

Board Office Use: Legislative File Info.	
File ID Number	18-0038
Introduction Date	2/28/18
Enactment Number	18-0321
Enactment Date	2/28/18 02



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To Board of Education
From Kyla Johnson-Trammell, Superintendent
Meeting Date 2/28/18
Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution No. <u>1718-0129</u> authorizing student travel by school site Edna Brewer Middle School to <u>Washington DC - National 4-H Conference Center</u> for the period of <u>3/28/18</u> through <u>4/2/18</u>
Itinerary and activities	Fly to and from San Francisco (SFO) to Washington DC (IAD). Tour the Lincoln Memorial, Korean Memorial, Vietnam Memorial, Nurses Memorial, and World War II Memorial, Lafayette Square to see north side of White House, Smithsonian American History Museum, Jefferson and FDR Memorials, US Supreme Court and Library of Congress, US Capitol, Group picture in front of Capitol, Student Speeches on Lincoln Memorial Steps, Arlington National Cemetery, Mount Vernon, Smithsonian Air & Space Museum, Synethic Theater to see "Three Men in A Boat (To Say Nothing of the Dog)," Frederick Douglass House, National Archives – Constitution of the United States and Declaration of Independence, Smithsonian Museum of Natural History, MLK Memorial, Manassas National Battlefield Park
Educational Purpose of Trip	Students will explore and experience first hand the institutions of the political center of the United States. This trip will give life to the content that students have been studying over the course of the 8th grade including the founding of the nation, constitutional democracy, powers of the government, citizenship, constitutional rights, signigicant military history, and the struggle for the equality of marginalized classes of citizens. Prior to the trip students participate in community service, research the contributions of significant figures from US history, and compose a speech to be delivered from the steps of the Lincoln Memorial.
Teachers Attending Trip	Erica Hutter, Jonathan Tran, Scott Corwin, Ismael Armendariz, Caitlin James, Stephanie Hironaka, Ryan Cox, Carly Clusserath
Site Administrator Affirms	<ul style="list-style-type: none"> Parental permission forms will be on file for all students participating and school has emergency communication protocol There will be sufficient and appropriate chaperones for this field trip (including at least one OUSD certificated employee and non-OUSD chaperones, if any, will meet criminal background check requirements) School will address financial or accessibility issues that might prevent students from participating
Recommendation	Approval of Board Resolution authorizing student travel described above.
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ <u>0</u> Funding source for the trip will be: <input type="checkbox"/> General Purpose <input type="checkbox"/> Restricted Funds <input checked="" type="checkbox"/> No District funds will be used Resource Code: _____

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**
Resolution No. 1718-0129

AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL

WHEREAS, the Board of Education believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events;

WHEREAS, Board Policy 6143 requires the Board of Education of the Oakland Unified School District to approve all trips involving out-of-state and out of country travel; and

WHEREAS, pursuant to Board Policy 6143, the Superintendent requests the Board of Education to authorize student travel for the period of 3/28/2018 through 4/2/2018 to Washington, D.C. - National 4-H Conference Center by Airline (United Airlines) and Charter Coach Bus

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve the following request for student travel:

School: Edna Brewer Middle School

Destination: Washington DC - National 4-H Conference Center

Departure Date: 3/28/18 Return Date: 4/2/18

Passed by the following vote:

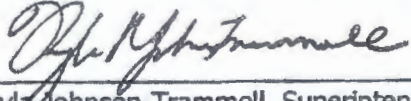
AYES: Shanthi Gonzales, Nina Senn, Jody London, Roseann Torres, James Harris, President Aimee Eng

NAYS: None

ABSTAINED: None

ABSENT: Vice President Jumoke Hinton Hodge

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Governing Board of the Oakland Unified School District at a Regular Meeting held 2/28/2018.

By: 
Kyle Johnson-Trammell, Superintendent
Secretary, Governing Board



OUT-OF-STATE FIELD TRIP/EXCURSION REQUEST

Basic Directions

This packet is available on the Intranet (School Operations Library) as a fillable-saveable pdf file. If typed, similar fields will populate throughout the packet making it quicker and easier to complete.

1. Requests must be submitted to Network Superintendent no later than **120 days** prior to departure
2. Board approval is required for all out of state trips.
3. Return Health Services Notification Form to the School Nurse or Health Services at the time you are requesting approval for a field trip
4. Use of Restricted Funds requires additional approval by Office of Accountability Partners
5. Obtain fingerprint clearance and complete TB risk assessment (requirements per OUSD AR 1240) for all non-District employee chaperones. (Arrange through ousd.org/volunteers or email volunteers@ousd.org. Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years.)
6. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153
7. Check the Pre-Approved Vendor List for contract and insurance requirements
8. Out-of-state trips have a bifurcated approval system (1) to approve the request and (2) to approve the trip since not all information for the trip approval may available by the deadline for the request. When possible, submit the required documents for the trip approval along with the initial trip request to make the full approval process faster.

Required Documents for Request Approval	<input type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input type="checkbox"/> Certificate of insurance from all private vendors: Program (attach copy unless publicly owned and operated) Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) <input type="checkbox"/> Board Approval Memo and Board Resolution
Required Documents for Trip Approval	<input type="checkbox"/> "Checklist Prior to Trip Departure" <input type="checkbox"/> List of students and adults attending trip <input type="checkbox"/> "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Edna Brewer Middle School Site Number: 210

Destination:	<u>Washington DC - National 4-H Conference Center</u>
Address:	<u>7100 Connecticut Ave, Chevy Chase, MD 20815</u>
Phone or Contact Info:	<u>(301) 961-2801</u>

Departure - Date: 3/28/18 Time: 10:30 PM Place of Departure: SFO

Return - Date: 4/2/18 Time: 7:44 PM Place of Return: SFO

Class(es)/Group Attending: _____

Grade(s): 8 # of Students: 85 # of Adults: 17

Erica Hutter and Jonathan Tran

Teacher Supervising Trip: _____

949-413-2402 & 510-821-2756

Emergency Contact # During Trip: _____

erica.hutter@ousd.org & jonathan.tran@ousd.org

Supervising Teacher's Email Address: _____



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Site: Edna Brewer Middle School

