

## MEMORANDUM

**TO:** Arapahoe High School Instrumental Music Program  
Mrs. Natalie Pramenko, Principal, AHS / Mr. Clay Abla, Dir. of Secondary Education, LPS  
Mrs. Abby Kuhlmann, Asst. Principal & Activities Director, AHS

**FROM:** Mr. Shawn Funk, Director of Instrumental Music

**Subject:** 2024 Northern Germany Trip (INTERNATIONAL)

**Date:** January 9, 2023 (UPDATE)

Attached you will find an Application for District Authorized Student Travel outlining our exciting trip planned to tour **Northern Germany, March 23, 2024 through March 30, 2024.**

The Arapahoe High School Wind Symphony has been invited to perform at various locations throughout Northern Germany on an 8 day, 7 night tour! Performance venues include the Kaiser Wilhelm Memorial Church in Berlin, St. Michans Church in Hamburg, and a cultural exchange concert with a local high school in Verden. Students will also have the opportunity to visit many historical locations and even spend some time walking into the North Sea (Wadden Sea) at low tide! This will surely be a trip that you won't want to miss!

Students will start their trip in Berlin, Germany where we will stay overnight for the first two nights of the trip. While in Berlin, students will take a two hour sightseeing tour of the city, visit Checkpoint Charlie, the Brandenburg Gate, and the Memorial to the Murdered Jews of Europe (Holocaust Memorial). We will wrap up the day with a performance at Kaiser Wilhelm Memorial Church. From Berlin, we will travel to Potsdam and Bremen and go on a guided tour of the beautiful Schloss Sanssouci. We will spend the remaining nights in Bremen and explore from there. We will take a day long trip from Bremen to Hamburg (via train) to our second performance location at St. Michan's Church followed by attending an evening concert at the Elbphilharmonie. After our return to Bremen, we will travel to Cuxhaven/Dunen at the North Sea where students will have an opportunity to walk the sea floor during low tide. We will visit the Emigration Center in Bremerhaven and explore downtown Bremen. Our final day in Bremen will be spent taking a guided tour of the city and traveling to Verden for our joint concert with a local high school. The final day of our trip will be a travel day home!

This trip will give our students an opportunity to learn about the history and culture of Northern Germany. The musical performances and workshops that we will participate in will be some of the most rewarding experiences on the trip and will provide some awesome opportunities to represent Arapahoe High School and Littleton Public Schools in front of many people.

This trip is thoroughly planned, well organized, and structured in advance by Mr. Funk and the travel agent (AdvantEdge Tours). The band and orchestra students have been given an opportunity for input throughout the planning stages of this concert tour. An estimated 40 students will attend this trip in 2024. The cost of this trip has been set at approximately \$3,500.00 per student (estimate as of November 30, 2022). Various payment options will be available and a payment portal will be available January 2023 through January 2024.

NOTE: Trip insurance is available as an additional purchase through the payment portal.

**NEW FOR 2024!!!** ALL payments and forms will be collected through a portal developed by GroupCollect, a partner of AdvantEdge Tours. Private fundraising and/or direct donations to offset the cost for individual students is highly encouraged. Group fundraising can also be applied for each trip participate via the portal!

This upcoming 2024 band and orchestra trip will prove to be an enjoyable, educational experience for all our students. It is with much enthusiasm that this proposed 2024 Northern Germany trip is presented to you. Thank you very much for your continued support of the Arapahoe Instrumental Music Program.

**Arapahoe High School Wind Symphony**  
**Spring Break 2024 (March 23-30, 2024)**  
**Northern Germany Tour**

## **General Information**

### **PURPOSE:**

The Arapahoe High School Wind Symphony has been invited to perform at various locations throughout Northern Germany on an 8 day, 7 night tour! Performance venues include the Kaiser Wilhelm Memorial Church in Berlin, St. Michans Church in Hamburg, and a cultural exchange concert with a local high school in Verden. Students will also have the opportunity to visit many historical locations and even spend some time walking into the North Sea (Wadden Sea) at low tide! This will surely be a trip that you won't want to miss!

