



**FIELD AND OTHER CORPORATION-SPONSORED TRIPS
OUT OF STATE/OVERNIGHT FIELD TRIP REQUEST FORM
Board Policy #C500**

Date: 9/11/2024

Name of Organization: Mt. Vernon Middle School

Dates of the Trip: May 7-10, 2024

Location of the Trip: Washington D.C. Gettysburg, PA

Overnight Accommodation Information: See below

Name of Hotel: DoubleTree by Hilton

- Address: 300 Army Navy Dr., Arlington, VA 22202
- How will students be accommodated? 4 students per room
- How will chaperones be accommodated? 2 chaperones per room
- Other details:
Rooms can be quad or triple for students. Double or single for chaperones.
Approx 160 travelers

Name of Tour Group/Travel Company if applicable: Imperial Travel

- Contact name from group: Brenda Bennett

Transportation: Motor Coach
(school buses must be within 200 miles of school unless other transportation is authorized)

Has a Transportation Bus Request been submitted and approved by Transportation: No, using Coach

Cost: \$925/student \$1150/chaperone

- Will the cost be paid by the organization or parents/guardians? Parents/Guardians
- In case of cancellation will refunds be made to parents/guardians? Yes, see parent letter

Reason for the Trip: 8th grade Class Trip

Itinerary:
See attached itinerary.

Chaperones: To be determined/Approx 20 parents, 12 staff
(Expanded Criminal checks on file for Chaperones)

- **Teacher/Sponsor:** Jeff Crague

- **Parents:** To be determined/Approx 20
- **Tour Director:** Imperial Travel

Medical Releases/Parent Permissions on file:

Safety and Supervision Provisions:

Sponsor Signature: _____

Principal Signature: _____

Superintendent/Administrator Signature: _____

School Board Approval Date: _____

Washington DC – 8th Grade
May 7-10, 2025

WEDNESDAY, May 7, 2025

- 10:30AM Buses stage at school for loading
- 11:00AM Depart for Washington DC.
Stop at St. Clairsville, OH – Included box lunch from Chick-fil-A.
- 9:30PM Approximate arrival to hotel.
DoubleTree by Hilton – 703-416-4100
300 Army Navy Dr., Arlington, VA

THURSDAY, May 8, 2025

- 6:00AM Included breakfast begins at hotel.
- 7:30AM Depart hotel.
- 8:30AM Meet your step on guides at Arlington Information Center. Enjoy a full day of touring.
Lunch vouchers included for Pentagon City Mall.
- 4:30PM Drop off guides.
- 7:45PM Included dinner at Hard Rock Café. (Waitlisted for 6:00PM)

FRIDAY, May 9, 2025

- 7:30AM Included breakfast at Mt. Vernon Food Court.
- 8:00AM George Washington's Mount Vernon.
- 8:45AM First scheduled house tour begins.
Lunch vouchers included for the Ronald Reagan Building.
- 6:00PM Arrive at Carmine's for included dinner. Seating is for up to 2-hours.
- 7:30PM Meet your step on guides at restaurant for night tour.

SATURDAY, May 10, 2025

- 7:30AM Depart for Gettysburg, PA.
Stop for included fast food breakfast.
- 9:30AM Approximate arrival.
- 10:00AM Tour of battlefield with guide.
- 12:30PM Depart for Home. A box lunch is included.
Stop at St. Clairsville, OH – Included box dinner from Chick-fil-A.
- 11:00PM Approximate arrival to school.

Imperial Travel and our drivers take great pride in the cleanliness of our motorcoaches.

Chewing gum, skittles, gummies, etc. are not allowed on board the motorcoach. Trash bags are provided on each motorcoach for your use during the trip. Please do not put any trash in the toilets. For the safety of everyone, please do not throw any items on the motorcoach or do anything that might distract your driver.

Includes motorcoach transportation, 3-nights lodging, hotel taxes, meals & attractions listed on itinerary and driver gratuities.

\$865.00 per person quad. occupancy

\$940.00 per person triple occupancy

\$1,090.00 per person double occupancy

\$1,570.00 per person single occupancy

3 Motorcoaches (2-56 passenger & 1-52 passenger)

Rates are based on a minimum of 50 people per coach.

We will provide 1 comp. for every 25 paid.

