

FORM "Z" – TRIP BEYOND CONTINENTIAL LIMITS: Items preceded by an asterisk * are for use when appropriate.

BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY

_____ School Date: _____

Dear Parent:

This is to inform you that the _____ class, _____, sponsoring teacher, is planning a Field Trip to _____, on _____. The purpose of this trip is to _____.

The contemplated date and time of departure is: _____. The contemplated date and time of return is _____. *Because of the departure and/or return time, you are responsible for transporting your child to and/or from school.

The permission for this trip has already been received from the Chief Executive Officer.

All travel arrangements for this trip are being made by the _____ Travel Agency.

The cost to each participating student is \$_____, which sum is to be paid as follows: \$_____ as a deposit on or before _____; and the remaining \$_____ on or before _____.

Said cost to include all travel arrangements, hotel accommodations, meals and a travel/accident insurance policy to be in effect during the period of this trip. The cost of this Field Trip will be procured through the following means:

- Each student participant's fee
- Board of Education Funds
- School Funds
- Fund solicitation as follows: _____

Although there is enclosed herewith the brochure prepared by the _____ Travel Agency, which sets forth the itinerary of this trip, in addition to which there is enclosed _____.

Your special attention is directed to the following provisions of Administrative Procedure No. 6153 of the Board of Education of Prince George's County:

Procedure VI – G: The cost of the trip per student may not exceed the sum of money which the sponsoring teacher, in review with the principal, shall reasonably anticipate to be an amount of money that can be paid by all of the students anticipated to participate in said field trip or, alternatively, that provisions are made in the pricing of said trip for the inclusion at lesser or no cost of such students, who, though eligible for participation are, nevertheless, prevented in such participation for reasons of inability to pay.

Procedure VII – B4: The price of any field trip shall be restricted to the actual costs of said field trip. Any student having previously paid for the costs of his or her participation on said field trip and unable to proceed on same, irrespective of cause, shall not be entitled to a refund of monies previously paid unless a student "standby" is prepared to go in his or her place and stead, unless the sponsoring teacher determines that the issuance of a refund will not cause an increased expenses to the remaining student participants.

Procedure XI – F: All field trips contemplated for travel beyond the continental limits of the United States are subject to cancellation by the Chief Executive Officer at any time prior to the scheduled departure of said field trip if, in the opinion of the Chief Executive Officer, the destination of travel at the time of said field trip is to an area known to the Chief Executive Officer to be experiencing or in danger of civil strife or the like. All original notifications to students and/or parents of said field trip shall specifically include in BOLD PRINT OR TYPE, Provision XI-F here above, which said notification is to further advise the students and/or parents that in the event of any such cancellation for reasons as aforesaid, **THE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY SHALL ASSUME NO RESPONSIBILITY OR LIABILITY FOR THE FAILURE OF ANY TRAVEL AGENCY OR OTHER SOURCE HAVING ASSUMED THE RESONSIBILITY OF MAKING TRAVEL ARRANGEMENTS, FAILING TO ISSUE REFUNDS, IN WHOLE OR IN PART, TO THE STUDENTS ORIGINALLY ANTICIPATED TO PARTICIPATE IN SAID TRIP.**

If you are desirous of having your son/daughter participate in said trip, kindly complete the form attached to the last page of the enclosed travel brochure prepared by the _____ Travel Agency. Your signing said form and returning same along with your initial deposit check of \$_____ will serve as your having given your son/daughter permission to participate in said trip.

Sincerely, Principal: _____ Sponsoring Teacher: _____