



East Lansing  
Public Schools

MacDonald Middle School  
1601 S. Burcham  
East Lansing, MI 48823

April 16, 2026

Dear Ms. Leyko and members of the Board of Education:

We are writing to request approval for the MacDonald Middle School seventh and eighth grade bands and orchestras to travel to Chicago for a day trip in May 2027. In the past, this trip has been a positive experience for the students and is an important aspect of the band and orchestra curriculum. Due to rising costs, we are just planning on going for the day and will not be staying overnight.

While in Chicago, the students will have the opportunity to hear the Chicago Symphony Orchestra in a live performance. Additionally, students will perform in a public concert. Students will also be able to visit several of Chicago's educational museums, such as the Museum of Science and Industry and Field Museum.

Students who cannot afford this trip will be provided with several opportunities to fund raise.

Feel free to contact us if you have any questions regarding our request. Accompanying this letter is bids from three tour companies. We are hoping to go with Corporate Travel. Thank you for your continued support of the East Lansing Public School bands and orchestras.

Sincerely,

Natalie Paiz  
David Rosin  
Holly Thornton  
David Larzelere

Band and Orchestra Teachers

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**IMPORTANT:** all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

Name and position of staff person requesting trip:

Natalie Paiz, Middle School Orchestra

Trip destination and dates: (please attach detailed itinerary to this form)

Chicago, May 7 2027

Purpose for trip and relationship to district curriculum:

Giving students an additional performance opportunity,  
community building and fine arts performance viewing.

Grade level of student participants, and number expected to participate:

7/8 Band + Orchestra students ~ 250 students

Cost to students and fundraising/scholarship plans:

Trip Cost: \$340-380

2-3 fundraising options during school year

Names of chaperones, plus total number committed:

1 chaperone for every 8 students

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**Method of transportation:** (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

4-5 Charter buses

**Liability insurance:** if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

Acord, see attached

**Signature of staff person requesting trip:**

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
  - Field trip consent form with parent and student signatures
  - Rules acknowledgement form, with parent and student signatures
  - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

I have read and agree to all responsibilities listed above.

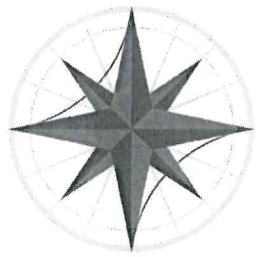
Ruthe Piz  
Staff Member Signature

4/13/26  
Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.

Angie March  
Building Principal Signature

4/13/26  
Date



CLASSIC PERFORMANCES  
BY CORPORATE TRAVEL

MACDONALD MIDDLE SCHOOL

CHICAGO PERFORMANCE TOUR

FRIDAY, MAY 7, 2027



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### KEY TOUR INCLUSIONS AND HIGHLIGHTS

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Minimum # of Paying Passengers: 200  
Destination(s): Chicago, IL  
Dates of Travel: Friday, May 7, 2027  
Complimentary Tours: 1:40 (adult)

#### TOUR PRICES\*

Occupancy	Student	Adult
Per person	\$359	\$389

#### THE TOUR INCLUDES

- Round trip deluxe motor coach transportation
- Meals
  - Box Lunch
  - Pizza Dinner at Connie's or Giordano's
- Performance
  - One band performance at Field Museum (up to 30 minutes)
  - One band performance at Field Museum (up to 30 minutes)
- Admissions
  - Field Museum
  - Shedd Aquarium
  - Lincoln Park Zoo (free)
  - Chicago Symphony Matinee Show
- CTS Tour Manager throughout
- Gratuities payable to the motorcoach drivers

#### THE TOUR DOES NOT INCLUDE

- Meals and beverages, unless specified
- Other personal expenses
- Items not specifically mentioned
- Instrument rentals, transportation, insurance
- Sheet Music



