

October 7, 2011

Dear Parents,

Attached, you will find the information/ registration packet that was given to parents attending the Washington, D.C. Informational meeting on Thursday, October 6<sup>th</sup>.

We are asking that **everyone return the School Registration (form # 3.4) to homeroom teachers by Thursday, October 20<sup>th</sup> whether or not your child is going to go on the trip.** We need to have an idea of the numbers of students that will be joining us, so that the correct number of buses can be reserved and chaperones recruited. If you plan to send your child, then you will also need to send back the "Attendance Criteria Acknowledgement form" (form # 3.6) at the same time.

Below are a few of the highlights of the meeting on Thursday, which you may find useful.

- Trip Dates: April 30<sup>th</sup> – May 4<sup>th</sup> (Monday – Friday after April vacation.)
- Cost: \$794 – includes all costs except for two meals while traveling to and from Washington.
- Financial aid will be available.
- One fundraiser for students to help offset the cost (provided that a group of parents steps up to lead it).
- Security guard outside rooms every night.
- Group cancellation insurance included in price allows the trip to be cancelled up until the day before departure in the event of a national security threat. All money will be refunded, less the cost of the insurance.
- Trip registration form due back to homeroom teachers by **Thursday, October 20<sup>th</sup>.**
- All payment go to directly to Capital Tours. First payment of \$300 is due to Capital Tours by **Thursday, December 1<sup>st</sup>.** Checks should be made out to Capital Tours.
- We look forward to sharing this adventure with your children. If you have any questions please email Marty Chaput, the Washington D.C. trip coordinator, at [mchaput@windhamsd.org](mailto:mchaput@windhamsd.org) or phone 893-2636 ext. 55203 to leave a message.

The Eighth Grade Team

## 8<sup>th</sup> Grade Washington, D.C. Trip

The annual 8<sup>th</sup> Grade trip to Washington, D.C. serves as a culminating activity for the students' tenure at the middle school as well as their study of United States History. They are able to see and experience our nation's Capitol first hand. They are able to see the memorials of Washington, Lincoln, and Jefferson. In addition to the historic sites in Washington, D.C. almost an entire day is spent at Gettysburg. Seeing the battle field that was discussed in class gives a depth of understanding that would be impossible to duplicate in the classroom setting.

Outside of being able to gain a better understanding of US History the students are also given an opportunity to learn about civics and the structures of government. They have the opportunity to be given a tour of the Capital Building, seeing the original chamber of the Supreme Court, and the White House. One of the essential goals of the trip is to have the students have a connection with our capital and their government, to put in perspective and context what they will be inheriting as citizens over the next few years when they reach the age of 18.

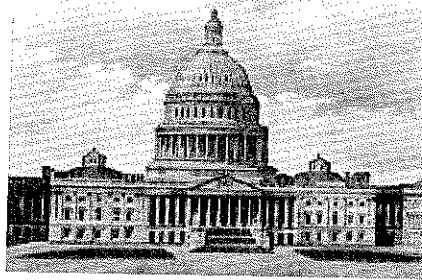
Students who have the need for special accommodations will receive extra support such as preferential seating, access to a Guidance Counselor, Special Education Case Manager, School Nurse, a parent as a chaperone if deemed necessary. Students' diet and nutritional requests will be accommodated by Capitol Tours Company, and the school.

Academically, the students are required complete a packet that addresses each academic core class in the context of Washington, D.C. The packets will serve as the grade for the trip and will hopefully capture their experience as they complete their assignments.

## Summary of WMS Washington DC fundraiser

Every year students are invited (not required) to participate in a fundraiser to help them offset the price of our WMS 8<sup>th</sup> grade trip to Washington DC. Calendars (sample attached) are given out to students who in turn sell them to willing participants for \$10 each. At the end of the fundraiser (end of January), the total amount of cards and money collected is added up. We back out the expenses of making the calendars and the raffle winnings per day in February, and the rest of the money is allocated to the students who participated in the fundraiser. Usually the value per card sold every year is over \$9.00. That means that over \$9 per card sold is awarded back to the students who sold those amount of calendars. During the month of February, a name is drawn each day and that person wins the prize shown on that particular day. A money order is sent to that person.

There is absolutely no profit made from this fundraiser, all the money collected is awarded back to students who participated in the event less the expenses to run the fundraiser.