Teacher Supervising Trip: Erica Hutter & John Tran

Destination: Washington D.C. - National 4-H Conference Center

Date of Departure: 3/28/18

<p>Describe itinerary and activities:</p> <p><input type="checkbox"/> Trip will include swim or water activities)</p>	<p>Tour the Lincoln Memorial, Korean Memorial, Vietnam Memorial, Nurses Memorial, and World War II Memorial, Lafayette Square to see north side of White House, Smithsonian American History Museum, Jefferson and FDR Memorials, US Supreme Court and Library of Congress, US Capitol, Group picture in front of Capitol, Student Speeches on Lincoln Memorial Steps, Arlington National Cemetery, Mount Vernon, Smithsonian Air & Space Museum, Synethic Theater to see "Three Men in A Boat (To Say Nothing of the Dog)," Frederick Douglass House, National Archives -- Constitution of the United States and Declaration of Independence, Smithsonian Museum of Natural History, MLK Memorial, Manassas National Battlefield Park</p>
<p>Names of teachers and staff attending trip:</p>	<p>Teachers: Erica Hutter, Jonathan Tran, Scott Corwin, Ismael Armendariz, Caitlin James, Stephanie Hironaka, Ryan Cox, Carly Clusserath Staff: Valencia Finley, August Spafford</p>
<p>Describe mode of transportation for each leg of the trip:</p>	<p>SFO to DC - Plane United Airlines Flight #697</p> <p>All travel within DC - Charter bus (Oleta Coach Lines)</p> <p>DC to SFO - Plane United Airlines Flight #644</p>
<p>Describe educational purpose of trip, including how it aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:</p>	<p>Students will explore and experience first hand the institutions of the political center of the United States. This trip will give life to the content that students have been studying over the course of the 8th grade including the founding of the nation, constitutional democracy, powers of the government, citizenship, constitutional rights, significant military history, and the struggle for the equality of marginalized classes of citizens. Prior to the trip students participate in community service, research the contributions of significant figures from US history, and compose a speech to be delivered from the steps of the Lincoln Memorial.</p>

TRIP COSTS

District funds may be used to pay transportation costs for out of state trips or direct educational program costs. Transportation costs include airfare, bus fare, car fare, etc. related to transportation to/from the out-of-state destination and the transportation costs for the school sponsored activities during the trip. Direct educational program costs include admission fees for visits which are part of the program (e.g. museum).

District funds may NOT be used to pay for non-travel pupil expenses for out of state trips. Non-travel pupil expenses include meals, sundries, lodging, etc.

If you want to use District funds to pay for non-travel pupil expenses on an out of state trip, you must first obtain approval for a waiver of Education Code 35330 from the OUSD Board of Education and the State Board of Education.

Amount of District funds to be used for trip costs will be \$ 0

Funding source for the trip will be: General Funds Restricted funds No District funds will be used
Resource #: _____



Site: Edna Brewer Middle School
 Teacher Supervising Trip: Erica Hutter & John Tran
 Destination: Washington D.C. - National 4-H Conference Center
 Date of Departure: 3/28/18

PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ 1200 Source: General Funds Restricted No District Funds
 Cost per student: \$ 1200 Cost per adult: \$ 1200

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5829				
	5829				

TRANSPORTATION/CHARTER BUSES

Note: If buses will be used, the approved bus company list is located on the Intranet with the Field Trip information.

Bus Company: Walker Charter Services

of buses ordered: 0 Size of bus ordered: N/A Wheelchair accessible needed? _____

Cost of transportation: \$ _____ Source: General Funds Restricted Funds No District Funds

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5826				
	5826				

HEALTH CONDITIONS/MEDICATION

Will there be any students participating in the field trip with the following conditions? Yes: No:

- Severe Allergy Student has an Epi-pen at school
- Asthma Student has an inhaler at school
- Diabetes Student has medication at school
- Seizures Student has medication at school
- Sickle Cell Anemia Student has medication at school
- Other condition(s): Sleep Apnea Student has medication at school

Will any students need medications during the trip? Yes: No:

If the answer is yes, please fax the attached Health Services Notification Form to 879-4605.

CERTIFICATES OF INSURANCE

Facility/Program Insurance: Attach copies of Proof of Insurance from all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? Yes: No:
 If yes, attach the written requirements provided by the Facility. (Once the Certificate of Insurance is prepared, it will be faxed to the contact person at the facility and the school site contact. The original certificate will then be sent to the school site contact and will be given to the facility if required.)

OFFICE OF ACCOUNTABILITY PARTNERS

If restricted funds are used for this field trip/excursion, Office of Accountability Partners approval is required to ensure compliant use of resources and alignment with the Single Plan for Student Achievement (SPSA). List the relevant SPSA Tracking Numbers to indicate alignment.

SPSA Tracking #: _____

1. Attach a copy of the site plan, if modified. Modified SPSA Date: _____
2. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.