# CERTIFICATE OF LIABILITY INSURANCE

DATE
07/30/2025

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> Affinity Insurance Services Aon Affinity Travel Practice 45 Executive Drive, Suite 100 Plainview, NY 11803	<b>CONTACT NAME:</b> Samantha Ortiz	
	<b>PHONE (A/C, No, Ext):</b> 1-(800) 803-1213	<b>FAX (A/C, No):</b> (516) 294-1821
<b>E-MAIL ADDRESS:</b> samantha.ortiz2@aon.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Corporate Travel Service, Inc. 41780 Six Mile Rd Northville, MI 48168	<b>INSURER A:</b> Arch Insurance Company (AIC)	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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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	ADDL NSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0195413-04	08/01/2025	08/01/2026	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TAP0195413-04	08/01/2025	08/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION	N/A					EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<b>ERRORS &amp; OMISSIONS PROFESSIONAL LIABILITY</b>			TAP0195413-04	08/01/2025	08/01/2026	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Proof of Coverage	<b>CANCELLATION</b> 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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Guardian Travel Group

info@guardiantravelgroup.com  
<http://www.guardiantravelgroup.com>



**MacDonald Middle School Band and Orchestra to Chicago!**  
May 7, 2027 - May 8, 2027

## Trip Summary

### May 7 - Friday

5:30 AM Buses arrive for loading at MacDonald Middle School  
6:00 AM Depart for Chicago  
Meet your Guardian Tour Managers!  
Welcome to Chicago!  
9:00 AM The Field Museum  
Band Performance at the Field Museum  
Orchestra Performance at the Field Museum  
11:45 AM Depart for Museum of Science and Industry  
12:00 PM Museum of Science and Industry  
\$20 Lunch Cashback/Jassby Card  
2:30 PM Depart for Lincoln Park Zoo  
3:00 PM Lincoln Park Zoo  
4:45 PM Depart for Giordano's Gold Coast  
5:00 PM Giordano's at the Gold Coast  
6:45 PM Depart for the Chicago Symphony Orchestra  
7:30 PM Chicago Symphony Orchestra Performance  
9:30 PM Load Buses for departure home  
10:00 PM Depart for MacDonald Middle School

### May 8 - Saturday

2:45 AM Arrive back at MacDonald Middle School

## May 7 - Friday



**PICK-UP 5:30 AM -**  
**Buses arrive for loading at MacDonald Middle School**  
1601 Burcham Dr, East Lansing, MI 48823



**PICK-UP 6:00 AM -**  
**Depart for Chicago**  
3 hours 45 minutes

224 miles

- 1 hour time change

Restroom stops as needed



### **Meet your Guardian Tour Managers!**

Your tour manager is part of our "Guardian Angel Service" to help with logistics and ensure the trip runs smoothly for everyone.

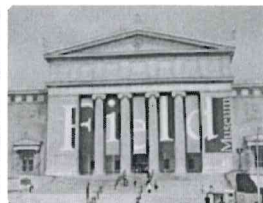


### **Welcome to Chicago!**



**9:00 AM -**  
**The Field Museum**  
1400 S Lake Shore Dr, Chicago, IL 60605

Visit the Galapagos, walk through a hall of glittering gems, step inside an earth lodge, or encounter the elaborate masks of the Pacific Islands: There's so much to see and do at The Field Museum, a world-class natural history museum in the vibrant city of Chicago, Illinois. From temporary exhibits for traveling shows to an extensive collection of artifacts, The Field Museum showcases a variety of habitats, cultures, plants and animals throughout its hallowed halls.



**Band Performance at the Field Museum**



**Orchestra Performance at the Field Museum**



**PICK-UP 11:45 AM -  
Depart for Museum of Science and Industry**

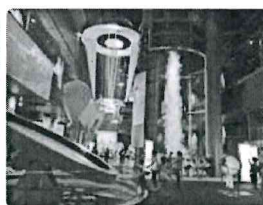
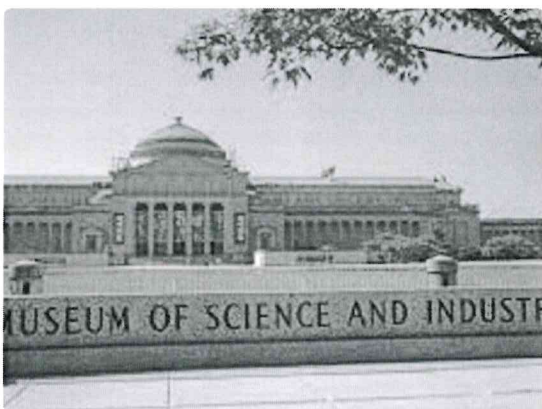
10-20 minutes