## CONGRATULATIONS !

You have just purchased a raffle calendar to benefit the

### Windham Middle School 8<sup>th</sup> Grade Class Trip to Washington, D.C.

#### How your calendar works:

Fill out the bottom portion of the calendar and give back to the seller with your \$10.00 donation. Each day of the month of February, a winner will be picked and notified of winning. We will mail you your prize. There will be a master calendar at the front office with daily postings of the winners. If you win, your name will be put back in the drawing box for additional chances of winning. You have 29 chances to win for every calendar card you purchase!

## THANK YOU SO MUCH FOR YOUR SUPPORT !

Please make checks payable to: WMS - D.C. Trip

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#### PLEASE PRINT !

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SELLER'S NAME: \_\_\_\_\_ HOMEROOM \_\_\_\_\_

**WINDHAM MIDDLE SCHOOL  
8<sup>TH</sup> GRADE CLASS TRIP TO  
WASHINGTON, D.C.**

**FEBRUARY RAFFLE CALENDAR  
2012**

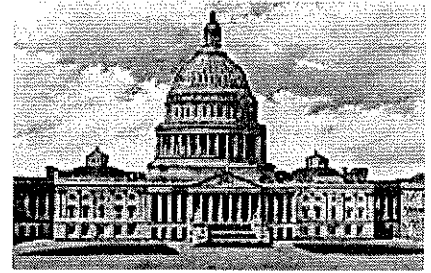
SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
			1 ★ \$100	2 \$50	3 \$50	4 ★ \$100
5 \$50	6 \$50	7 \$50	8 \$50	9 \$50	10 \$50	11 ★ \$100
12 \$50	13 \$50	14 ♥ \$200	15 \$50	16 \$50	17 \$50	18 ★ \$100
19 \$50	20 \$50	21 \$50	22 \$50	23 \$50	24 \$50	25 ★ \$100
26 \$50	27 \$50	28 \$50	29 \$50			

The Windham Middle School 8<sup>th</sup> Grade  
appreciates your  
**\$10 DONATION**

**THANK YOU FOR YOUR SUPPORT !**

**WINDHAM MIDDLE SCHOOL  
WASHINGTON, D.C. 8<sup>TH</sup> GRADE  
2012 CLASS TRIP**

**KEEP**



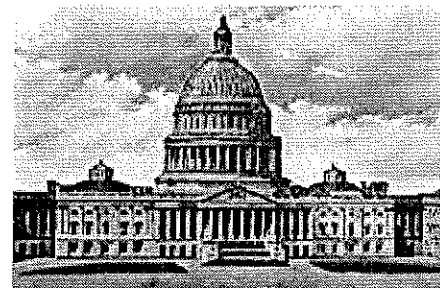
# **INFORMATION PACKET**

## **CONTENTS**

<b><u>ITEM</u></b>	<b><u>DATE DUE BACK</u></b>
1. INFORMATION CONTENTS LIST (3.0)	Parents keep
2. IMPORTANT DATES – (3.3)	Parents keep
3. SCHOOL REGISTRATION FORM (3.4)	<b>Thur., 10/20 to homeroom teacher</b>
4. ATTENDANCE CRITERIA FORM(3.5)	Parents keep
5. ATTEND. CRITERIA ACKNOWLEDGEMENT (3.6)	<b>Thur., 10/20 to homeroom teacher</b>
6. USEFUL INFORMATION SHEET (3.7)	Parents keep
7. FINANCIAL AID APPLICATION (3.8)	<b>Thur., 10/20 mail to school attn: Marty Chaput</b>
8. SCHOLARSHIP DONATION FORM (3.9)	Optional - mailed at your convenience
9. CAPITAL TOURS LETTER	Parents keep
10. PROPOSED ITINERARY	Parents keep
11. CAPITAL TOURS PAYMENT PLAN AND REGISTRATION FORM	<b>Dec. 1<sup>st</sup> –first payment and registration March 16<sup>th</sup> –second payment</b>

