | Washington, D.C.



Group Leader:

Group Leader Account:

Tour Date: Return Date: Depart From: Jason Peledge

4724702

Tuesday, May 31, 2016 Thursday, June 2, 2016

Hanscom Middle

Student Tour Fee* \$675 Paying Participants

45

*Adult Supplement

For this tour, add \$170 to the Student Tour Fee.

Anytime Protection Plan

In order to protect your investment, we strongly advise all participants to purchase our Anytime Protection Plan for \$79. This plan allows travelers to cancel their tour for any reason up until departure for a full refund (less any Non-Refundable Fees). For more information, please contact our Traveler Support Team at 1-888-333-9756.

*Adult Supplement required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. All prices are subject to verification by an EF EA Tour Consultant. To view EF's Booking Conditions, visit www.EFExploreAmerica.com/BC.

EVERYTHING YOU GET

Dinner in Alexandria, VA

Enjoy your evening meal, provided by EF Explore America.

Legends of Alexandria Tour

Take a one hour Legends of Alexandria tour in Old Town, where an 18th-century costumed guide shows you the way through the streets by lantern and shares ghost stories, legends and folklore about the area!

Dinner in Washington

Enjoy your evening meal, provided by EF Explore America.

Overnight in Washington DC

Day 3 - Thursday, June 2, 2016

Breakfast in Washington, D.C.

The US Capitol Building Tour & Visitor's Center

Visit the U.S. Capitol, the city's epicenter and the heart of the American legislature. George Washington laid the first cornerstone for the building in 1793, but the edifice was set on fire in 1814 when British troops marched through the city. Much of the structure was salvaged, thanks to heavy rains that quelled the flames, and the Capitol remains the symbol of American government today. You'll also explore the Visitor Center. This underground facility features an exhibition gallery, orientation theaters, a 550-seat cafeteria and gift shops.

The Library of Congress

Marvel at the green-domed Library of Congress, whose collection of 113 million items includes a Gutenberg Bible. Explore the stunning Jefferson Building and learn more about the incredible collections through interactive exhibits in the Library of Congress Experience.

Supreme Court

See the imposing white-marble Supreme Court building, where the nine justices of the nation's highest court convene to hear oral arguments and rule on cases that affect the course of law in the United States.

Lunch Included

Tour Director distributes \$10 each.

\$10 Cash Included for bus ride home

Tour Director distributes \$10 each.



Discover D.C. with WorldStrides An Educational Travel Program for Hansom M.S.



Itinerary Overview*

<u>Day One</u>: Washington, D.C. <u>Day Two</u>: Washington, D.C. <u>Day Three</u>: Washington, D.C.

*Please see the enclosed sample itinerary for in-depth program highlights.

Program Information

Program Leader: Jay Pledge

Number of Days: 3

Program Pricing Information

Base Trip Price: \$551

(Includes a \$99 non-refundable deposit)

Program Inclusions (included in base trip price)

Safety Features and On-site Team

- Night supervision on each hotel floor with students
- · WorldStrides hotel coordinator at the hotel during entire stay
- WorldStrides Name Tags with detailed emergency contact information for all participants
- 24/7 in-hotel medical care/medical consultation via telephone through an exclusive partnership with George Washington Hospital Department of Emergency Medicine
- · Comprehensive liability coverage
- \$1 million USTOA Travelers Assistance Program
- · Accident, medical, and dental coverage for participants
- Access to 24/7 staffed WorldStrides offices in Washington, D.C.

Educational Components for Students and Teachers

- Educational activities with a specially-trained and licensed Course Leader
- Educational materials, including student journals and teacher support materials
- · Opportunity for students to earn high school credit
- Program Leader can earn free professional development

All-inclusive Planning and Financial Services

- Paper and electronic registration, as well as promotion materials for parents and students
- · Accounting services provided by WorldStrides
- Complete customer support for parents
- Discounted pricing is available for the family of Program Leader and chaperones

Transportation, Accommodations, Sightseeing, and Meals

- Round-trip transportation
- Ground transportation to and from all activities
- Quality hotel accommodations (quad occupancy for students)
- Six meals while at your destination
- · All admissions, fees, and gratuities for scheduled activities



Washington, D.C. Sample Itinerary

DAY 1	DAY 2	DAY 3*
Group departs via chartered motorcoach for Washington, D.C.	Continental breakfast at the hotel	Continental breakfast at the hotel
Breakfast and lunch on own	Capitol Hill Capitol Visitor Center (tour by appointment) education center welcomes visitors to the	Hotel check-out
Group arrives in Washington, D.C., and is met by a WorldStrides representative.	place where Congress meets to decide law Supreme Court – our nation's highest court	White House (self-guided, picture stop) Home of our president
Arlington National Cemetery America's most famous military cemetery	 Library of Congress – world's largest library National Archives (public line) 	Washington Monument (picture stop) World's tallest stone monument honoring our nation's first president
Changing of the GuardTomb of the Unknown Soldier	Home of the original Constitution, Bill of Rights, and Declaration of Independence	Smithsonian Institution (self-guided)
Kennedy GravesitesSpace Shuttle Challenger Memorial	Lunch	The world's largest museum complex National Air & Space Museum – Dazzling exhibits of the aircraft and
Iwo Jima Memorial A tribute to all U.S. Marines based on the	Embassy Row Area of D.C. that houses more than 170 foreign	spacecraft that chronicle the evolution of aviation
famous WWII photo by Joe Rosenthal Pentagon Memorial	embassies National Zoo	Natural History Museum – Home of dinosaur exhibits, the Hope
Honors the 184 victims of the September 11th attack at the Pentagon	One of the premier zoological research institutions in the United States and home to three	diamond, and other splendors of nature National Gallery of Art – Gallery
Dinner	pandas Holocaust Museum	including works by Leonardo da Vinci, Raphael, Van Dyke, Rembrandt, Edward Savage,
FDR Memorial Memorial not only to President Franklin D.	Daniel's Story - Living memorial to the victims of Nazi Germany	Winslow Homer, Renoir, and others
Roosevelt, but also to the era he represents MLK Memorial	Dinner	Lunch National Museum of
D.C.'s newest memorial dedicated to the famous civil rights activist	Vietnam Veterans Memorial Monument to over 58,000 men and women killed	American History – Artifacts of social, political, cultural,
WWII Memorial Honors the 16 million who served and	or missing in Vietnam Korean War Memorial	scientific, and military history include the original Star-Spangled Banner and Dorothy's ruby slippers
400,000 who died in the U.S. Armed Forces during WWII, and all who supported the war	Dedicated to all those who fought in defense of South Korea	from The Wizard of Oz
effort from home Jefferson Memorial	Lincoln Memorial A tribute to President Abraham Lincoln and the	Group departs Washington, D.C., via chartered motorcoach.
Dedicated to our third president who left to the future not only ideas but also a great	nation he fought to preserve during the Civil War	Dinner on own
body of practical achievements Hotel check-in before 8:00 p.m.	Kennedy Center A magnificent performing arts center dedicated to our thirty-fifth President	Group arrives home at approximately 9:00 p.m.
	Return to hotel	*Please note that group sightseeing on Day 3 is independent of a WorldStrides Course Leader.