Monroe County Community School Corporation
Administration Center – 315 North Drive – Bloomington, IN 47401

Overnight or Out-Of-State Field Trip Approval Request

School: Bloomington High School South
Individual(s) Requesting Trip: Harold Green
Position: Social Studies Teacher
Class/Group: Social Studies Club
Purpose of Trip: To broaden their educational understanding of other cultures.
Date(s) of Trip: July 22 - August 2
Time of Departure from Bloomington: 9:00 A.M.
Time of Return to Bloomington: 11:30 A.M.
Number of Students: 8
Number of Adults (not including bus drivers): 1
School Time Missed:
Cost of Trip: $27,280.00
Cost Per Student: $3,410.00
Funding Sources: (Fundraisers) - Kroger, Walmart, Hotdog Study (Go both)
Will the cost prevent any student from participating if s/he does not have money to go? No
Is this an overnight trip? Yes No
If YES, complete the following information for EACH NIGHT (continue on back if necessary):
Name of Hotel: See attached list
Address of Hotel:
Type of Accommodations (ex: # per room, adult/student ratio per room, etc.):
4 per room
How will students be monitored by chaperon(s) at night?
EF normally provides night watchmen.

Rationale for Trip: Educational tours such as this allow students to break the boundaries of a normal classroom setting and "learn it by living it" when they experience firsthand the very best of different cultures and countries.

Signature of Teacher/Sponsor

APPROVAL: Principal’s Signature

SUBMIT THIS FORM AND INSURANCE INFORMATION TO SUPERINTENDENT

REF: Policies #2000 & #0040 (ADM INST-Trips – 10/21/08)
### Flights:

**Depart**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Airline</th>
<th>Flight #</th>
<th>Code</th>
<th>Status</th>
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**Return**

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</tr>
</tbody>
</table>

### Hotels:

#### Sudima Hotel Lake Rotorua
- Address: 1000 Eruera Street, Rotorua 08000, New Zealand
- Phone: +64 (0) 734 811 74
- Website: [http://www.lakeplazahotel.co.nz/](http://www.lakeplazahotel.co.nz/)

#### New President Hotel Auckland
- Address: Auckland
- Website: [http://www.newpresidenthotel.co.nz](http://www.newpresidenthotel.co.nz)

#### Travelodge Hotel Sydney
- Address: 27 Wentworth Ave, Sydney, NSW 2010, Australia

#### Ohana Waikiki Malia Hotel
- Address: 2211 Kuhio Ave, Honolulu, HI 96815-2830, United States
- Phone: 1-800-523-8699

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Naasia Abid  
Tour Consultant  
EF Educational Tours  
1 Education Street  
Cambridge, MA 02141  
1-800-637-8222 ext. 3868
Ensure your group is covered with EF's All-Inclusive Insurance

As an EF Group Leader you'll have plenty to think about while on tour, and coverage in the event of an unexpected incident shouldn't be one of them. That's why we encourage you to enroll all of your travelers in EF's All-Inclusive Insurance.

Most U.S. insurance companies do not provide adequate coverage for travel abroad. Designed specifically to cover our travelers' needs, EF's All-Inclusive Insurance provides the medical, baggage and tour cancellation coverage that will give you, your travelers and their parents peace of mind during your tour.

Here's why many of our experienced group leaders make All-Inclusive Insurance mandatory for all their travelers:

- You'll have 24-hour access to English-speaking insurance representatives, no matter where you travel.
- If a medical situation should arise, your tour director is trained to guide you through the proper procedures using ERIKA insurance. You won’t have to worry about coordinating benefits with an insurance company at home.
- Payments will be made directly to the hospital in case of hospitalization.
- Parents’ travel expenses abroad will be covered in the event of a life-threatening medical situation*.
- In case of theft, ERIKA insurance can arrange up to $300 in emergency cash to be wired to insured travelers within 24 hours.
- If you have to cancel or interrupt your tour for a covered reason, you'll receive a refund of your Program Fees.*

*This unique coverage isn’t available under any other plan.

With all this for only $115, it's no wonder that most of our groups purchase EF's All-Inclusive Insurance.