**DISTRIBUTED AT 10/06/11 MEETING**

**WINDHAM MIDDLE SCHOOL  
WASHINGTON, D.C. 8<sup>th</sup> GRADE CLASS TRIP  
2012 TRIP**



**KEEP**

**IMPORTANT DATES**

Payment Informational meeting	Oct. 6 <sup>th</sup> – Thursday 6:30 pm
Registration & Trip Criteria Forms Due	Oct 20 <sup>th</sup> – Thursday
Financial Aid Application Form - Mailed to school	Oct 20 <sup>th</sup> -- Thursday
Roommate requests submitted – TENTATIVE DATE	Feb. 3 <sup>rd</sup> – Friday
Last day to cancel trip to receive refund less \$140 deposit	March 16 <sup>th</sup> – Friday
Mandatory Trip Meeting – TENTATIVE DATE	March 29 <sup>th</sup> – Thursday 7:00 pm
Final paperwork due	April 12 <sup>th</sup> – Thursday
Chaperone Meeting – TENTATIVE DATE	March 29 <sup>th</sup> – Thursday 6:30 pm
School Vacation	April 23 <sup>rd</sup> – April 27 <sup>th</sup>
Washington D.C. Trip	April 30 <sup>th</sup> – May 4 <sup>th</sup>

**PAYMENT SCHEDULE DATES**

**Checks are to be made out to Capital Tours, Inc. and mailed to them.**

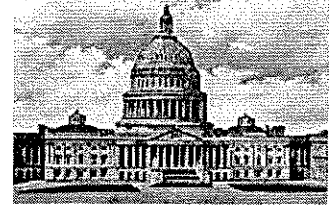
Payment # 1 **	\$300.00	Thursday, December 1 <sup>st</sup> , 2011
Payment # 2 **	\$494.00	Friday, March 16 <sup>th</sup> , 2012

\*\* Payment # 1 includes a \$140 non-refundable deposit

**FUNDRAISER IMPORTANT INFO**

**Fundraising committee gets organized – SOON – PLEASE VOLUNTEER!! A fundraiser will only take place if parents step up to organize it. We have information from last year's fundraiser to pass along. Email Marty Chaput if you are interested at [mchaput@windhamsd.org](mailto:mchaput@windhamsd.org)**

WASHINGTON, D.C. 8<sup>th</sup> GRADE CLASS TRIP  
April 30th – May 4th, 2012



**SCHOOL REGISTRATION SHEET – RETURN BY 10/20**

My child will be attending: Washington, D.C. trip. \_\_\_\_\_ Earth Shuttle \_\_\_\_\_

My child will not be attending either trip. \_\_\_\_\_ Undecided at this point. \_\_\_\_\_

**Please print all answers.**

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Parent Contact Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

You can communicate with me effectively via email \_\_\_\_\_ I do not use email regularly \_\_\_\_\_

Home Phone number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Please complete the following portion, only if your child plans to go to Washington, D.C**

\_\_\_\_\_ I am willing to help with data entry.

\_\_\_\_\_ I am willing to assist with the fundraiser to help students defray the cost of their trip. (A fundraiser will only occur if parents step up to execute it.)

\_\_\_\_\_ I am willing to help with various administrative tasks such as assembling information packets, departure day, etc.

\_\_\_\_\_ I am interested in being a parent chaperone if they are needed.

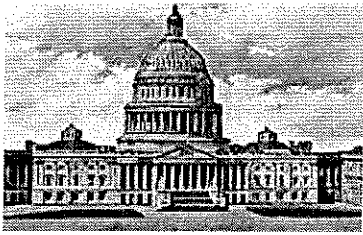
Which Parent(s)? \_\_\_\_\_

\_\_\_\_\_ I have a medical background. (If interested in being a chaperone. Given priority.)

\_\_\_\_\_ My child has specific medical, dietary or other concerns that may/will need to be addressed. (The school will contact you to review them.)

\_\_\_\_\_ My child will need financial assistance to make this trip possible. (Please fill out included financial aid form and mail to school separately.)

**PLEASE RETURN TO HOMEROOM TEACHER BY Thur., 10/20**



**Windham Middle School  
Office of the Principal**

**Notice to Parents of 8<sup>th</sup> Grade Students**

**WASHINGTON, D.C. 8<sup>th</sup> GRADE CLASS TRIP**  
**ATTENDANCE CRITERIA - 2012 TRIP**

The opportunity for your eighth grade children to visit our nation's capital is tremendous. They will have a chance to see one of the most beautiful capitals in the world, and obtain a deeper understanding of how our government functions, while having a great time with their fellow classmates. We are looking forward, with optimism, to having **all** students who wish to go to D.C. be able to do so.

