Overseas Excursion Package

The Paperwork!!!!!!
As mentioned previously, we have received “in principle” agreement from the Department, but now have to provide detailed paperwork to get final approval from the Regional Director.
Paperwork Pack

Will be provided on receipt of initial permission note and deposit of $1500 – due by 1st August.
All paperwork and checklists will be provided in the pack.

*Please note:* All items in *bold on this paperwork* must be circled as appropriate
Forms included in the pack:
- Checklists
- Parental / Guardian Permissions
- Medical Information Forms (plans where necessary)
- Passport requirements (with 6mths validity)
- ESTA payment (US Visa) requirements
- Insurance information required
- Code of Conduct
Parent Permissions

- The Department requires parents to complete information regarding **travel insurance** and general permission for your daughter to participate in the activities planned in the tour.
- Permission for your daughter to receive medical treatment.
- Specific permission for participation in cooking activities, ice skating at Rockefeller Centre, bike riding in Central Park and watching of PG and M Rated movies are also listed on the note.
SWIMMING

- Although it is not planned in the tour activities you will find on the permission note that a consent for swimming is included.
- The Department is very strict with this provision and we have been instructed by District office to include in the permission note consent regarding water activities.
Travel Insurance is compulsory!!

Some people on the USA Band Tour have travel insurance through their credit cards and are using this option.
You will need to provide a copy of the policy and the policy number to the Dept of Education
This information is vital.

Please read and complete the medical forms carefully and provide detailed information so that your daughter's medical needs can be fully understood – separate medical plans are needed for students who suffer asthma and anaphylaxis.

We will be their “mothers” on this tour so any information which will help us to ensure your daughter stays healthy and has a fantastic experience is what we want.
Medical Information

- It must be stressed that parents must fill this out with thought! If parents write that their daughter can take a Panadol, Regional office will want to know what for, how many etc.
- Regional office goes through medical details with a fine tooth comb and will also ask for hospitalisation plan if there is anything like a recent operation or severe allergy etc.
Medical Information

- You must provide detailed information. The more detail the better and we would suggest even a note from your doctor stating dosage of any medication your child is taking or may need to take would be very helpful.

- If your child is vegetarian please include if this is for religious or allergy reasons, ie. if for allergy we will need a plan on how to administer medication, hospitalisation etc.
Regional office really likes two and can you please state your relationship to the student, ie. neighbour, uncle etc.
Passport

- Copy of Passport page showing photo with at least 6 months validity remaining from 21st April 2014
ALL students must obtain a US Visa to gain entry into the US. This is quite simple to do online at www.esta-apply-usa.com. The cost of this Visa is US$14 and is valid for 2 years from the date of purchase (which you can also do online) so this needs to be done ASAP.
During our stay in New York, students will receive a 7 day New York Metro Pass (unlimited subway and public bus rides).
Breakdown of Costs –

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air / land transport plus transfers and taxes</td>
<td>$3,300</td>
</tr>
<tr>
<td>Accommodation</td>
<td>$1,000</td>
</tr>
<tr>
<td>Food (Breakfasts and Dinners)</td>
<td>$720</td>
</tr>
<tr>
<td>Additional tour costs</td>
<td>$980</td>
</tr>
</tbody>
</table>

**TOTAL**  
($based on 26 paying travellers$)  
**$6,000**
Costing

- Costs may vary according to changes in quotes, airport taxes, surcharges and changes in the exchange rate. Costs will increase if less than 25 paying travelers.

Costs include full travel costs for 2 organising teachers and subsidised travel costs for 4 accompanying teachers.
whats not included

- Lunches
- Extra food
- Gifts, souvenirs & spending money
- Ice skating
- Bike hire for central park
- Any other optional activities

- We suggest a budget of $15 a day extra for food. Students should either get a travel money card or check with their bank that their ATM card works in the USA. Students should not carry a lot of cash.
Any Questions?
Thank you for your attendance.

We look forward to talking with you and ensuring the Tour is a fantastic experience for everyone!!