Site: Edna Brewer Middle School
 Teacher Supervising Trip: Erica Hutter & John Tran
 Destination: Washington D.C. - National 4-H Conference Center
 Date of Departure: 3/28/18

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Trip aligns with grade level standards <input type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		✓		12/17/17
Network Superintendent <input checked="" type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input checked="" type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips		✓		1.4.17
Office of Accountability Partners (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <input type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)		✓		1/25/18

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Forward the completed : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle		✓		1/17/17
Risk Management <input type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent		✓		1/25/18
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management		✓		1/29/18



Site: Edna Brewer Middle School
 Teacher Supervising Trip: Erica Hutter & John Tran
 Destination: Washington D.C. - National 4-H Conference Center
 Date of Departure: 3/28/18

CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- KL "OUSD Student Out of State Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- KL "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- KL OUSD Fingerprint and TB risk assessment per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- N/A No student has been prevented from making a trip due to lack of sufficient funds.
- N/A No District funds will be used to pay for "pupil expenses" on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- KL Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by OUSD AR 6153.
Meeting date: 2/14/17
- KL Health Conditions/Medication: School nurse or Health Services has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a school nurse to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See OUSD AR 5141.21)
- KL Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- KL Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- KL Sleeping arrangements and night supervision are safe and appropriate.
- KL Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones). At least one adult has current First Aid/CPR training.
- N/A Confirm that: (1) arrangements have been made for use of a vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- N/A OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- N/A Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- KL Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



HEALTH SERVICES NOTIFICATION FORM

TRIP INFORMATION:

School or Center: Edna Brewer Middle School Site Number: 210
 Destination: Washington D.C. - National 4-H Conference Center
 Departure - Date: 3/28/18 Time: 10:30 PM
 Return - Date: 4/2/18 Time: 7:44 PM
 Class(es)/Group Attending: Eligible 8th Grade Students
 Grade(s): 8 # of Students: 85 # of Adults: 17
Erica Hutter & John Tran
 Teacher Supervising Trip: _____
 Supervising Teacher's Email Address: erica.hutter@ousd.org & jonathan.tran@ousd.org

HEALTH CONDITIONS/MEDICATION:

Will there be any students participating in the field trip with the following conditions? Yes: No:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Severe Allergy | <input type="checkbox"/> Student has an Epi-pen at school | |
| <input checked="" type="checkbox"/> Asthma | <input type="checkbox"/> Student has an inhaler at school | |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Student has medication at school | |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Student has medication at school | |
| <input type="checkbox"/> Sickle Cell Anemia | <input type="checkbox"/> Student has medication at school | |
| <input checked="" type="checkbox"/> Other condition(s): <u>Sleep Apnea</u> | | <input type="checkbox"/> Student has medication at school |

Will any students need medications during the trip? Yes: No:

If the answer to any of these questions is yes, please fax this form to 879-4605.

All students with asthma, diabetes, and severe allergies should have emergency medication available to school staff in the event of an asthma attack, low blood sugar, or allergic reaction along with a Severe Allergy/Asthma Action plan signed by student's parent/guardian and doctor. See your School Nurse/Health Services for more information.



TO BE COMPLETED BY TEACHER

School or Center: Edna Brewer Middle School

Destination: <u>Washington D.C. - National 4-H Conference Center</u>
Address: <u>7100 Connecticut Ave, Chevy Chase, MD 20815</u>

Departure - Date: 3/28/18 Time: 10:30 PM Place of Departure: SFO
 Return - Date: 4/2/18 Time: 7:44 PM Place of Return: SFO

Class/Group Attending: Eligible 8th Grade Students

Name(s) of Classroom Teacher(s): Scott Corwin, Ismael Armendariz, Caitlin James, Stephanie Hironaka, Ryan Cox

Teacher Supervising Trip: Erica Hutter & John Tran

Emergency Contact # During Trip: 949-413-2402 & 510-821-2756

<p>The field trip will involve the following: (Describe activities and itinerary):</p> <p>(<input type="checkbox"/>Swim/water activities permission required)</p>	<p>Fly to and from San Francisco (SFO) to Washington DC (IAD). Tour the Lincoln Memorial, Korean Memorial, Vietnam Memorial, Nurses Memorial, and World War II Memorial, Lafayette Square to see north side of White House, Smithsonian American History Museum, Jefferson and FDR Memorials, US Supreme Court and Library of Congress, US Capitol, Group picture in front of Capitol, Student Speeches on Lincoln Memorial Steps, Arlington National Cemetery, Mount Vernon, Smithsonian Air & Space Museum, Synthetic Theater to see "Three Men in A Boat (To Say Nothing of the Dog)," Frederick Douglass House, National Archives – Constitution of the United States and Declaration of Independence, Smithsonian Museum of Natural History, MLK Memorial, Manassas National Battlefield Park</p>
<p>Mode(s) of transportation:</p>	<p>SFO to DC - Plane United Airlines Flight #697</p> <p>All travel within DC - Charter bus (Oleta Coach Lines)</p> <p>DC to SFO - Plane United Airlines Flight #644</p>
<p>Student needs to bring:</p>	<p>School appropriate clothes for five days of travel, rain jacket, and comfortable walking shoes. Business casual outfit for dinner/theater night.</p> <p>Money for any extras that students wish to buy (all food, museum admissions, travel costs, etc. are included in trip price).</p>

Insurance Notice to Parents: OUSD provides limited accident insurance coverage for eligible student injuries occurring during field trips/school sponsored activities within the U.S. To make an insurance claim, obtain a claim form from the school principal. For information on accident insurance, contact OUSD Risk Manager Rebecca Cingolani at Rebecca.Cingolani@ousd.org.



ADULT PARTICIPANT OUT OF STATE FIELD TRIP/EXCURSION CHAPERONE AGREEMENT (NON-OU SD EMPLOYEE)

TO BE COMPLETED BY CHAPERONE

I, _____, have read and understand the trip information materials and hereby agree to
(Name of Adult)
participate in the field trip or excursion on _____ 3/28/18 through _____ 4/2/18 to
Washington DC - National 4-H Center

(Destination)

1. **I understand** that my participation in this field trip/excursion is voluntary, but having agreed I will follow instructions provided by supervising teacher/coach and I will comply with all District requirements pertaining to the chaperoning of students. I understand that I must undergo a criminal background clearance.¹
2. **I understand** that no insurance is provided by the Oakland Unified School District for this field trip/ excursion.

Swim/Water Activities Participation – If swimming and/or water activities are a part of the field trip, do you agree to participate in these activities as needed? _____ Yes _____ No

My swimming ability is (check one): _____ I do not swim _____ Beginner _____ Intermediate _____ Advanced

Authorization to treat: I hereby give permission to the School staff to secure proper treatment for me.

