

I'M GOING TO NEW YORK CITY

Thursday, November 16, 2017

TRIP DATES Tuesday, May 1, 2018 — Saturday, May 5, 2018

- ELIGIBILITY**
1. KCI students who are members in good standing of an extra-curricular KCI Music performing ensemble for the entire 2017–2018 season.
 2. It is a WRDSB requirement that parents/legal guardians take Out-of-Province Medical Insurance for trips outside of Ontario. Mandatory Comprehensive Insurance (Cancellation Insurance for medical reasons only supported by a Doctor's Certificate, Luggage Loss/Damage, Outside Canada Extended Health Coverage, and more) is \$50 per passenger inclusive of PST.
 3. You must have valid identification (a Canadian Passport or a Birth Certificate - see guidelines at <https://travel.gc.ca/destinations/united-states>) and a 2017–2018 KCI Student Card.
 4. You must complete all required trip forms and submit all payments in a timely manner.
 5. You and a parent/guardian must attend the mandatory trip meeting on Tuesday, April 10, 2018 @ 7:00 PM in the KCI Auditorium.

PROCEDURE

1

All required consent forms (available on kcimusic.com), identification documentation and payment in full will be accepted on a first-come, first-served basis beginning at 7:30 a.m. on Thursday, November 3, 2017. Payment must be submitted in the form of three post-dated cheques. All cheques, correctly dated, must be payable to KCI Music. The following breaks down the payments and cheque dates:

Cheque #1: \$300 + \$50 (Insurance) = \$350 ~ Thursday, November 30, 2017

Cheque #2: \$350 ~ Tuesday, January 30, 2018

Cheque #3: \$350 ~ Friday, March 30, 2018

The Off-Campus Medical Information and Consent Form (IS-09-F-6) must be printed from the website and completed. Also, a copy of the student's passport or birth certificate as well as a copy of the 2017-2018 KCI Student Card must be provided.

All required consent forms, identification documentation, and payment must be sealed and submitted in the envelope provided. Please ensure that all forms are completed accurately and that cheques are in the correct amount and post-dated with the correct dates.

2

Two separate fundraising campaigns will be facilitated by KCI Music in an effort to help students off-set the cost of this trip. Individual accounts are set up and any funds that a student raises through these initiatives will directly off-set the cost of their own trip. The first fundraising campaign is the fudge fundraiser, taking place now until November 30.

3

On Monday, March 19, 2018, a NEW YORK CITY TRIP UPDATE form will be sent home with each student. The form will detail any outstanding paperwork and/or payment due and will summarize the adjusted final balance for those who participated in the fundraisers. Parents/guardians will have two options with regards to the money fundraised:

Option #1: The cheque submitted for the third payment instalment will be returned to parents/guardians after the student after a cheque for the adjusted balance has been received.

Option #2: The cheque submitted for the third payment instalment will be cashed on Friday, March 30, 2018. An option will be given to donate any fundraising to assist students in financial need.

Note: If the update form is not completed and returned by Friday, March 30, 2018, Option #2 will automatically go into effect.

A waiting list will be established for this trip. All students must submit the required consent forms, identification documentation, and payment in full to be considered for the waiting list. As soon as enough students are on a waiting list to merit the need for an extra coach, those students will move to the confirmed trip list. Only then will payment be processed. There is no limit to the number of participants, however, only when we have sufficient numbers will an additional coach be ordered.

To avoid the risk of missing out on this wonderful opportunity, please submit all required consent forms, identification documentation and payment in full on Thursday, November 30, 2017 @ 7:30 AM. **Only completed registrations submitted in the sealed envelope provided will be considered.** Be prepared to wait in line. In order to process this volume of money, please do not try to rush the registration procedure. Thank you in advance for your patience. We hope that many of our students will be able to join in this amazing cultural and performing experience!

Ms. J. Spaulding
KCI Music Department Head
New York City 2018 Tour Coordinator