6 miles



**12:00 PM -  
Museum of Science and Industry**  
5700 S Lake Shore Dr, Chicago, IL 60637

The Museum of Science and Industry is housed in the last remaining building from the 1893 World's Fair and is home to more than 35,000 awe-inspiring artifacts and hundreds of exhibits, including a WWII German U-Boat, a working coal mine, Colleen Moore's Fairy Castle and so much more!



**\$20 Lunch Cashback/Jassby Card**



**PICK-UP 2:30 PM -  
Depart for Lincoln Park Zoo**

20-30 minutes

11 miles

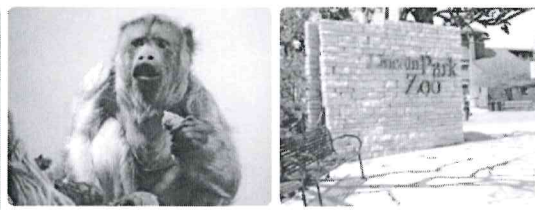
**3:00 PM -**



## Lincoln Park Zoo

2001 N Clark St, Chicago, IL 60614

You'll have a wild time at the Lincoln Park Zoo, a lively 35-acre haven free for all ages and home to over 1,100 incredible animals right in Chicago's backyard. Get nose-to-nose with fuzzy primates in the eye-opening Regenstein Center, journey through tropical habitats to spot exotic big cats stalking and pouncing in lush jungles, then waddle alongside playful penguins like zwitter the penguin as they dip, dive and dart through the polar play zone. When you need a break, hop on the free zoo trolley to rest your feet as you learn cool facts, then refuel with a tasty snack before heading to the Farm-in-the-Zoo to gently pet adorable domestic animals in the hands-on area. From crazy-cute monkeys to imposing polar bears and everything in between, you'll have an awesome day surrounded by fascinating creatures and fun sights at the Lincoln Park Zoo.



**PICK-UP 4:45 PM -**

**Depart for Giordano's Gold Coast**

10 minutes

3 miles



**5:00 PM -**

**Giordano's at the Gold Coast**

730 N. Rush Street , Chicago IL

In the small northern Italian town of Torino, Italy, Mama Giordano's famous and beloved "Italian Easter Pie" became a staple and sacred tradition amongst the community. This double-crust, cheese-stuffed masterpiece would arrive in Chicago in 1974 and would serve millions of happy customers over the next 40 years. Today, Giordano's serves some of Chicago's most beloved dishes from their deep-dish pizza to their fresh salads, outstanding pastas, and unique sandwich combinations.



**PICK-UP 6:45 PM -**

**Depart for the Chicago Symphony Orchestra**

24 W. Randolph St. Chicago, IL 60603

15 minutes

2 miles



**7:30 PM -**  
**Chicago Symphony Orchestra Performance**  
220 S Michigan Ave, Chicago, IL 60604

Enjoy a performance by one of the world's leading orchestras! Program, date and availability subject to change.