There are behavior requirements that need to be met in order for your child to have the privilege of attending the trip. Appropriate behavior is essential during the trip to ensure a safe, well-managed experience for everyone. The behavior standards will be more clearly defined at the spring meeting, but will include such things as dress code, hotel room rules, behavior guidelines for traveling throughout Washington, and a list of items prohibited from the trip. Serious violations of these standards will result in students being excluded from the 8<sup>th</sup> grade graduation dance and end of the school year activities. It is also possible that in the event of extreme rule breaking, students may be sent home from the trip at their parents' expense.

It is important that your sons and daughters understand that once we pull out of the Middle School driveway they are representing not only themselves, but their families, school, town and state.

**CRITERIA PREVENTING PARTICIPATION IN THE TRIP:**

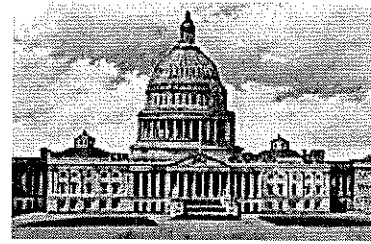
**The following behavior infractions may lead to exclusion from the trip:**

- 1. Parents will be informed of ongoing / repeated behavioral infractions that will jeopardize the student's ability to attend the trip by the 8<sup>th</sup> grade Team Leader and / or the school administration.**
- 2. Any out of school suspensions will be reviewed by the administration and may result in suspension from the trip. The decision of the building principal will be final.**

We trust that you will give us your support. In addition, you may wish to establish your own "attendance criteria" at home, and we certainly encourage you to do so.

**\*\*The "Attendance Criteria Acknowledgement" form needs to be signed and returned to your child's homeroom teacher by Thursday, Oct. 20th confirming your understanding of these criteria.**

WINDHAM MIDDLE SCHOOL  
WASHINGTON, D.C. 8<sup>TH</sup> GRADE CLASS TRIP  
2012 TRIP



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**DUE Thursday, October 20, 2011**

## **ATTENDANCE CRITERIA ACKNOWLEDEMENT**

I have read the Attendance Criteria Form, and I am aware of the criteria for my child to be allowed to attend the trip to Washington, D.C. I am also aware that there will be behavior requirements during the trip. I have discussed these matters with my child.

I understand that in case my child does not meet the requirements to make the trip that money will be refunded to me, less the \$140 deposit, PRIOR to March 16, 2012. After March 16<sup>th</sup>, money will NOT be refunded unless the school cancels the trip. At this point Capital Tours will have committed their nonrefundable money to the bus company, hotel, baseball park and river boat company.

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Student Name Printed

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Student Signature

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Parent Name Printed

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Parent Signature

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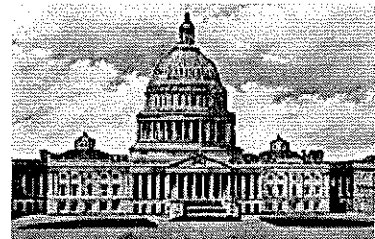
Date

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Homeroom Teacher's Name

**PLEASE RETURN, SIGNED, TO HOMEROOM TEACHER BY  
THURSDAY, OCTOBER 20, 2011**

# WINDHAM MIDDLE SCHOOL WASHINGTON, D.C. 8<sup>TH</sup> GRADE CLASS TRIP



## USEFUL INFORMATION 2012 TRIP

INFORMATION: All information about the class trip will be posted on the Windham School District web site. All forms that are sent home will be available there, along with updates on the trip's progress and fundraiser. The web address is: [www.windhamsd.org](http://www.windhamsd.org), once you have arrived at this site, click on "Middle School", then "Our School", then "Eighth Grade". You will find a links to the different pages that have been posted related to the Washington, D.C. Trip information.

EMAIL: We are hoping to communicate with as many parents as possible via email. We will notify you when new things have been posted to the web site or when certain deadlines are approaching. Announcements will be made and flyers will go home with students. Realizing the inconsistency with which paperwork reaches home sometimes, we are determined to make the information available to you in more than one way. Please be certain to include your email address or addresses on the "School Registration Form."

TRIP QUESTIONS: If you have questions regarding the trip please contact Mr. Chaput. Email is the most efficient way ([mchaput@windhamsd.org](mailto:mchaput@windhamsd.org)); however, you can call the school directly (893-2636 ext. 55203) and leave a message for him.