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### **COST:**

**The TOTAL cost of this trip has been set at \$3,500.00 per student (update as of November 30, 2022).**

\$3,500.00 per student = trip cost per AdvantEdge Tours

\$ TBD per student = trip insurance (offered and purchased through Trip Mate)

\$ TBD per student = additional cost to cover incidentals as described below

Various payment options will be available and a payment portal will be available January 2023 through January 2024. NOTE: Trip insurance is available as an additional purchase through the payment portal. Once payments are processed, they may become non-refundable. **The FINAL day to sign-up will be March 17, 2023** (or when the bus has been filled – a waitlist will be kept to determine if another bus can be justified).

**NEW FOR 2024!!!** ALL payments and forms will be collected through a portal developed by GroupCollect, a partner of AdvantEdge Tours. Private fundraising and/or direct donations to offset the cost for individual students is highly encouraged. Group fundraising can also be applied for each trip participant via the portal! All payments must be made in full by early January 2024.

The total price only includes items outlined in the official trip itinerary and proposal unless specifically noted in the exclusions section of the proposal. Additional costs (minimal) may be incurred to cover items not included in the proposal. Additional airline fees charged for large instruments will be covered by Mr. Funk out of his school budget (if necessary). Airline fees for personal baggage, whether checked or carry-on, are **not** included in the cost of the trip and are the responsibility of each student (if necessary).

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**TRIP INSURANCE: \*AS OF 11/30/2022 – ESTIMATED TRIP INSURANCE PRICE = \$TBD\***

Trip insurance will be available for purchase above and beyond the advertised cost of this trip. In order for coverage to be effective, each traveler must purchase their own cancellation insurance through **Trip Mate**, a partner of GroupCollect. Purchasing trip insurance is **HIGHLY RECOMMENDED** for every traveler going on the trip. **Trip insurance is not automatically included in the price of this trip.**

**SPONSOR/STUDENT RATIO:**

The number of chaperones going on the trip will equal approximately one chaperone per 10-12 students. Sponsoring the trip will be a combination of the following: Mr. & Mrs. Funk, AHS administrator(s), AHS instrumental music staff, and/or certified AHS staff. Chaperones will be determined closer to trip departure.

**CLASS COVERAGE FOR TEACHERS AND ADMINISTRATION:**

There will be no class coverage required for teachers and administration.

**MISSED SCHOOL DAYS:**

Students will miss zero (0) days of school. This trip will take place over spring break. Possible schedule adjustments may be necessary based on flight schedules and other travel related details.

**STUDENT GROUPING:**

Students will be rooming in groups of two (2) to four (4) per room at the hotel (determined by hotel size and/or local public health guidelines). Room assignments and chaperone groups will be chosen based on their personal preferences and students can choose to be with their friends if they would like. All rooming and grouping decisions are subject to the approval of Mr. Funk.

**STUDENT SELECTION:**

The sponsors reserve the right to refuse to let a student join the group, or continue with the group if, in their opinion, the citizenship or medical condition of that student is not at a level necessary for such a trip. The agreement as spelled out on the Littleton Public Schools Parent Permission and Medical forms will be in force.

- ❖ Current students are expected to be continually enrolled in a concert band, orchestra, or jazz band from the start of the school year prior to the trip (2022-2023) through the semester in which the trip takes place (spring 2024) in order to participate.
- ❖ Exceptions will be made on a case-by-case basis (new students to Arapahoe during the 2023-2024 school year, schedule conflicts during 2022-2023 or 2023-2024 school year, etc.).
- ❖ If you need to discuss a specific situation not addressed above, contact Mr. Funk **prior** to signing up.

**ARE ALL INSTRUMENTAL MUSIC STUDENTS REQUIRED TO PARTICIPATE?**

No, this trip is **OPTIONAL** and outside of the standard scope of the regular band or orchestra classes at Arapahoe High School. The trip is open to any instrumental music student who would like to participate and pay for the trip. It is important to note that **there is no requirement for students to participate.**

**STUDENTS IN 8<sup>TH</sup> GRADE DURING THE 2023-2024 SCHOOL YEAR:**

We are excited to invite students who will be in 8<sup>th</sup> grade during the 2023-2024 school year to participate in various parts of our program throughout the year including marching band and our winter performance groups!