Don't forget! EF's All-Inclusive Insurance must be purchased by 78 days prior to departure, so sign your group up today!

It's Easy to Enroll Your Entire Group!

- Sign up your group for insurance by logging in to your group leader website at eftours.com/teacher.
- Call your tour consultant at 1-800-837-8222 to sign your group up over the phone.
- Remind your participants during tour meetings to call Customer Service at 1-800-665-5364 or to sign up online by logging in to their participant sites at eftours.com/student.

Please see reverse for coverage details.
Coverage details for you and your participants

**EF’s $115 All-Inclusive Insurance Plan includes all of the following:**

**Medical and Accident Insurance** guarantees medical attention anywhere your tour takes you. It covers hospital bills, doctors’ fees and medical transportation for illness acquired during the insured traveler’s tour. Medical and Accident Insurance also includes:

- **Direct payments**. In the event of hospitalizations, payments will be made directly to the hospital, so that the insured traveler does not need to have cash or credit cards on hand.
- **Family member reunion**. If the insured traveler has a serious medical emergency, this insurance covers transportation, food and lodging expenses for two family members to be at his or her side in the event of a life-threatening hospitalization. If possible, the insured traveler will be returned home promptly, as necessary.
- **Combined coverage**: For the above services, a maximum of $35,000.

**Premium when purchased separately:** $85 (must be purchased at least one day prior to departure).

**Medical and Accident Insurance** is complimentary for all EF Group Leaders.

**Baggage and Property Insurance** provides coverage for baggage, cash, airline tickets and other valuable documents in case of theft or delay. It provides coverage (up to $2,000) for baggage and theft-prone property for the duration of the insured traveler’s tour.

- **Should baggage be delayed more than 24 hours (except on the way home), the extra costs will be covered** (up to $90).

**Baggage insurance also includes:**

- **Extra coverage**. It also covers theft, airline tickets and other valuable documents (up to $500).
- **Emergency cash**. Should the need arise in the case of theft, we can also arrange for up to $300 to be sent to the insured traveler, guaranteed to arrive within 24 hours.

**Premium when purchased separately:** $45 (must be purchased at least one day prior to departure).

**Baggage and Property Insurance** is complimentary for Magna Cum Laude, Summa Cum Laude, and President’s Club Group Leaders.

**Tour Cancellation and Interruption Insurance** ensures a full refund of the Program Fee if the insured traveler needs to cancel or interrupt the tour due to reasons of serious illness or injury, job loss, involuntary job loss, jury duty, military call or active duty, or severe damage to the participant’s home (exclusions apply).

**Premium when purchased separately:** $60 (must be purchased no later than 75 days prior to departure).

**Tour Cancellation and Interruption Insurance** is complimentary for Summa Cum Laude and President’s Club Group Leaders.

**24-hour emergency assistance** is available seven days a week, no matter your destination. In the event of an emergency on tour, you will have round-the-clock access to our English-speaking network.

These insurances are underwritten by Delta Insurance Limited, Stockholm, Sweden, and are subject to the Master Policy issued to EF Cultural Travel BV. The information above is a summary. For complete terms, conditions and exclusions, please refer to the Master Policy which may be obtained by calling EF at 1-800-663-5080 or visiting our website. The Delta Travel Insurance policy shall always be secondary to all other policies of insurance.

**Tour Cancellation and Interruption Insurance for group leaders**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Without Cancellation Insurance</th>
<th>With Cancellation Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free place cancels 29–15 days prior to departure</td>
<td>Stipends increase to account for six more participants, minus a $350 cancellation fee</td>
<td>Your stipend increases to account for six more participants and no cancellation fee is deducted</td>
</tr>
<tr>
<td>Free place cancels 14–0 days prior to departure</td>
<td>Stipends will not increase to account for six more participants</td>
<td>Your stipend increases to account for six more participants and no cancellation fee is deducted</td>
</tr>
<tr>
<td>You withdraw from the tour fewer than 30 days prior to departure</td>
<td>All of your Global Points and your cash stipend are transferred to your replacement group leader</td>
<td>You will still receive a full cash stipend. The Global Points accrued for your tour will be transferred to the replacement group leader and he/she will also receive a full cash stipend</td>
</tr>
</tbody>
</table>

Depending on your Cum Laude status (see the Guide to Benefits for Group Leaders for information on Team EF membership benefits), you may receive complimentary insurance. However, the Tour Cancellation and Interruption insurance is the only way to protect your cash stipend.