\$75.00 per person deposit due by November 1, 2024

Balance due by March 7, 2025

Please send your rooming list by April 2, 2025

We have 60 hotel rooms reserved for your group arriving on May 7, 2025, for 3 nights.

Including 3 rooms reserved for Imperial drivers.

You may reduce by March 19, 2025, to a minimum of 48 rooms without hotel fees.

Hotel Cancellation fees do apply if you cancel the entire block of rooms.

Cancellation between 44 days – 30 days prior to arrival - \$16,992.00

Cancellation between 29 days and 15 days prior to arrival - \$25,488.00

Cancellation between 14 days and date of arrival – 33,984.00

60 Days prior - \$3,300.00 cancellation fee applies for Carmines Restaurant.

45 Days Prior - Cancellation fees for attractions, guides and meals will apply if we are unable to recover any payments already made.

8th Grade Washington, D.C. Trip

On May 7, 2025 - May 10, 2025, the 8th grade students at Mt. Vernon Middle School will have the opportunity to travel to Washington, D.C. During this exciting educational experience, students will visit the Arlington National Cemetery, all of the major monuments and memorials, walk past the White House, and visit at least one of the Smithsonian museums. The students will also enjoy an illuminated night tour of many monuments and sites in Washington, D.C.

This year's trip will be a four-day trip by charter bus, including a stop in Gettysburg. In Gettysburg, students will enjoy a guided tour of the battlefield. The cost of this trip, not including spending money, is \$925 per student (quad occupancy) and \$1,150 per adult (double occupancy paired with another adult chaperone). If students choose single, double, or triple occupancy, there will be an additional charge. Chaperones are required to have a criminal history background check completed at your own expense through Safe Hire. We have room for approximately 20 chaperones on the trip.

Included in the price of the trip is hotel accommodations, transportation, 10 meals, admission to all sites, and two t-shirts to be worn on Thursday and Friday during the tour of Washington, D.C. This enables all of our chaperones to easily identify the students of Mt. Vernon Middle School. Students will need to bring money for buying souvenirs.

Information about the trip can be found in the [2025 DC trip info slides](#). These slides have information about the trip and are required to be viewed by both students and parents.

Due to the nature of reserving hotels, restaurants, and other vendors, refunds cannot be fully guaranteed. If the trip is canceled by MVMS between March 12, 2024 and April 10, 2024, travelers can expect to receive a refund of all but approximately \$100. If the trip is canceled by MVMS after April 10, 2024, travelers can expect to receive a refund of all but approximately \$135. These refunds are just estimations and are based upon the typical number of travelers that have traveled in the past. Cancellation by MVMS within 15 days of the trip will likely result in full loss of payments. Individual cancellations will result in full forfeiture of money paid unless a replacement can be found.

There are limited seats available for this trip and will be assigned on a first come, first served basis. You must complete the attached Google Form and have the entire first installment paid in order to reserve your seat. All payments must be paid by the above due dates. You can pay by check (payable to MVMS), cash or credit card through E-Funds.

This trip is considered a privilege. Students with severe disciplinary issues throughout the school year, who are not able to keep an upstanding academic record (2 or more F's), or have attendance problems, may be excluded from the trip with the potential for no refund. Good standing checks will be done at the end of each academic quarter. Additionally students must complete all iLearn testing before attending the trip.

If you need additional information or should questions arise, please contact Jennifer Thomas at jennifer.thomas@mvcsc.k12.in.us or (317) 485-3160. There will be a mandatory parent/student meeting for any additional details and questions. This meeting will take place the week prior to the trip, date & time to be determined.

To reserve your student's spot on the Washington, D.C. trip, please complete the [Washington, D.C. Student Traveler Information form](#). If you would like to chaperone, please complete the [Washington, D.C. Chaperone Traveler Information form](#). We are looking forward to taking this year's 8th graders to see our nation's capital! Payments will need to be made according to the schedule below:

	Double (adults)	Quad (students)
October 25, 2024	\$290	\$235
November 22, 2024	\$290	\$230
January 17, 2025	\$285	\$230
February 21, 2025 (final payments due)	\$285	\$230
Total	\$1,150	\$925

Hotel information

DoubleTree Hotel
300 Army Navy Dr.
Arlington, VA 22202
(703) 416-4100