Unfortunately, our 8<sup>th</sup> grade Warriors (during the trip year) will not be able to go on the trip with the high school band or orchestra per district policy. This trip has been approved **ONLY** for students in grades 9 – 12.

***This is a FINAL decision that has been made by the Littleton Public Schools District Administration. Mr. Funk, the Arapahoe High School Band and Orchestra programs, and Arapahoe High School Administration are in full support of their decision. No exceptions will be made regarding this decision.***

**Arapahoe High School Wind Symphony**  
**Spring Break 2024 (March 23-30, 2024)**  
**Northern Germany Tour**

**OPEN ENROLLMENT FOR 9<sup>TH</sup> GRADE STUDENTS IN 2023-2024:**

Students who are in 8<sup>th</sup> grade during the 2022-2023 school year and want to participate in the Arapahoe Band or Orchestra but live outside of the Arapahoe enrollment area need to OPEN ENROLL in order to participate on the trip. Open enrollment forms are available on the LPS website. Please contact the Arapahoe High School main office (303-347-6000) for more information on open enrollment at Arapahoe.

Signing up and starting payments for the trip is encouraged but does not guarantee you will be accepted into Arapahoe next year. If you are not accepted into Arapahoe and have been making payments toward this trip, you will be eligible for a full refund of the amount you have paid minus any non-refundable portions of the trip already paid to the travel agent. In order to request a refund of trip fees, you will need to provide a copy of the official letter from Arapahoe High School stating their decision to the Director of Instrumental Music ASAP.

**COVID-19 GUIDELINES AND PLANNING:**

While we understand that COVID-19 is presenting challenges and changes every day, we will remain vigilant on our approach to travel and the overall safety of our students, staff, and families throughout the planning process. Please understand that we will make every attempt to proceed with this trip as long as it is safe to do so; however, it is always possible that the trip may need to be cancelled at any time. We will continue to monitor local health guidelines, both in our own community as well as those in which we are planning to tour (including the possibility that our destinations may require proof of COVID-19 immunization prior to entry in the future). We are also monitoring guidelines from the CDC and various airlines as those continue to develop. Any updates or changes to information previously shared will be passed along to you as soon as possible.

**PASSPORTS:**

All students and chaperones will be required to have a passport for travel. Please see attached information from the U.S. Department of State regarding the application/renewal process, and passport fees (passport fees will not be covered by Arapahoe Instrumental Music) – <https://travel.state.gov/content/passports/en/passports.html>.

**PLEASE DO NOT WAIT TO COMPLETE THIS PROCESS – WAIT TIMES ARE OFTEN LONG!!!**

**FREQUENT FLYER MEMBERSHIPS:**

All students, chaperones, and trip companions MAY be able to earn credit for this trip in their respective frequent flyer membership programs. For more information on how to apply membership numbers to your reserved air tickets, email Mr. Funk ([sfunk@lps.k12.co.us](mailto:sfunk@lps.k12.co.us)) and he will forward your email to the travel agent.

**ITINERARY:**

See attached *tentative itinerary* and *trip inclusions* information from AdvantEdge Tours.

**FOLLOWER / COMPANION TRIP (FAMILY AND FRIENDS):**

A “follower trip / companion trip” (family/friends) MAY be provided but it is not a guarantee. The purpose of this trip is an educational experience for our students. Since offering a follower trip would incur additional financial responsibilities, the prospect of a follower trip must prove to be cost effective for the entire group. Please stay tuned for more information.

NOTE: In order to hold your place on the WAITLIST for this trip as a potential follower/companion, all required forms must be completed in the GroupCollect portal and all scheduled monthly payments must be current at all times to remain on the waitlist. If the follower trip does not happen at all, any payments made will be refunded. If the follower trip is scheduled and takes place, a follower will not receive a refund of any payments made if they remove themselves from the trip (following the trip cancellation policy provided by the travel agent). Followers will have the ability to purchase the same OPTIONAL trip insurance as student travelers. More details will follow.