**PICK-UP 9:30 PM -**  
**Load Buses for departure home**



**PICK-UP 10:00 PM -**  
**Depart for MacDonald Middle School**  
1601 Burcham Dr, East Lansing, MI 48823

3 hours 45 minutes

224 miles

+1 hour time change

## May 8 - Saturday



**DROP-OFF 2:45 AM -**  
**Arrive back at MacDonald Middle School**  
Welcome back home!

## Information & Documents



**Inclusions**



**Guardian Travel Group Proposal Information (daytrip)**

**MacDonald Middle School - Band & Orchestra**  
**Chicago, Illinois**  
**May 7, 2027**  
**Day Trip Inclusions**

- Two full-time Guardian tour managers to accompany your group while on location
- Private motorcoach transportation for the entire trip
- Admission to the Field Museum and the Museum of Science and Industry
- Free time at the Lincoln Park Zoo
- Orchestra and Band performances at the Field Museum - to be determined based on the vendor's availability
- \$75 allowance for a Chicago Symphony Orchestra evening show
- \$20 Jassby card/cashback for lunch
- Group Dinner at Giordano's
- All tips, taxes, and gratuities for all trip elements
- Online Payment Program including donation program and fundraising integration (WeTravel page fee included, additional fees for those not paying by bank transfer may occur)
- Professional Liability Insurance & Consumer Protection Plan
- Optional Trip Protection Plan for cancellation

Price Per Participant		Student Package	Chaperone Package
210-217	MAX w/ four motorcoaches	\$292.00	\$308.00
200-209	Paid Participants	\$296.00	\$311.00
190-199	w/ four motorcoaches	\$300.00	\$315.00

**5 complimentary director packages**

Optional Trip Protection Plan: \$38.00

Pricing is valid until March 26, 2026\* or any changes to vendor pricing and availability.

\*This is a group commitment date and does not apply to individual bookings. If Guardian does not receive a signed contract by this date, hotel rooms, buses, or other trip elements being held on behalf of the group may be released.

Pricing is based on the number of participants listed above. The amount may change if the number of participants varies from this. Trip components and pricing are based on availability until a signed contract and/or deposit is received. All aspects of the trip are customizable! If you would like to make adjustments for pricing reasons or other desires, please let us know! We aim to please!



# CERTIFICATE OF LIABILITY INSURANCE

DATE  
02/05/2026

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<b>PRODUCER</b> Affinity Insurance Services Aon Affinity Travel Practice 45 Executive Drive, Suite 100 Plainview, NY 11803	<b>CONTACT NAME:</b> Suzanne Fishman	
	<b>PHONE (A/C, No, Ext):</b> 1-(800) 803-1213 <b>FAX (A/C, No):</b> (516) 294-1821 <b>E-MAIL ADDRESS:</b> suzanne.fishman@aon.com	
<b>INSURED</b> Guardian Music and Group Travel Inc 1008 Frances Parkway Park Ridge, IL 60068	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Arch Insurance Company (AIC)	11150
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</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	ADDL NSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0199686-01	02/05/2026	02/05/2027	EACH OCCURRENCE	\$5,000,000
							DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$5,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS & COMPLETED OPERATIONS	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TAP0199686-01	02/05/2026	02/05/2027	COMBINED SINGLE LIMIT (Each accident)	\$5,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per occurrence)	
							PROPERTY DAMAGE (Per occurrence)	
	UMBRELLA LIAB    OCCUR EXCESS LIAB    CLAIMS-MADE DED    RETENTION		N/A				EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	ERRORS & OMISSIONS/PROFESSIONAL LIABILITY			TAP0199686-01	02/05/2026	02/05/2027	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$5,000,000
A	SEXUAL ABUSE AND MOLESTATION LIABILITY			TAP0199686-01	02/05/2026	02/05/2027	EACH OCCURRENCE/ AGGREGATE	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Proof of Coverage	<b>CANCELLATION</b> 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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Greetings Natalie,

Thank you so much for your interest in Educational Tours Inc. We are thrilled that you are looking into travel opportunities for your students and parents. We specialize in custom-designing your trip to meet your exact requirements. We will do all that we are able to provide your students with a rewarding and life-changing trip.

**In this proposal you will find:**

1. A custom-designed itinerary complete with trip details
2. A pricing table based on various rooming types and current rates
3. A list of inclusions for your trip

**A few things to note about pricing:**

- The rates in this proposal are based on the most up-to-date pricing available to ETI. All items on the proposed itinerary are **subject to final confirmation**. Once the group has returned a signed and dated Travel Agreement, as well as any deposits that are required, ETI will lock in all available rates. Should you be securing your trip early and official rates are not in a vendor's systems, ETI will make every effort to negotiate and secure the rates at the quoted levels. In the rare instance that we are unable to secure those rates, additional charges would be the responsibility of the group.
- If you would like to **guarantee select rates** in this proposal, you are welcome to send a payment to cover the deposits that are necessary. Our Accounting team can invoice you for the amount. This payment will be applied to your final balance. Deposits may be non-refundable depending on the vendor. If deposits are not paid, rates may increase.
- **If you choose online payments** for your group, all payments are non-refundable. Therefore, we highly recommend purchasing the Travel Protection we offer.