Notice of Waiver of All Claims: I hereby knowingly waive all of my claims against any school district, charter school, and/or the State of California for injury, accident, illness or death occurring during or by reason of the out-of state field trip or excursion. (Education Code Section 35330)

Adult Participant Phone Numbers: Cell: _____ Home: _____ Work: _____

Emergency Contact Person: _____

Emergency Contact Numbers: 1. _____ 2. _____ 3. _____

Adult Participant's Critical Medical Needs/Medications/Allergies/Conditions: _____

Health Insurance Plan Name: _____ Subscriber/Policy No. _____

Date: _____ Adult Participant Signature: _____

Print Name: _____

¹ For more information, see <http://ousd.org/volunteers>. For questions, email volunteers@ousd.org.



DRIVER INSTRUCTIONS FIELD TRIPS OR EXCURSIONS

Please follow the below instructions when transporting OUSD students on field trips or excursions:

1. Check the safety of the vehicle which will be used including: tires, brakes, lights, horns, suspension, etc.
2. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
3. Require each passenger to use an appropriate passenger restraint system (child car seat or safety belt) in accordance with law.
4. Obey all traffic laws.
5. Make sure the supervising teacher has advised you of any relevant medical conditions or allergies for those students assigned to your vehicle.
6. Make sure you have exchanged an emergency contact number with the supervising teacher in case you get lost, separated or there is an emergency. In case of emergency, keep all the children together and call 911, the supervising teacher and the school. If you cannot reach school personnel, contact the School District Superintendent's office at 879-8200.
7. You may not transport **anyone** during a field trip or excursion who has not been approved in advance by the supervising teacher and/or site principal.



Certificate of Insurance Coverage Request Form

(Field Trip)

Request Date:	Site Name:	
Site Contact Person:	Telephone:	Fax:
Site Contact Person Email Address:		
Event Location Name:		
Address:		
Event Contact Person Information Name:	Telephone:	Fax:
Event Date and Time: Departing: _____ Returning: _____		
Brief Description of the Event:		
Facility Insurance Requirements: (Please attach the written requirement provided by the Event Facility)		

Email or Fax Request (not less than 15 calendar days prior to the event) to:

Risk Management Department
Attn: Cynthia Grice
Email: cynthia.grice@ousd.org
Fax (510) 879-4022

CG 7/2016

Statement Date: 09/26/2017

OLETA
COACH LINES, INC.

I.C.C. MC-192798
I.C.C. OLCL
MCS 880010
J.C.C. 001321

P.O. BOX 466
WILLIAMSBURG, VA 23187
Office (757)253-1008 Fax (757)253-1050
www.oleta.com

May God Bless You

CUST NO. 2905

CUSTOMER:

EDNA BREWER MIDDLE SCHOOL
Erica Hutter

We at OLETA COACH LINES, INC. are pleased that you have chosen us to handle your transportation needs. We are committed to serve you in the best ways possible. We hereby confirm your request for:

DATE(s) March 29, 2018 - April 02, 2018
Place(s) of Departure
Dulles International Airport
1 Saarinen Cir, Dulles, VA
Destination(s)
Washington, DC; Chevy Chase, MD
DEPARTURE TIME 06:00 AM
Return Origin Date/Time April 02, 2018 / 05:00 PM

Details

Pickup group for tour of the Washington DC area, staying at the National 4-H Center, and drop-off at the airport on the last day.

TOTAL COST FOR (2) 55 Passenger Coaches @ 6,490.60 per coach = \$12,981.20

* Balance due 03/15/2018 (14 business day(s) prior to departure date)

* Credit card payments will be subject to 3% convenience fee

TERMS OF THIS AGREEMENT

A deposit of \$1,298.12 is required the day of booking.

* If trip is canceled by chartering party 14 days or more prior to the departure date, then the penalty is \$100; if 13 days or less prior to the departure date, then the penalty is \$200 plus forfeiture of the deposit.

* Driver(s) must have 8 consecutive hours off after driving 10 hours as per US DOT regulations.

* The price above is subject to change pending final itinerary received and noted in the details, above.

* Any damages to the coach by chartering party resulting in cost of repairs more than 50 dollars will be the responsibility of the chartering party.

* The chartering party is responsible for gratuity and hotel room for driver(s) unless otherwise noted above.

* The chartering party is responsible for the cost of parking and/or permits.

* Any violations of the terms on this agreement by the chartering party will forfeit this contract and NO REFUND of any payment (to Oleta) will be given to the chartering party.

* If chartering party does not pay the balance due by the balance due date, then Oleta can cancel this trip, and the chartering party will not receive a refund; also, if balance due payment not received by 12pm (eastern time) on the balance due date, then Oleta can add a 5% penalty fee to the balance.

CAUTION!

No. 1 It is hereby advised that no smoking or drinking of intoxicating beverages will be permitted on the coach.

No. 2 No radio playing unless personal earphone is attached.





No. 3 No chewing of gum or tobacco of any kind whatsoever will be permitted on the coach.

I do accept the above Charter Order and do agree to the terms hereof. I have read and do understand all terms and "Conditions" of this agreement.

Enclosed is a DEPOSIT of \$ 1,298.12
** PLEASE RETURN THIS COPY WITH DEPOSIT

Enclosed is the TOTAL amount of \$ 1,298.12
** PLEASE RETURN THIS COPY WITH PAYMENT

Signed: [Signature]
Signature of Contracting Party

PLAN YOUR VISIT WITH US
7100 CONNECTICUT AVENUE, CHEVY CHASE, MD 20815 USA
800.368.7432 | 4HCENTER.ORG |    



**National 4-H
Conference Center**

Friday, August 11, 2017

Ms. Melissa Brauer
Edna Brewer Education Fund
3748 13th Avenue
Oakland, CA 94610

Dear Ms. Brauer:

The National 4-H Conference Center is delighted to have your group stay with us. We look forward to providing facilities and services that lay the foundation for a productive and enjoyable stay. The enclosed Contract summarizes the current information regarding your group's event.