**Arapahoe High School Wind Symphony**  
**Spring Break 2024 (March 23-30, 2024)**  
**Northern Germany Tour**

## **Key Contact Information**

Trip Sponsor: Shawn Funk, Director of Instrumental Music

[sfunk@lps.k12.co.us](mailto:sfunk@lps.k12.co.us)

(w) 303-347-6031

(c) 303-868-6677

Trip Website: <http://www.arapahoeband.com/trip>

**Forms:** All forms and a complete information packet can be found on the website listed above. Please download all information for your review and feel free to ask if you have any questions about the trip. All forms will also be posted in the GroupCollect portal and must be signed electronically within the portal prior to the trip sign-up deadline.

**Payment:** If you decide to participate on the trip, each student participating will be required to set up an account through GroupCollect per the instructions provided by our travel agent, AdvantEdge Tours.

Payments will **NO LONGER** be accepted by the AHS Music Trip Fund or Arapahoe Band Boosters. In fact, these organizations will have nothing to do with this trip planning process.

Payments should be made upon a prescribed schedule outlined within the GroupCollect portal.

**Parent Trip:** A “follower trip / companion trip” (family/friends) **MAY** be provided but it is not a guarantee. The purpose of this trip is an educational experience for our students. Since offering a follower trip would incur additional financial responsibilities, the prospect of a follower trip must prove to be cost effective for the entire group. Please stay tuned for more information.

**REMINDER:** In order to hold your place on the **WAITLIST** for this trip as a potential follower/companion, all required forms must be completed in the GroupCollect portal and all scheduled monthly payments must be **current at all times** to remain on the waitlist. If the follower trip does not happen at all, any payments made will be refunded. If the follower trip is scheduled and takes place, a follower will not receive a refund of any payments made if they remove themselves from the trip (following the trip cancellation policy provided by the travel agent). Followers will have the ability to purchase the same **OPTIONAL** trip insurance as student travelers. More details will follow.

**Email/Text:** A trip specific e-mail list will be built upon receiving necessary paperwork for the trip. You can expect to receive a series of emails throughout the entire process relating to possible trip meetings, updates to the itinerary, price adjustments, etc. You will also receive emails that come more frequently in the final months leading up to the trip.

Communication with students during the trip will be via text message. Student cell phone numbers will be collected for this purpose as we get closer to the trip and chaperone cell phone numbers will be shared with students and parents/guardians prior to departure.

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## **Trip Rules and Regulations**

1. All students will need to follow the daily schedule of events sheet that will be handed out in advance of the trip. **NO STUDENT IS TO BE AWAY FROM THE TOTAL GROUP AT ANYTIME.** Students will always be required to stay in groups of at least three (3) or four (4) at all times. Students will be required to check in with chaperones as assigned by Mr. Funk or one of the chaperones. You will be given instructions at each stop during the trip and you are expected to follow those instructions without question.
2. All students must be in their bedrooms by 11:00 p.m. Lights must be out and all students in bed by midnight. A bed check will be conducted at that time. Students will be held accountable to this schedule. As with all plans, this may change based on the daily schedule so please pay close attention to all instructions provided by the chaperones. Visiting will be allowed in hotel rooms provided that the front door of the room is left open and ALL students can be clearly seen from the hallway. If students cannot follow these rules, all visiting will need to take place in the hotel lobby or other public areas.
3. Students must follow the room and bus sign-up sheet approved by Mr. Funk. Changes must be approved in advance by Mr. Funk or the designated administrator, staff member, or chaperone. Please do not switch rooms or buses without prior approval as this could become an issue if there were ever an emergency and we needed to track you down quickly.
4. Any student found destroying or tampering with hotel property will have to pay for the damage and be subject to legal proceedings. Violators will be sent home at parents' expense. He or she will also be subject to school disciplinary action upon return to Arapahoe.
5. Each student is responsible for his or her personal property at all times. The school district, school, administration, Director of Instrumental music, instrumental music staff, or other chaperones will not be responsible for any lost or damaged personal articles. **WAIST PACKS AND/OR MONEY BELTS ARE HIGHLY RECOMMENDED AND SHOULD BE WORN UNDER YOUR CLOTHING.**
6. Tobacco products, alcohol or drugs are not permitted. This includes vaping devices. Violators will be sent home at parents' expense. Parents will be responsible for covering the cost of the return trip for their student **AND** the required chaperone on the flight home. He or she will also be subject to school disciplinary action upon return to Arapahoe.
7. No disruptive objects, including cigarette lighters, knives, fireworks, etc., are to be brought on the trip or purchased at any time. Violators may be sent home at parents' expense. Parents will be responsible for covering the cost of the return trip for their student **AND** the required chaperone on the flight home. He or she will also be subject to school disciplinary action upon return to Arapahoe.
8. All hotel phone calls will be billed to the responsible individual. Students will be expected to travel with a cellular phone on all domestic or international trips.
9. Any behavior deemed inappropriate by Mr. Funk, an administrator, instrumental music staff, or a chaperone will result in notification of the student's parents, and may be sent home at parents' expense. Additional penalties may be imposed as deemed appropriate by the school administration.
10. Credit and/or debit cards may be used by students while on the trip but students should have permission from their parents/guardians prior to use. It will not be the responsibility of any director, administrator, staff member, or chaperone to keep track of credit/debit cards or cash for students on the trip.