For more information on insurance, contact your EF Tour Consultant. If you are forced to interrupt your tour in the case of medical emergency, reimbursement for expenses must be approved by CheckingTravel Insurance, Insurance purchased or required for a standard tour with EF Educational Tours or EF Explore America does not cover Global Rewards trips or individual travel before or after your tour. Contact the Global Rewards Department for Insurance options on EF Travel Awards or EF International Programs. The cancellation fee for stipends applies to late-arrives who are given a late-only option but do not accept it. Please see insurance information for complete details. Some restrictions apply.

* Does not apply to family members. The maximum stipend payment to the replacement group leader is $500.
EDUCATIONAL TOURS

Optional insurance plans

EF Educational Tours, in conjunction with Erika Travel Insurance, has developed insurance policies specially designed for our travelers. We recommend that all travelers purchase the insurance policies summarized below, which offer comprehensive coverage at low premiums. All premiums are non-refundable.

What does the plan cover?

- Medical expenses incurred outside the participant's home country for necessary treatment and medication relating to an accident occurring or an illness acquired while on tour.
- Dental care: If your sound and natural teeth are injured or lost in an accident while on tour, you will be reimbursed for temporary treatment or dentures during the period of coverage. For acute and necessary treatment of an infected tooth, you are eligible for a maximum benefit of $200.
- Personal liability for property damage: If you cause bodily injury or property damage to others, you will be reimbursed for the claimed damages up to a maximum of $10,000 per incident.
- Baggage and Property Insurance: This insurance covers up to $1,000 per item for lost or damaged personal effects.
- Trip Cancellation and Interruption Insurance: Covers Early Return of the Participant, Early Return of the Family Member, and Cancellation of Prepaid Travel Arrangements.
- Medical and Accident Insurance: Covers medical expenses incurred outside the participant's home country for necessary treatment and medication relating to an accident occurring or an illness acquired while on tour.

What is not covered?

- Pre-existing condition: If you have a pre-existing condition, you will not be covered for any expenses related to the pre-existing condition, only if the condition unexpectedly deteriorates while you are traveling on tour and up to a maximum of $10,000.
- Exclusions: Please refer to the "Exclusions" section in the policy for a full list of what is not covered.

Policy Details:

1. All-inclusive insurance plan (including emergency assistance service and options 2-4)
   - Premium: $15

2. Baggage and Property Insurance
   - Premium: $25

3. Medical and Accident Insurance (including emergency assistance service)
   - Premium: $50

4. Optional extension insurance
   - Premium: $10 per day up to 15 days

*This insurance covers the following:

- Medical expenses incurred outside the participant's home country for necessary treatment and medication relating to an accident occurring or an illness acquired while on tour.
- Dental care: If your sound and natural teeth are injured or lost in an accident while on tour, you will be reimbursed for temporary treatment or dentures during the period of coverage. For acute and necessary treatment of an infected tooth, you are eligible for a maximum benefit of $200.
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Pre-existing condition: If you have a pre-existing condition, you will not be covered for any expenses related to the pre-existing condition, only if the condition unexpectedly deteriorates while you are traveling on tour and up to a maximum of $10,000.

What to do in case of an emergency:

- Contact Erika Travel Insurance:
  - Phone: 1-800-665-5064
  - Email: info@erikainsurance.com
- Contact local authorities and emergency services.
- Keep receipts and documentation for all medical expenses.
- Report the incident to the local embassy or consulate.

Exclusions:

- Pre-existing condition: If you have a pre-existing condition, you will not be covered for any expenses related to the pre-existing condition, only if the condition unexpectedly deteriorates while you are traveling on tour and up to a maximum of $10,000.
- Exclusions: Please refer to the "Exclusions" section in the policy for a full list of what is not covered.