If you have any questions about the Group Sales Agreement (contract), please contact me at 301-961-2901. Once you have reviewed and agreed to the information provided, sign the Contract and please return it via fax at (301)961-2922 or by email at slyons@4hcenter.org by **August 25, 2017**. Should we not receive your signed contract and deposit by that date we will assume that you are no longer interested and release the space. If an alternate request is received, Center will notify you and you will have forty-eight (48) hours from Center notification to return this executed agreement.

After the deposit and all documents have been received in our office, your assigned Conference Service Manager will contact you to review your Group Sales Agreement and to discuss any additional arrangements.

Again, thank you for your business and the opportunity to serve you with excellence.

Sincerely,

Sean K Lyons
National Sales Manager
National 4-H Conference Center

Enclosures: Group Sales Agreement (Contract)

PLAN YOUR VISIT WITH US
800.368.7432 | 4HCENTER.ORG | 4H
7 100 CONNECTICUT AVENUE, CHEVY CHASE, MD 20815 USA



**Group Confirmation Agreement
Between**

"Center": National 4-H Council, Inc. doing business as the National 4-H Conference Center
Contact: Sean K Lyons
Title: National Sales Manager
Address: 7100 Connecticut Avenue
Chevy Chase, MD 20815
Phone: 301-961-2901
Fax: 301-961-2922
Email: slyons@4hcenter.org

and

"Group": Edna Brewer Education Fund
Contact: Ms. Melissa Brauer
Title:
Address: 3748 13th Avenue
Oakland, CA 94610
Phone: 510-823-6972
Fax:
Email: melissabrauer@comcast.net
Program Name: Edna Brewer Washington DC Trip
Program Dates: March 29, 2018 - April 2, 2018

Program Attendees – Youth (Under 18):	Please circle one <input checked="" type="radio"/> YES <input type="radio"/> NO
Program Highlights or Objectives:	Please list your highlights or objectives here: 8th grade Capitol & monument tour

1. **Program Commitments:** Center confirms that it will provide, and Group confirms that it will be responsible for utilizing the guest rooms, function space and food and beverage arrangements listed below, at the specified rates. **Please note:** There are two room styles at National 4-H Conference Center. A majority of the hotel rooms include four beds (i.e. two sets of bunk beds). There are a limited number of hotel rooms with double beds. Rooms are assigned by occupancy and not by room type. Every effort will be made to grant a specific room request but it is not guaranteed.

Lodging Rooms & Rates:

Room Type	Thursday 03-29-18	Friday 03-30-18	Saturday 03-31-18	Sunday 04-01-18
Two Bedded Room				
- Single Occupancy	3 \$129.00	3 \$129.00	3 \$129.00	3 \$129.00
- Double Occupancy	8 \$129.00	8 \$129.00	8 \$129.00	8 \$129.00
- Triple Occupancy	2 \$148.00	2 \$148.00	2 \$148.00	2 \$148.00
- Quad Occupancy	4 \$157.00	4 \$157.00	4 \$157.00	4 \$157.00
Four Bedded Room				
- Single Occupancy	0 \$129.00	0 \$129.00	0 \$129.00	0 \$129.00
- Double Occupancy	0 \$129.00	0 \$129.00	0 \$129.00	0 \$129.00
- Triple Occupancy	2 \$148.00	2 \$148.00	2 \$148.00	2 \$148.00
- Quad Occupancy	10 \$157.00	10 \$157.00	10 \$157.00	10 \$157.00
Total	29	29	29	29

Room rates will be charged according to rooming list (that is, by occupancy and not by room type). The Estimated Lodging Total is net, non-commissionable and exclusive of applicable state and local taxes, fees and assessments (currently 6.0% and subject to change without notice).

Function Space and Food & Beverage Arrangements:

Date	Time	Event	Setup Style	Att.	Rental Rev.
03-29-18	06:00 AM-07:00 AM	Service Charge	To Be Determined	90	\$1,078.80
	05:30 PM-07:30 PM	Cafe Dinner	Existing	90	\$1,710.00
03-30-18	07:00 AM-09:00 AM	Cafe Breakfast	Existing	90	\$1,102.50
	07:30 AM-08:00 AM	Box Lunch	Existing	90	\$1,507.50
03-31-18	07:00 AM-09:00 AM	Cafe Breakfast	Existing	90	\$1,105.50
	07:30 AM-08:00 AM	Box Lunch	Existing	90	\$1,507.50
	06:00 PM-08:00 PM	BBQ Dinner-Catered	Existing	87	\$2,697.00
	06:00 PM-08:00 PM	BBQ Dinner-Catered (BACKUP ROOM ONLY)	Existing	87	\$2,697.00
04-01-18	07:00 AM-09:00 AM	Cafe Breakfast	Existing	90	\$1,102.50
	07:30 AM-08:00 AM	Box Lunch	Existing	90	\$1,507.50

04-02-18	07:00 AM-09:00 AM	Cafe Breakfast	Existing	90	\$1,102.50
	07:30 AM-08:00 AM	Box Lunch	Existing	90	\$1,507.50

All catered events are subject to 20% service charge. Groups less than 25 people will be subject to alternative meal options. While we will try to honor requests for specific meeting rooms, specific meeting rooms cannot be guaranteed and are subject to change based upon availability. The Estimated Function Space and Food & Beverage Total is net, non-commissionable and exclusive of applicable state and local taxes, fees and assessments (currently 6.0% and subject to change without notice).