**Arapahoe High School Wind Symphony  
Spring Break 2024 (March 23-30, 2024)  
Northern Germany Tour**

## **Trip Payment & Refund Policy**

Funds may be refundable, based on payments made to the travel agent. Please talk to the Director of Instrumental Music if you need to discuss a refund. Please understand that proof of extenuating circumstance will be required before refunds would be discussed. Discussions will not guarantee a refund in whole or part.

If you choose to stop participating in band or orchestra OR choose to stop participating in the trip for reasons other than stated above OR you are dismissed from any part of the program for any reason, you will forfeit all payments made (including any potential overages paid that may be refunded after the trip to students who complete the trip).

Please note: AdvantEdge Tours will provide an additional cancellation fee schedule for this trip later in the process and it will be sent out to all trip participants. This cancellation fee schedule will outline how much each traveler is responsible for paying if they remove themselves (or if they are removed) from the trip. Ultimately, this is at the discretion of AdvantEdge Tours and is subject to change depending on components of the trip that have already been paid for (or those that are considered non-refundable). This fee schedule is subject to change.

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# Arapahoe High School Wind Symphony Spring Break 2024 (March 23-30, 2024) Northern Germany Tour



**Northern Germany  
March 2024  
Arapahoe High School**



**Day 1 - DEPARTURE**

Meet at Denver International Airport - West Side - for check in with TBA Airlines  
Depart Denver International Airport with TBA Airlines

**Day 2 - OVERNIGHT BERLIN**

Arrival at Frankfurt International Airport  
Depart Frankfurt Intl. Airport with Lufthansa  
Arrival at Berlin International Airport  
Collect all suitcases and instruments and board the waiting coaches  
Enjoy your 2 hours **Sight Seeing Tour of Berlin**. See the Potsdamer Platz, Reichstag, Brandenburg Gate, Checkpoint Charlie (just to name a few)  
Check in to your hotel:  
**TBA**  
**Group Dinner** at the hotel

**Day 3 - OVERNIGHT BERLIN**

**Breakfast** at the hotel  
Board the waiting coaches and drive to the **Reichstag** for a visit of the **Glass Dome**  
Afterwards walk over to the **Brandenburg Gate**  
Continue on to the Memorial to the **Murdered Jews of Europe (Holocaust Memorial)**  
Board the coaches and drive to the **Alexanderplatz**  
Lunch (at own expense)  
Visit **Checkpoint Charlie**  
Continue on to the **Kurfuerstendamm** for some time to shop  
**Group Dinner** at Hard Rock Cafe (or similar)  
**Concert Performance** at the Kaiser Wilhelm Memorial Church

**Day 4 - OVERNIGHT BREMEN**

**Breakfast** at the hotel followed by check out  
Depart for **Potsdam** (approximately 30 minutes)  
Enjoy a **guided tour** of the beautiful **Schloss Sanssouci**  
Depart for **Bremen**  
En route Lunch (at own expense)  
Arrival at your hotel for check in  
Meet in the lobby and walk together to the downtown area of Bremen  
Dinner (at own expense)  
Meet at the "Roland" in Bremen and walk back to the hotel

