



Choir Performance Tour to Finland, Estonia, and Latvia

April 2-10, 2018

Tour Information and Commitment Form

Dear WHS Choir Student & Parent/Guardians,

Below is an outline of some important information in regards to our exciting Choir performance tour of Finland, Estonia, and Latvia this spring 2018. The WHS Choir department is working with Sechrist Travel, a company that has a solid reputation in providing outstanding tour experiences for High School, Collegiate, Community, and Professional Choral Ensembles.

Please read all of the information on the following pages, sign the commitment form, and return to Mr. Brzozowski and Ms. Francis with your first payment by September 25, 2017.

Parimate soovidega ("Best Regards" in Estonian!)

Mr. Brzozowski and Ms. Francis

Payment Schedule

Tour Cost: \$2993

| | Amount | Due |
|-------------------|---|--------------------------|
| Payment #1 | \$350 | April 3, 2017 |
| Payment #2 | \$700 | September 25, 2017 |
| Payment #3 | \$700 | November 20, 2017 |
| Payment #4 | \$700 | January 22, 2018 |
| Payment #5 | \$543 OR remaining balance from Fundraising | February 20, 2018 |

Notes about Payments:

- **Checks only. Please write checks payable to “WHS Music”**
- All checks will be deposited by that week’s end (i.e. checks are collected on Monday and deposited by Friday).
- All fundraising efforts will be applied to the last payment. If fundraising efforts exceed the remaining balance, a refund will be issued to the student.

Refund Policy

Cancellation fees are assessed in part by the date of cancellation and the *Sechrist Travel* cancellation policies.

- **After October 6, 2017, \$150 is non-refundable**
- **After January 2, 2018, \$800 of all payments made is non-refundable**
- **After February 16, 2018: ALL PAYMENTS ARE NON-REFUNDABLE.**
- Refunds for cancellations before February 16, 2018 will not be issued until completion of the residency tour.
- If our tour becomes cancelled due to "acts of God," Sechrist Travel reserves the right to move your tour to another destination, based on the approval of a representative of CLIENT, or post-pone the tour for a future year.
- Cancellations must be submitted in writing; the date of such notification is received by ST will be deemed the cancellation date.
- To avoid cancellation fees, you may transfer reservation to another participant until March 3, 2018. This action is subject to airline name change fees.

Travel Insurance (Optional)

It is optional but recommended that you purchase travel insurance to cover your tour package. There are several options to cover the complete Land and Air Package of \$2993 per person. Feel free to also shop around for plans as well.

For more info, please visit the *Tripassure* website for more plan details and costs.
<https://www.tripassure.com/main/?welcome=SECH1451WA>

If you have any questions regarding specific plans please contact:

Sechrist Travel, LLC
415 125th Street SE
Everett, WA 98208
O: 425-357-0245
info@sechristtravel.com

WHS Code of Conduct

All Westfield High School Choir students participating on this international tour are expected to adhere to the Westfield Public Schools “Code of Conduct.” **Any violations of the WHS code of conduct over the course of the school year leading up to our departure date can cause the student to lose traveling privileges (at the discretion of the choir directors**

and WHS Administration). This includes, but is not limited to, behavior exhibited in the choir classroom, Westfield High School, and the Westfield community at large. This also includes behavior that occur off school grounds that is in violation of Federal, State, and Local Law. Refunds will be given based on the refund policy above.

Parent Meeting

A meeting for all student tour participants and their parent/guardians will take place approximately one month prior to our departure. This meeting is mandatory and all students must be accompanied by their parent/guardian. WHS Teachers, nurse, and Sechrist Travel will provide a complete overview of our tour itinerary, review medical considerations, and outline student and parent expectations for the tour.

Passports

All tour participants must have a valid passport for international travel. If you already have a passport, be sure to check the expiration date. **Your passport must be current up to 6 months AFTER the scheduled return date of the trip. For this tour, your passport must be valid until October 10, 2018.** All passport copies and passport numbers will be collected at the beginning of January TBA.

The traveler registration form (will send via email - needs to be completed electronically) and all passport information **is due November 30, 2017**. If you do not currently have a passport or it needs to be updated, please make arrangements ASAP as a passport could take 6-8 weeks to arrive.

Extra Rehearsals

All students traveling are required to perform in the informal and formal concerts scheduled throughout our tour. Four groups from WHS will be performing on this tour: Concert Choir, Bel Coro, Chorale, and the WHS Combined Choir.

In order to prepare for our performances, we will be holding a few after school rehearsals (TBA) leading up to our trip. These rehearsals are mandatory for all tour participants.

Attire

Tour participants will be required to purchase both a shirt for informal performances as well as the formal attire described below.

Formal Attire:

Bel Coro, Concert Choir, and Chorale

- Boys: Tuxedo pants and jacket ordered from *Southeastern Performance Apparel*.
- Girls: Concert gown ordered from *Southeastern Performance Apparel*.

WHS Choir
Finland, Estonia, Latvia
Performance Tour Commitment Form

Please return this page with your payment due on **September 25, 2017**

I give permission for (student name) _____ to participate in the Westfield High School Choir Tour to Finland, Estonia, and Latvia taking place from April 2-10, 2018.

Parents, please initial below to affirm your understanding of the following items:

___ I understand the financial obligations of the tour as outlined by the payment schedule on the previous page.

___ I understand the cancellation/refund policy and the dates/circumstances in which my payments may be non-refundable.

___ I understand that going on this tour is a privilege of being in the choir at WHS. As a parent, I understand that my child needs to maintain his/her good standing at Westfield High School in order to be eligible to go on this trip. I understand that violations of the code of conduct is cause for my son/daughter not to go on this tour. I understand that the decision to not go on the trip is under the discretion of the directors as well as WHS administration. I understand that losing the privilege of going on this trip means potentially forfeiting some or all of submitted trip payments (as according to the refund schedule outlined).

___ I understand that my child and one parent/guardian is expected to attend a tour meeting scheduled about a month prior to trip departure.

___ I understand that my son/daughter needs to obtain a passport by November 30, 2017 that reflects an expiration date of October 10, 2018 or later.

___ I have read and understand that I have the option to purchase trip insurance.

By signing this commitment form, I understand and agree to the requirements of the trip as stated on the previous page and above.

Parent/Guardian

Name _____ Signature _____ Date _____

Email Address _____ Phone # _____

Student

Name _____ Signature _____ Date _____

Email Address _____