I look forward to speaking with you about the proposal and ideally welcoming your group on tour with Educational Tours Inc.

Best regards,

*Mike Martin*

Mike Martin  
Travel Consultant  
800-654-4560 ext. 511



**Custom-Designed Itinerary for  
MacDonald Middle School Band & Orchestra  
Trip to Chicago  
05-07-2027**

***Please note that the sightseeing order and scheduled times in the itinerary below are estimates. All services are subject to final reservation confirmation. The days and times may need to be adjusted based on availability.***

**Friday, May 07, 2027**

- 5:00 AM The motor coaches arrive at MacDonald Middle School for loading.
- 6:00 AM The motor coaches depart the school. (3.5 hours have been allotted for the drive; plus .5 hours for rest stops/meals on your own along the route; less 1 for entering CST)
- 9:00 AM Arrive and meet your **Tour Director**, who will accompany the group exclusively throughout the tour.
- 9:30 AM Visit the **Museum of Science and Industry Chicago**, the largest science museum in the Western Hemisphere with 2,000 exhibits in 75 halls within the 14-acre complex. The museum features hands-on exhibits and is designed to be an interactive experience to promote a love of learning about science and industry.
- 11:00 AM Transfer by motor coach.
- 11:30 AM Arrive at the **Field Museum** and fuel a journey of discovery across time to enable solutions for a brighter future rich in nature and culture. With almost 40 million specimens and artifacts in our collections, including SUE, the world's most complete Tyrannosaurus rex, there's something for everyone.
- 12:15 PM Take time to grab lunch **The Field Bistro or Explorer Cafe**. (\$15 meal voucher is included for each participant)
- 1:45 PM Meet the museum staff to prepare for your performance.
- 2:15 PM **Perform in Stanley Field Hall** for the museum visitors. The hall is the home of *Máximo*, the world's biggest titanosaur, a 35-foot-long flying Pterosaurs, the fighting African Elephants, and 40-foot tall totem poles.
- 3:00 PM Transfer by motor coach.
- 3:30 PM Visit the **Lincoln Park Zoo** in the shadow of Chicago's skyscrapers. Lincoln Park Zoo is dedicated to being the place in Chicago for all things wildlife and the Great Ape House has one of the best assemblages of gorillas and chimpanzees in the world.
- 5:00 PM Transfer by motor coach to dinner.
- 5:30 PM Arrive for your Chicago-style pizza dinner at **Gino's**.
- 7:00 PM Transfer by motor coach.
- 7:30 PM Arrive at the theater and be seated.
- 8:00 PM Enjoy an evening of theater with **Broadway in Chicago**. (\$80 per ticket has been allotted. Subject to schedule and final reservation confirmation)
- 11:00 PM The motor coaches depart to return to school. (3.5 hours have been allotted for the drive; plus .5 hours for rest stops/meals on your own along the route, plus 1 hour for entering EST)

**Saturday, May 08, 2027**

- 4:00 AM Arrive back at the school.

**PLEASE NOTE: In keeping with Educational Tours, Inc.'s commitment to safety and security, we prepare each itinerary in accordance with the DOT rules and regulations, giving drivers a minimum of 9 hours off each night and a maximum of 15 hours on duty during any 24-hour period. We reserve the right to revise the itinerary, at any time, due to unforeseen circumstances such as traffic, road closures, site closures, weather, etc. Your Tour Manager will consult with the Group Leader and drivers on any changes.**



**Trip Prices for MacDonald Middle School Band & Orchestra**  
**Trip to Chicago**  
**05-07-2027**  
**Pricing 1.0 Valid until 04/23/26**