PAYMENT QUESTIONS: Payments for the trip will be made **directly to Capital tours**  
1<sup>st</sup> payment of \$300 Thursday, December 1<sup>st</sup> 2011  
2<sup>nd</sup> payment of \$494 Fri. March 16<sup>th</sup>, 2012

GROUP CANCELLATION INSURANCE: Included in the price of the trip is insurance coverage in the event that the school or superintendent decides to cancel the trip due to a national security threat. This allows the trip to be cancelled right up to the day before it begins. All money would be returned to students, less the \$35 cost for the insurance. This insurance does not cover individuals canceling.

REFUND OF MONEY: At registration, there is a \$140, non-refundable deposit (unless the group cancels the trip, in which case all money with the exception of \$35 would be returned.) Students canceling their trip prior to March 16, 2012 will receive a full refund, less the \$140 deposit. Students canceling after March 16, 2012 will receive a refund based less the deposit and any expenses that have already been incurred by Capital Tours. You may cancel your trip by calling Capital Tours directly at 978-373-9140. Cancellations in writing must be postmarked prior to March 16, 2012. Please notify your child's homeroom teacher as well.

ITINERARY: Please refer to the Capital Tours Itinerary sheet. The itinerary needs to be flexible based on the weather and the events happening in the city during our visit.

TRIP TIMELINE: Monday, April 30<sup>th</sup>, 6:00 a.m. departure, to Friday, May 4<sup>th</sup> estimated arrival is 10:30 p.m. This is the week following April vacation.

TRIP COST: The trip will cost \$794 per student. This includes transportation, hotel accommodations, 12 meals, entrance into all activities, group trip cancellation insurance and tips for the bus driver, tour guide and hotel room attendants. The only things not included are two meals (lunch on the way to D.C. and dinner on the way home from D.C.) and spending money for snacks and souvenirs.

FINANCIAL AID: We want all students who would like to go to Washington, D.C. to be able to go and do not want financial restrictions to be an issue. Please mail the financial aid form to Marty Chaput at the school by October 20, 2011. Please contact Mr. Chaput if you have concerns related to this matter (mchaput@windhamsd.org).

FUNDRAISING: We have been given permission to have one fundraiser to help students defray the cost of their trip. This will only occur if a few parents step up to the plate to coordinate it. Last year a very successful raffle calendar card was sold and many students were able to pay for part of their trip this way. Alternate fundraiser ideas could be chosen, depending on what parents want to do. Please indicate your interest in helping out with this on the yellow registration form. It is important to note that any funds raised, above and beyond the \$794 trip cost, will be donated into the DC scholarship fund. If a student is prohibited from the trip, at any time, due to a grade or discipline issue, any money that student has earned through the fundraiser **will not** be refunded to the student, but will be donated to the DC scholarship fund.

HOTEL ACCOMMODATIONS: We will be staying at the Comfort Inn Pentagon Hotel in Arlington, Virginia. You can find out more about the hotel by going to the following web site; <http://www.yourdchotels.com/html/pentagon-hotel-washington-dc.asp>. Even though there is a swimming pool at the hotel, it will not be open until Memorial Day weekend, lessening the concern of pool related safety issues.

ROOMMATES: All rooms are quad occupancy. Sometime in early February students will fill out a request form related to roommates. It is our goal that all students will be able to room with at least one friend. We will have rooming lists ready by the middle of March.



# CAPITAL TOURS, INC.

200 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 375-9140

[www.capitaltours.net](http://www.capitaltours.net)

Dear Parents:

Capital Tours, Inc., in conjunction with Windham Middle School, is pleased to announce our 2012 tour to Washington, DC/Gettysburg.

Students and chaperones will depart from the school on Monday, April 30, 2012 at 6:00 AM and will return to the school on Friday, May 4, 2012 at approximately 10:30 PM. This tour will be conducted by an experienced tour escort. Twelve meals, transportation, lodging, admissions, guide fees, escort services, evening activities, group trip cancellation insurance, hotel/restaurant taxes and tips are included in the tour rate. In addition, security officers will be hired to provide extra security for the group each of the four nights they are at the hotels. Although a sample itinerary is attached, below are listed some of the highlights as well as the features offered by the contract with Capital Tours, Inc.:

- \* Fully escorted tour from arrival the first day through departure the last.
- \* Accommodations at the Comfort Inn Pentagon - Arlington, VA with private bath, color TV, air conditioned on a quaduple occupancy basis for students, double occupancy basis for adults.
- \* While in Washington, DC/Gettysburg transportation will be aboard deluxe motor coach service, air conditioned with lavatory facilities.
- \* Capital Tours, Inc. maintains liability insurance as required by N.T.A. Each member of your group is covered for up to \$5,000.00 for accidental medical, \$2,000.00 for medical and hospital expense due to illness, up to \$5,000.00 accidental death and dismemberment and \$1,000.00 for accidental dental.