The Erika Travel Insurance policy shall always be secondary to all other policies of insurance.
Coverage for Medical & Accident, Baggage and Property as well as Tour Interruption Insurance begins on the first day of your tour and terminates at 12:01 AM on the day after the scheduled tour ends, the day after you leave the EF program or when the trip is canceled, whichever is latest. Provided the applicable premium has been paid.

Where you have kindly informed
Here are some definitions that may be helpful to you if you read about our insurance plans.

- **Family Member** is defined as a spouse, parent, child, sibling, grandparent, grandchild, legal guardian, or live-in companion. Also included are parents, children, or siblings of a spouse or live-in companion who is covered under this insurance and is traveling on the same tour.

- **Pre-existing condition** is any injury, sickness, or condition for which you have received treatment or have been diagnosed, or that would have caused a prudent person to seek diagnosis or treatment, before this insurance coverage takes effect.

**General exclusions relating to all types of coverage**
No insurance coverage is provided and the insurance company will not pay for any loss resulting directly or indirectly from:

- A willful act or gross negligence on your part or on the part of anyone entitled to recover a benefit.
- War, hostilities, acts of a foreign power, revolution, usurpation, civil war, acts of war (disaster or otherwise), riot, or rebellion.
- Damage to property that is directly or indirectly caused by fire, storm, wind, or other natural events.
- Any cash, valuable property, or valuable documents lost or stolen in transit.
- Any cash, valuable property, or valuable documents that are not reasonably accessible to the insured.

**Exclusions for Your Cancellation and Interruption Insurance**
The insurance company will not reimburse you or pay for any unwanted insurance benefits due to:

- Changes in travel plans due to: (a) change in the route of your trip due to your own decision or request (including change of plans without prior notice), (b) personal changes of plans by a participant or a family member, or (c) any other reason that is not covered under the insurance policy.

- Any inability to obtain the necessary travel documents (passports, visas, etc.) or custom clearance.

- The insurance company will not reimburse you for any unwanted insurance benefits due to:

- Changes in travel plans due to: (a) change in the route of your trip due to your own decision or request (including change of plans without prior notice), (b) personal changes of plans by a participant or a family member, or (c) any other reason that is not covered under the insurance policy.

- Any inability to obtain the necessary travel documents (passports, visas, etc.) or custom clearance.

- Any cash, valuable property, or valuable documents lost or stolen in transit.

- Any cash, valuable property, or valuable documents that are not reasonably accessible to the insured.

**Exclusions for Medical and Accident Insurance**
This policy does not cover any damage to, loss, or theft of:

- Any property left behind, lost, or misplaced,
- Any property left in an unlocked hotel room, dormitory room, boarding house room, passengers cabin, sleeping car, bus, or car,
- Any property left behind in any means of transportation if the property is temporary left in means of transportation during the day,
- Any cash, valuable property, or valuable documents not carried on you or not locked in a safe or secure box when you are absent from a hotel room, dormitory room, or boarding house room.
- Any cash, valuable property, or valuable documents that are not reasonably accessible to the insured.

- Any cash, valuable property, or valuable documents lost or stolen in transit.
- Any cash, valuable property, or valuable documents that are not reasonably accessible to the insured.

**Exclusions for Baggage and Property Insurance**
This policy does not cover any damage to, loss, or theft of:

- Any property left behind, lost, or misplaced,
- Any property left in an unlocked hotel room, dormitory room, boarding house room, passengers cabin, sleeping car, bus, or car,
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This insurance policy is underwritten by Erbe Insurers Limited, Stockholm, Sweden. Registration No. 518421-8581 with the Swedish Companies Registration Office. This insurance is a summary of Travelers Insurance Policy No. 388231 US in Canada. All risks and risks of loss are covered. All efforts have been made to present the information simply and accurately. The provisions of the master travel insurance policy are available upon request from EF Educational Tours or Chubb Insurance Companies. The policy includes coverage for the duration of your EF Educational Tours. Please be aware that these policies do not cover coverage for theft or loss of personal belongings, except as provided in the policy. If you have any questions, please contact the EF Educational Tours Insurance Department.