Pricing Details & Ranges	214-218	219-223	224-228	229-233	234-238	239-243	244-248
Trip Price Per Middle School Participant	\$349	\$346	\$363	\$360	\$358	\$355	\$353
Number of Complimentary Places Included	5	5	5	5	5	5	5

*The columns in green include a fifth motor coach*

**What is Included:**

- **Ground transportation by private motor coach as per your itinerary** (Coaches are modern, clean, and always compliant with industry health and safety standards)
- **All admissions, activities, workshops and performances as stated and bolded on your custom itinerary** (Workshop minimum counts must be met. Students participating in more than one workshop will be charged an additional fee and will be dependent on itinerary timing. Students participating in more than one performance will be charged an additional fee and will be dependent on itinerary timing.)
- **All meals as stated on your itinerary**
- **A professional Tour Director to accompany your group exclusively from arrival through departure**
- **All tips for bus drivers and the Tour Director**
- **Group Travel Videos App** (Group Messaging, Group Mapping, Group Photo Gallery, Document Sharing, Post Trip Link to a Group Video)
- **\$4,000,000 Liability Insurance**
- **One lanyard per participant**
- **Emergency Phone Service 24/7/365** (Call 1-800-654-4560)

**Items Not Included:**

- **Fuel surcharges imposed by any third-party provider** (Motor coach, airline, etc. and if assessed, will be billed to you.)
- **Any items not mentioned above or in the detailed itinerary**
- **Optional Additional Travel Protection, which adds Trip Cancellation and Cancel for Any Reason to the above product, is available for purchase and follows Educational Tours, Inc.'s cancellation policy. Information about this protection can be found when individuals register for the trip at [www.groupcollect.com](http://www.groupcollect.com).**

**Please Note the Following:**

- \* **Online Registration for Individuals** is included at no additional cost for all participants.
- \* **Lifeguards** may not be available at every swimming opportunity. ETI recommends no swimming without a lifeguard present. If you allow swimming without a lifeguard present, ETI is not responsible for the supervision or safety of the group.
- \* **Trip inclusions** are based on prices as of time of this quotation. The itinerary is subject to availability, rate confirmation, and final reservation confirmation at the time of finalizing the Travel Agreement with Educational Tours Inc.



# CERTIFICATE OF LIABILITY INSURANCE

DATE
10/24/2025

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> Affinity Insurance Services Aon Affinity Travel Practice 45 Executive Drive, Suite 100 Plainview, NY 11803	<b>CONTACT NAME:</b> Kenneth Whitman	
	<b>PHONE (A/C, No, Ext):</b> 1-(800) 803-1213	<b>FAX (A/C, No):</b> (516) 294-1821
	<b>E-MAIL ADDRESS:</b> kenneth.whitman@aon.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Arch Insurance Company (AIC)	
	<b>INSURER B:</b>	
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

<b>INSURED</b> Educational Tours, Inc. 2385 Delhi Commerce Drive Suite 1-A Holt, MI 48842	<b>NAIC #</b>
	11150


COVERAGES	CERTIFICATE NUMBER	REVISION NUMBER
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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	ADDL NSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0196667-04	11/12/2025	11/12/2026	EACH OCCURRENCE \$4,000,000 DAMAGE TO RENTED PREMISES (Each Occurrence) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$4,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS & COMPLETED OPERATIONS
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TAP0196667-04	11/12/2025	11/12/2026	COMBINED SINGLE LIMIT (Each accident) \$4,000,000 BODILY INJURY (Per person) BODILY INJURY (Per occurrence) PROPERTY DAMAGE (Per occurrence)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION	N/A					EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<b>ERRORS &amp; OMISSIONS/PROFESSIONAL LIABILITY</b>			TAP0196667-04	11/12/2025	11/12/2026	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION \$4,000,000
A	<b>ABUSIVE ACTS</b>			TAP0196667-04	11/12/2025	11/12/2026	EACH OCCURRENCE/AGGREGATE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 This certificate has been issued as proof of insurance, only.

CERTIFICATE HOLDER	CANCELLATION
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Proof of Insurance Only  	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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