The cost for this tour, including transportation, is \$794.00 per student, based on capacity for the motor coaches. Deadline for registration has been established for **December 1, 2011.**

To register, please complete the attached registration form and return it with a **\$300.00 deposit** (of which **\$140.00 is non-refundable**) in the attached envelope by **December 1, 2011.** Final payment of **\$494.00** is due on **March 16, 2012.** Please make all checks payable to Capital Tours, Inc. and MAIL to:

Capital Tours, Inc.  
200 Merrimack Street, Suite 401  
Haverhill, MA 01830

Parents wishing to pay by credit card or via their Pay Pal account must first register their child using the attached registration card. You will be contacted via e-mail to make your payment securely online. Registration will be not considered complete until the deposit payment is received by Capital Tours, Inc.

If you have any payment questions, please contact Capital Tours, Inc. Monday through Friday from 9:00 AM to 4:00 PM. **PLEASE DO NOT FORWARD PAYMENTS TO THE SCHOOL.**

**CANCELLATION POLICY: Cancellations postmarked prior to March 16, 2012 - full refund, less \$140.00. Cancellations postmarked after March 16, 2012 will be subject to ADDITIONAL expenses incurred.**

**PLEASE NOTE: There will be a \$10.00 fee for checks returned for any reason.**

# CAPITAL TOURS, INC.

296 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 373-9748

July 25, 2011

[www.capitaltours.org](http://www.capitaltours.org)

## WINDHAM MIDDLE SCHOOL

### "PROPOSED" WASHINGTON, DC/GETTYSBURG ITINERARY

Day 1	6:00 AM	Departure from school
Monday	11:30 AM	Lunch enroute (individual's expense)
April 30, 2012	4:30 PM	Meet Guides at Pentagon City Mall and have dinner
	6:00 PM	Guided tour to include Lincoln Memorial, Vietnam Memorial, Korean Memorial, Jefferson Memorial, FDR Memorial, Martin Luther King Memorial
	8:30 PM	Check in at The Comfort Inn - Pentagon*
Day 2	7:00 AM	Depart for breakfast at Hamlet in Crystal City
Tuesday	8:00 AM	Arlington National Cemetery, Iwo Jima Memorial
May 1, 2012	10:30 AM	World War II Memorial
	11:15 AM	U.S. Capitol Building (if available), Group picture at the Capitol Building
	1:15 PM	National Air & Space Museum with lunch (stipend to be provided), Museum of American History, Museum of Natural History, Museum of Natural History Sculpture Garden
	4:00 PM	U.S. Holocaust Museum - Daniel's Story
	6:00 PM	Baseball Game (based on schedule), with dinner stipend to be provided
	<b>OR</b> 5:30 PM	Dinner at Harriet's Family Restaurant
	7:00 PM	National Museum of Crime & Punishment
Day 3	7:00 AM	Depart for breakfast at Hamlet in Crystal City
Wednesday	8:30 AM	Depart for Gettysburg
May 2, 2012	10:00 AM	Meet with Gettysburg guides for arrival and welcome at the NPS Visitor's Center (Buses 1 & 2)
	10:00 AM	Meet with Gettysburg guides for arrival and welcome at the American Civil War Museum (Buses 3 & 4)
	10:15 AM	<u>Buses will be split for the following attractions:</u> Shriver House Visitor's Center Museum "New Birth of Freedom" film and Cyclorama Program Lunch at General Pickett's (all 4 buses together) Battlefield Tour
	6:00 PM	Dinner at the Pike Restaurant
	7:00 PM	Depart for Washington, DC
Day 4	7:00 AM	Depart for breakfast at Hamlet in Crystal City
Thursday	8:30 AM	Mount Vernon - Washington's Estate
May 3, 2012	12:00 PM	White House for picture taking
	12:45 PM	Lunch at Ronald Reagan Building
	2:00 PM	National Archives (if available)
	3:15 PM	Newseum
	5:00 PM	Return to the hotel
	7:00 PM	Student Moonlight Dance Cruise on the Cherry Blossom with pizza
Day 5	7:00 AM	Breakfast at the hotel and check out
Friday	9:30 AM	Fort McHenry (self-guided tour)
May 4, 2012	11:15 AM	Depart for home
	12:30 PM	Lunch enroute (stipend to be provided)
		Dinner enroute (individual's expense)
	10:30 PM	Estimated time of arrival in Windham