2. Your Costs:

Estimated Lodging Total:	\$16,836.00
Estimated Function Space total:	\$1,078.80
Estimated Food total:	\$17,457.00

Sub-Total:	\$35,371.80
applicable Maryland sales tax is: (currently 6% and subject to change without notice)	\$2,057.58

Total Estimated Cost: \$37,429.38

a. Payment Schedule:

To confirm the above arrangements, please return a signed copy of this Confirmation Agreement, together with a non-refundable deposit, no later than August 25, 2017. The balance of the total estimated cost must be received by Center at least thirty (30) days prior to the start of your program. Additional charges or add-ons, outside of what is stated in the contract, must be paid in full prior to your arrival.

Due Date	Due Amount	Description
08-25-17	\$12,476.46	Initial Deposit
11-29-17	\$12,476.46	Second Payment
02-28-18	\$12,476.46	Estimated Balance
	\$37,429.38	

b. Method of Payment: Please check as appropriate and provide requested information:



CHECK/MONEY ORDER made payable to NATIONAL 4-H COUNCIL



CREDIT CARD (We accept only Visa, MasterCard, and Discover) – please request a Credit Card Authorization form from your sales manager



ACH Deposit – must include Booking ID# with deposit

BANK NAME:	BB&T Bank
BANK PHONE:	202-835-9259
BANK FULL ADDRESS:	1909 K Street, NW, 2nd Floor, Washington, DC 20006
VENUE FULL ADDRESS:	7100 Connecticut Avenue, Chevy Chase, MD 20815
COUNTRY:	United States
ACCOUNT NAME:	National 4-H Council Operating Account
ACCOUNT NUMBER:	#0005158441618
SWIFT CODE:	BRBTUS33

Please include booking ID on all correspondence: Booking #470204

c. **Payment Terms:** In addition to the charges set forth above, you will also be responsible for any additional services or items ordered by your authorized representative(s) during your stay. If you plan to issue a purchase order in addition to this Agreement, it must be made based on the total estimated cost as set forth above. Any dispute with respect to the final invoice must be submitted in writing within 10 days after issuance thereof. Should any undisputed balance remain unpaid, a late payment charge equal to 1½% of the outstanding balance (or the maximum permitted by applicable law) will be assessed on a monthly basis. You are responsible for all costs of collection, including reasonable attorney's fees.

3. **Attrition:** In reliance upon your commitments as described in the Program Commitment section above, Center will reserve for your exclusive use the designated lodging rooms, function space and the food and beverage services at the specified rates on the indicated dates. These rates can be offered to your group primarily because your commitment has been made in advance. Center can maintain the specified rates only if your group maintains at least the following commitment levels:

Permitted reduction as a % of combined "Estimated Lodging Total" and "Estimated Meeting Space and Food & Beverage Total"	Date when written notice of permitted reduction must be given to Center	Payment obligation as a % of "Total Estimated Cost"
25%	More than 6 months before event	75%
10%	Less than 6 months & more than 30 days before event	90%
0	Less than 30 days before event	100%

Accordingly, if your group reduces the combined Estimated Lodging Total and Estimated Meeting Space and Food & Beverage Total by an amount that exceeds the permitted reduction percentage, your group will be billed for and will be obligated to pay the applicable percentage of the Total Estimated Cost as set forth in the above table. Please note that you are allowed only one such reduction in your commitment.

4. **Method of Reservations:** Lodging rooms and function space will be reserved by Center pursuant to a rooming list and a function space confirmation that you must furnish to Center no later than (30) days prior to the start of the event. If you fail to provide the rooming list and/or the function space confirmation by such date, a late fee of \$100 for the first week and \$50 for each week thereafter may be assessed. Any change made to the rooming list or the function space confirmation less than seven (7) days before arrival or at the time of arrival may be subject to a \$50 rush fee in addition to the cost resulting from any such change. After submission of the rooming list and/or function space confirmation, additional lodging rooms or function space may be available but only on a space-available basis at the then prevailing rate.

Check-in time is 3 p.m. and check out time is 11:00 a.m.

5. **Use of Facilities and Services:**

a. **Food & Beverage Services:** All food and beverages consumed on the premises must be provided by Center. Center has a **ZERO** tolerance policy relative to the consumption and/or possession of alcoholic beverages on the premises.

b. **Audio/Visual Services:** All audio/visual and communications equipment and services at Center must be provided or approved by Center's Conference Services Staff. Audio/visual and communications equipment are available for rent, with technician services provided for an additional charge. Guests are not permitted to use any audio/visual or communications equipment on campus (except laptop computers) unless pre-approved. Center reserves the right to withhold approval of any such equipment, services or service provider in its discretion and you agree (i) not to use any such equipment, services or service provider without the express written permission of Center, (ii) to pay to Center a

fee of \$250 to defray its costs in evaluating and/or assisting with such equipment, services or service provider, and (iii) to submit any such request in writing at least 30 days prior to the start of your event.

c. Program Materials Storage: Program materials received at Center more than 3 days prior to or remaining more than 3 days after conclusion of your program will be assessed a storage fee of \$20 per box per day, plus any applicable Maryland sales and use tax.

d. Code of Conduct: Any access to or use of Center's facilities is conditioned upon your agreement to abide by the terms of Center's Code of Conduct. By signing, you are also agreeing to use your best efforts to cause your guests and invitees to abide by Center's Code of Conduct while on Center's property, and, if you represent a group, to cause the members of your group to abide by Center's Code of Conduct while on Center's property. It is recommended that youth groups have at least one (1) chaperone per ten (10) youths.

The following are rules and conditions for guests at the National 4-H Youth Conference Center.