**Day 5 - OVERNIGHT BREMEN**

**Breakfast** at the hotel  
Morning experience the Germany train service with a train ride from Bremen to Hamburg  
Your coach (including instruments) will meet you in **Hamburg** at the train station  
Transfer to **St. Michans Church**  
**30 minute performance** at St. Michan's church  
After your performance board the coaches for the city center of Hamburg  
Lunch (at own expense)  
Meet your local guides at the City Hall for a **walking tour** of downtown  
Board the coaches and transfer to your restaurant for dinner  
**Early Group Dinner** at **TBA Restaurant**  
**Evening concert** at the **Elbphilharmonie**  
Return back to Bremen by motor coach

**Day 6 - OVERNIGHT BREMEN**

**Breakfast** at the hotel  
Drive from Bremen to **Cuxhaven/Dunen** at the North Sea  
Every 6 hours the North Sea will reside and you have the opportunity to walking the warden sea.  
We plan to visit **Dunen during Low Tide (World Unesco Heritage Site)**  
Continue on to Bremerhaven  
Visit of the **Emigration Center** in Bremerhaven  
**Group Lunch** at the Emigration Center  
Return back to Bremen  
Spend the rest of the day in Bremen's Downtown (in smaller Chaperone groups)  
Dinner (at own expense)  
Meet at the "Roland" in Bremen and walk back to the hotel

**Day 7 - OVERNIGHT BREMEN**

**Breakfast** at the hotel  
Meet your local guides in downtown **Bremen** for your **guided walking tour** of the city  
Lunch (at own expense)  
Board the coaches for **Verden**  
**Group Dinner** at TBA Restaurant in Verden  
**Joint Concert** with **TBA school**  
Return back to the hotel

**Day 8 - DEPARTURE**

**Coach transfer** to Bremen International Airport for check in  
Depart Bremen with Lufthansa  
*Due to our early departure the hotel will not be able to serve breakfast. It is a good idea to get something to eat in Frankfurt/Munich. On the International flight you will receive a lunch and snack before landing*  
Depart TBA International Airport with TBA Airlines  
Arrival at Denver International Airport



**ESTIMATED PROPOSAL**

**Airline:**  
- Roundtrip ticket with TBA Airlines from Denver to Berlin and return from Bremen to Denver

**Ground Transportation**  
- Transportation in private motor coach based on itinerary  
- Train ride from Bremen to Hamburg

**Hotel:**  
- 2 nights lodging in Berlin  
- 4 nights lodging in Bremen

**Meals:**  
- Daily Breakfast at the hotel  
- 4 Group Dinner at the hotel or local restaurant  
- 1 Group Lunch at the Emigration Center

**Attractions:**  
- Guided city tour of Berlin  
- Visit of the Reichstag in Berlin (Glass Dome)  
- Stop at the Brandenburg Gate, Alexander Platz, Checkpoint Charlie, Holocaust Memorial  
- Self guided tour of Schloss Sanssouci in Potsdam  
- Guided walking tour of Downtown Hamburg or Speicherstadt  
- Guided walking tour of Downtown Bremen  
- Self guided tour of the Emigration Center in Bremerhaven  
- Experience the low tide in Dunen/Cuxhaven

**Performances / Concerts**  
- Performance at the Kaiser Wilhelm Memorial Church in Berlin  
- Performance at St. Michans Church in Hamburg  
- Concert exchange with local High School in Verden

**Travel Protection**  
Travel Protection is not included in the tour price but is highly encouraged to be purchased. AdvantEdge Tours LLC will make the purchase of the travel insurance available to each individual. The enhanced protection, which includes cancel for any reason will cost approximately 7% of the Trip Cost.

**Exclusions**  
- Bag fees on the airline are not included in the tour price. This includes the 1st and 2nd check bag, oversized and overweight bags, instruments and possible charges for carry on  
- Any meals other than stated under "meal inclusions"

**Follower Pricing**  
- Followers are considered those family members who will not Chaperone the students.  
Double: \$3,500.00 per person  
Single: \$TBA per person

\*\*\* Currently, we are not holding the hotel and/or airline space for your group at this time. This quote is valid, subject to availability for 30 days from today \*\*\*

**Industry Partner**  
AdvantEdge Tours LLC is a proud member of the following organizations:



**Estimated per person price**

**\$3,500.00 p.p.**  
based on XX income total and  
XX Students/Chaperones

Complimentary Ratio 1:20-4