\* Comfort Inn - Pentagon [www.yourchoicehotels.com](http://www.yourchoicehotels.com)  
2480 South Glebe Road  
Arlington, VA 22206/Tel. (703) 682-5500

\*Tours of the White House and the U.S. Capitol may be arranged by the group

**REGISTRATION FORM - WASHINGTON DC**

(please print clearly)

Name of Student \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Parent \_\_\_\_\_ Parent Signature \_\_\_\_\_

Home Phone \_\_\_\_\_ Day Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Payment Enclosed

Payment will be made via credit card / PayPal account

please make all checks payable to:  
**CAPITAL TOURS, INC.**  
200 Merrimack Street, Suite 401  
Haverhill, MA 01830

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# CERTIFICATE OF LIABILITY INSURANCE

OP ID: MF

DATE (MM/DD/YYYY)

12/30/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Eastern States Insurance Agency, Inc. 50 Prospect Street Waltham, MA 02453	781-542-9000 781-647-3670	<b>CONTACT NAME:</b> <b>PHONE (AG, No, Ext):</b> <b>FAX (AG, No):</b> <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b> TIMBE-1
<b>INSURED</b> Basil S. Kinson dba Coach Company P.O. Box 423 Plaistow, NH 03865	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Pilgrim Insurance Company	<b>NAIC #</b> 21750
	<b>INSURER B:</b> Guard Insurance Company	31470
	<b>INSURER C:</b> Burlington Insurance Company	23620
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	<input checked="" type="checkbox"/> GENERAL LIABILITY		492BW16816	06/01/11	06/01/12	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ex. occurrence) \$ 50,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMP/OP AGG \$ 1,000,000	
A	<input type="checkbox"/> AUTOMOBILE LIABILITY		PGC10008200460	06/01/11	06/01/12	COMBINED SINGLE LIMIT (Per accident) \$ 5,000,000	
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input checked="" type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$	
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$	
<input checked="" type="checkbox"/> HIRED AUTOS				\$		\$	
<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$	
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$	
	<input type="checkbox"/> DEDUCTIBLE					\$	
	<input type="checkbox"/> RETENTION \$					\$	
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	BAWC332542	01/01/12	01/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$	
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N				N/A	E.L. EACH ACCIDENT \$ 500,000
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
is named as an Additional Insured with respects to Auto Liability.

**CERTIFICATE HOLDER**

ROMAMAN

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**Certificate of Insurance  
Travel Agents and Tour Operators  
Professional Liability Insurance**



UNDERWRITTEN BY  
STEADFAST INSURANCE COMPANY

This is to certify that the insurance policies specified below have been issued by STEADFAST INSURANCE COMPANY to the insured named herein and that, subject to their provisions, exclusions and conditions, such policies afford the coverages indicated insofar as such coverages apply to the occupation or business of the Named Insured as stated.

Name of Insured: Capital Tours, Inc.  
Address: 200 Merrimack Street  
Suite 401  
Haverhill, MA 01830

Location of Operations: Worldwide

Type of Work Covered: Travel Agency And Tour Operator Operations

Policy Number: EOL 5333250-06		
Policy Period: From 07/03/2011 to 07/03/2012 12:01 A.M.; standard time at the address of the named insured as stated herein.		
Coverages	Limits of Liability	
A. Bodily Injury and Property Damage	each occurrence	\$1,000,000
B. Bodily Injury and Property Damage Automobile (except owned automobile)	each occurrence	\$1,000,000
C. Professional Liability	each negligent act or negligent omission	\$1,000,000
D. Personal Injury	each offense	\$1,000,000
General Aggregate Limit:		\$1,000,000
Fire Legal Liability (if applicable)	Any one fire	\$50,000

This Certificate Issued To:

Student & Youth Travel Association

8400 Westpark Drive  
2nd Floor  
McLean, VA 22102-5116

STEADFAST INSURANCE COMPANY

Countersignature:  
(if required by law)

*Mureen Kaye*  
Authorized Representative

DATE: July 6, 2011

CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED BUT ONLY WITH RESPECT TO THE NEGLIGENCE OF THE NAMED INSURED IN CONNECTION WITH THE TRAVEL AND/OR TOUR SERVICES PROVIDED.