- The National 4-H Conference Center is an alcohol-free facility. Possession or use of alcoholic beverages is prohibited. This includes the grounds and streets surrounding the National 4-H Conference Center. The only exception to this policy is prior written permission from the management. In addition, public intoxication is illegal in the State of Maryland and is punishable by law.
- Possession of illegal drugs is prohibited. This includes the grounds and streets surrounding the National 4-H Conference Center.
- Possession of sexually explicit materials is prohibited. In addition, the computers in the Cyber Café may not be used to download, create, receive, forward, or transmit inappropriate, offensive, or sexually explicit communications.
- Smoking or using other tobacco products is prohibited in all buildings, meetings rooms, and guests' rooms. Smoking is permitted in designated outdoor areas only. Penalty fee of \$400.00/ violation
- Fireworks are prohibited in the State of Maryland and at the National 4-H Conference Center.
- Lighting of candles or incense is prohibited in all buildings, meeting rooms, and guest rooms.
- No pets or animals are allowed, except for trained service animals.
- Shirts and shoes are required inside all buildings at all times.
- Guests must respect personal public property. Repair costs of damages incurred to property will be billed to the group responsible for such damages.
- A zoning law requires that there be no "organized" programs or activities after 11:00 p.m. on Sunday through Thursday or after midnight Friday and Saturday. Guests are asked to refrain from making noise in common areas and sleeping rooms between the hours of 11:00 p.m. and 7:00 a.m. Facility curfew is 11:00 p.m. on Sunday through Thursday and midnight on Friday and Saturday, which means each person needs to be in his or her own room at these times.
- Exterior doors on campus are locked at 8:00 p.m. or 11:00 p.m. (depending upon the location and scheduled activities) each evening in order to provide a safe environment for our guests. Exterior doors are unlocked at 7:00 a.m. each day.
- Vending and selling merchandise is prohibited in public areas and to others outside your own group membership.
- All food and beverages consumed on the property, in meeting rooms, and other public areas must be ordered and/or purchased through the National 4-H Conference Center. You may not bring your own food.
- Before or during checkout, guests must pay for all incidental charges.
- To protect the safety of Center guests, no fraternization is allowed in participant's lodging rooms. Any participant who has a complaint regarding fraternization should contact his or her group coordinator.

ADULT CHAPERONES AND GROUP LEADERS ARE RESPONSIBLE FOR ENFORCING THE RULES AS STATED. VIOLATORS MAY BE ASKED TO LEAVE AND BE SENT HOME AT THEIR OWN EXPENSE. THESE RULES ARE NOT SUBJECT TO INTERPRETATION AND EACH GROUP IS EXPECTED TO FOLLOW THEM WITHOUT EXCEPTION. OUR PRIMARY CONSIDERATION IS TO PROVIDE A SAFE, SECURE ENVIRONMENT FOR ALL OUR GUESTS.

I have read and understand the above Code of Conduct and will inform all group participants of its contents.

Initial here

e. Sharing of Lodging Rooms: Council's policies prohibit adults (18 and older) from sharing a lodging room with youth (except immediate family members) unless Center is provided a notarized letter from the youth's parent or legal guardian granting permission for a designated adult to stay in the youth's room.

f. Access to Center and its Facilities: For the safety and security of Center's guests, and in order to preserve and protect Center's youth-focused mission,

(i) You must provide written notice to Council at least seven (7) days prior to the start of your program if you will have guests or invitees (not members of your group) attending your program or if you expect the press or representatives of the media to be in attendance, and you must furnish to Council at the same time a list of such guests, invitees and/or press/media representatives;

(ii) All guests, invitees, press etc. must report to the front desk and sign-in before being admitted to a program on campus;

(iii) All members of a group must wear name badges while on campus; and

(iv) Center, in its sole discretion, reserves the right to limit or deny access to National 4-H Conference Center facilities and to regulate, limit or prohibit the use or public display or dissemination of the 4-H Name and Emblem, the name "National 4-H Council" or "National 4-H Conference Center," or other 4-H identifiers. Such restrictions may include, but are not limited to, the posting of photographs with the 4-H Name and Emblem or Council's or Center's name on the Internet or the public distribution by any means of information that suggests Center's endorsement of the purpose or mission of any Center guest. Any such use (whether or not permitted by Center) shall not constitute an endorsement by Council or Center of that guest's mission, purpose or message.

6. Cancellation: If you cancel your program for any reason after this Agreement has been signed by both parties, Center will be harmed and will suffer damages. The parties acknowledge that the closer in time to the date of the program that a cancellation occurs, the less likely Center will be able to replace any or all of your business with comparable business. The parties further acknowledge that in such case it will be very difficult to determine the amount of the damages actually suffered by Center. As a result, the parties have agreed that, in the event of cancellation, you, **Edna Brewer Education Fund** will pay Center an amount based upon the following scale as liquidated damages and not as a penalty:

30 days or less from event date	100% of Total Estimated Cost
6 months to 30 days from event date	90% of Total Estimated Cost
12 to 6 months from event date	50% of Total Estimated Cost
More than 12 months	25% of Total Estimated Cost

Notwithstanding the foregoing, if this event is cancelled due to an Act of God or event of force majeure, no liquidated damages will be payable and any deposit previously paid to Center may be applied to a new booking provided that the new booking is made within 30 days of cancellation and the event occurs within 6 months of this rebooking.

7. Loss or Damage: You shall at all times during the term of this Contract and thereafter indemnify, defend and hold Center, its trustees, directors, officers, employees and affiliates, harmless against all claims, proceedings, demands and liabilities of any kind whatsoever, including legal expenses and reasonable attorneys' fees, arising out of the death of or injury to any person or persons or out of any damage to property, which result in whole or in part from any acts or omissions by you or on your behalf or by your group (if applicable), its members, officers, agents or representatives and/or from any of your obligations hereunder.

All guests are expected to respect personal and public property. All costs to repair or replace damaged property will be billed to you as the party responsible for the person or persons committing the acts that result in such damage.

Anything in this Contract to the contrary notwithstanding, neither party shall be responsible for any failure of performance due to an Act of God or event of force majeure; including but not limited to war, civil unrest, strikes, labor disputes, unusually severe weather and governmental action.

8. Miscellaneous:

- a. This Agreement embodies the entire understanding of the parties and supersedes all previous communications, representations or undertakings, either verbal or written, between the parties relating to the subject matter hereof.
- b. No waiver, modification or addition to this Agreement shall be valid unless in writing and signed by a duly authorized representative of each of the parties.
- c. Center's programs are open to all citizens without regard to race, color, gender, religion, religious creed, ancestry or national origin, age, veterans' status, sexual orientation, marital status, disability, physical or mental handicap.
- d. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland without giving effect to any choice of law or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the State of Maryland.

9. First Choice:

Center agrees to hold the space listed in this agreement on a tentative basis until August 25, 2017. If this agreement is not fully executed by Edna Brewer Education Fund by August 25, 2017, Center will release the space. If an alternate request is received, Center will notify you and you will have forty-eight (48) hours from Center notification to return this executed agreement.

The parties have caused this Confirmation Agreement and the attached Code of Conduct to be executed by their duly authorized representatives and by doing so expressly agree to be bound thereby.



Ms. Melissa Brauer

Edna Brewer Education Fund

9-25-17

Date

Sean K Lyons
National Sales Manager
National 4-H Conference Center

Date

**Group Travel Agreement
 Terms and Conditions**

Attention: **CHRISTY GETZ X1645073**
 3725 CANON AVE
 OAKLAND, CA 94602

Confirmation Number: **K546FJ**

Group Name: **EDNA BREWER**

Deposit Due Date: **Friday, 06 October, 2017**
 Deposit Per Person: **100.00USD**

Names Due/Must Ticket By: **Wednesday, 21 February, 2018**
 Deposit Total (98): **9800.00USD**

Last Day to Cancel/Reduce Without Charge: **Thursday, 28 December, 2017**
 Requirement: **90 percent held on Thursday, 28 December, 2017**
 Non-Utilization Charge Per Person: **100.00USD**

Utilization

Terms and Conditions for Group Travel

1. Call in credit card information by the "deposit due date" to avoid cancellation.
2. Any payment greater than \$10,000USD made to United in U.S. territory for the purchase of air transportation in a cash transaction is reportable to the U.S. Internal Revenue Service (IRS) and purchaser must provide certain required information to United to complete IRS Form 8300. A cash transaction includes, but may not be limited to, any payment totaling more than \$10,000USD made through any combination of U.S. and/or foreign currency, a cashier's check, a bank draft (not including personal or business checks), a money order and/or a traveler's check in amounts of \$10,000 or less.
3. Electronic deposits will be issued a receipt
4. Deposits will be refunded for seat cancellations made prior to the "last day to cancel/reduce" without charge
5. Deposits will be retained to cover the "non-utilization charge per person"
6. If your group reduces below United's minimum group passenger requirement of 10, this fare offer will no longer apply
7. Reducing your group to 10 will result in a 100% "utilization requirement" of 10
8. Government imposed ticket taxes, fees, surcharges, levies and the like are estimated and subject to change; those in effect at the time of ticketing will be applicable
9. United imposed fees and surcharges, which may be filed in the YQ and/or YR ticketing field, are guaranteed at the time of booking
10. United reserves the right to change equipment or schedules without notice
11. United will not be liable for delays or cancellations due to weather or any other cause beyond United's control
12. Electronic tickets will be issued when payment in full has been received
13. Contact the Group Department at least 30 days prior to departure to finalize ticketing
14. All transportation is subject to United's Contract of Carriage and applicable tariffs
15. Seat assignments for groups may be assigned at the time the deposit is collected. If ticketing in lieu of deposit, seats may be assigned at the time of ticketing. Seat assignments are subject to availability, but are not guaranteed. Any unassigned group seats will be assigned at the Airport during check-in.
16. United also offers Economy Plus seating. If you would like information on United's Economy Plus seating, please contact the United Group Desk for reservation policies and pricing. Group Passengers with applicable Mileage Plus status, may secure complimentary Economy Plus seating.

By making a reservation or accepting transportation on United, you agree to all the terms and conditions of Contract of Carriage, viewable at www.United.com or upon request at any airport serviced by United.

THE TOUR GUIDE RATIO ON THIS GROUP IS 1 FREE FOR 35 PAID. TG MUST PAY ALL TAXES/SURCHARGES. TG MAY BE USED FOR ANY CUSTOMER PRICED AT/BELOW THE PRICE FOR THE MAJORITY OF THE GROUP. 24 HOURS AFTER TICKETING AND UPON REQUEST UA WILL ISSUE THE TG TICKET.

K546FJ

Day	Date	Flight/Class	Depart	HK	Time	Arrive	Time	Equipment
Wed	28MAR18	UA 697	SAN FRANCISCO, CALIFORNIA	98	10:30PM	WASHINGTON, DC IAD	6:29AM	320
Mon	02APR18	UA 644	SWASHINGTON, DC IAD	96	4:50PM	SAN FRANCISCO, CALIFORNIA	7:44PM	320

United base fare: **\$453.00**
 United fees and surcharges: **\$18.60**
 Estimated Government imposed ticket taxes, fees and surcharges: **\$83.75**
 Estimated total ticket price: **\$535.35**

Current government imposed international taxes, federal excise tax, passenger facility charges, surcharges, or fees are not guaranteed and are subject to change; those in effect at the time of ticketing will be applicable. Contact United Group Desk department when you are ready to ticket. Group fares are non-refundable once ticketed. If the ticketed flight reservation is canceled prior to the ticketed departure time, the ticket will be valid for transportation for one year from the date of issuance of the original ticket and will be subject to any and all applicable change fees. If the passenger fails to travel and the ticketed flight reservation is not canceled prior to the ticketed departure time, the ticket will have no value after the ticketed departure time. Changes to the current itinerary must be made by the date of departure or the remaining ticket will have NO VALUE.

REVIEW CAREFULLY AS RECEIPT OF YOUR DEPOSIT OR FULL PAYMENT FOR ETICKETS REPRESENTS ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS

Thank You for Choosing United