1. Welcome/Introductions/Attendance - Who is your personal chaperone? 1 to 2 groups per chap

2. Bus Groups (attached) - Who is on your bus?

3. Behavior – We are representing James R. Geisler Middle School. Perfect behavior is expected. Students may not go anywhere alone. If you go into the bathroom, you have to take your buddy after they tell their chaperone where they are going. Chaperones should always know where their groups are located.
   - Attention Code/System - ____________________________
   - Buddy System - ____________________________ (My buddy)
   - Attendance System – Every time we get back on the bus and before we leave, we will take attendance. Bus leader will ask every chaperone if their groups are present.

4. Safety Bracelets from Corporate Travel - Must be worn at all times. This is for your safety!

5. Pictures of Students and chaperones – All chaperones will have a copy for safety!

6. Food - $5-$15 Cash Allotments – Students and chaperones will be receiving cash allotments to spend at food courts throughout the trip. Other than that,

7. There are amazing photo opportunities you will not want to miss – Bring your digital camera and remember to bring back-up batteries or charge cords.

8. Spending Money – No more than $50 needed. We will have snacks and water so unless you want to purchase souvenirs, you will not need any spending money.

9. Bus Company – Trinity Transportation - We have four 56-passenger buses.

10. Bus Procedures
   - Bring bottles of water of your own and if anyone can donate bottles of water, please let us know.
     - Girls and Boys will be separated
• You will stay in the same seat the whole trip
• Snacks are allowed on carry-on and hotel luggage
• Drink plenty of water – We will have water and snacks available
• Rest and sleep expectations – At certain times, everyone needs to rest (Movie then sleep/or quiet (music/etc.)
• We will stop every few hours at a rest stop
• Cell phones/MP3s/etc. will be allowed with headphones, but remember... we have tour guides in DC
• We will stop for breakfast Wednesday morning before arriving in D.C. and will stop to freshen up at a rest stop as well.
• No energy drinks please
• There is charging capabilities on the bus, so bring your charge cords.

11. Hotel Information – Holiday Inn College Park, 10000 Baltimore Ave., College Park MD. (301)435-6700
• When we arrive at the hotel Wednesday evening (@10:30 p.m.), students will remain on the bus while each bus leader and tour reps check the group in and get the keys/cards to rooms. The bus leader will give keys to chaperones to give to their personal groups. Extra keys are kept by each chaperone in case keys are lost. Chaperones will check their group’s rooms and make sure everything is set and leave groups with their personal room number. Then chaperones will check again just before curfew. All questions or requests (such as extra towels, etc.) should be directed to your personal chaperone-NOT THE FRONT DESK. (Ice and pop machines on every floor and blow dryers in each room)
• If you do NOT have a cell phone, you are allowed to make phone calls from the lobby of the hotel. You may NOT make out-of-town calls from your room, but you may call from room to room.
• Morning Wake-up (Tentative)
  Thursday – 6:30-7 a.m. – Breakfast at 7:30 a.m. – Depart from hotel at 8:30 a.m.
  Friday – 6:30-7 a.m. – Breakfast at 7:30 a.m. – Depart from hotel at 8:30 a.m.
(All packed and luggage loaded on bus before breakfast) Chaperones will make morning wake-up calls and knock on doors to make sure students are up and moving! Also, there will be guards stationed on every floor. No one is allowed out of their room after curfew.

12. Details about Luggage – Students fill out luggage tag today-turn in before you leave meeting.
(Will be distributed Tuesday evening at sign-in table)
2 pieces
Large Luggage – packed in luggage storage underneath the bus Tuesday evening (You will not be able to get to this luggage until we get to the hotel Wednesday night after dinner and touring)
Suggested items to pack
• Pajamas
• Jeans/pants/sweats for Thursday and Friday
• 2 pair of underwear
• 2 pair of socks
• Bathroom items – shampoo, toothbrush, toothpaste, brush, etc.
• Blue T-shirt/Purple T-shirt
• Long sleeve shirts to wear under t-shirt in case it is cold
• Deodorant
**Carry-on small bag – With you at all times**

- More bathroom supplies – Face soap, wash cloth, hand towel. Tooth brush, toothpaste (this is for our quick stop before we get to DC on the first day. You will bring your carry-on bag in to the hotel Wednesday night so you will have the bathroom supplies)
  - Rain coat/coat
  - Snacks
  - Wallet/money
  - Cell phone
  - MP3/etc.
  - Camera
  - Other personal necessities/deodorant

*Dress Code in effect
*Dress in layers

You are responsible for your own belongings – Geisler Middle School is not responsible for lost or stolen items.

13. **Hats may be worn**, BUT need to be removed inside buildings and at Arlington National Cemetery. Chaperones will remind students when it is appropriate to remove their hats.

14. **T-shirts distributed today** –
   - **Day 1** – Pink Shirt (Thank you Mrs. Lown for your donation)
   - **Day 2** – Blue Shirt (Panoramic Photo) (Thank you to the Ortega Family for your donation)
   - **Day 3** – Purple Shirt (Thank you to the Delozier Family for your donation)

15. **Cell Phones and Music Devices** – Yes, you may bring both, but we are not responsible if the items are lost or stolen. Again, there are appropriate times to listen to your music or use your cell phone, etc. Chaperones will remind students of these times before departure and during the trip.

16. **Security** – We will need to go through security at different locations, such as The Capitol Building, Supreme Court, etc. No metal devices allowed. Even belt buckles can set off the security alarm. Chaperones will let you know what to do on the trip.

17. **RESPECT** – Students are expected to have the utmost respect for bus drivers, tour guides, hotel personnel, personnel inside buildings, and especially their chaperones. The tour guides and bus drivers are full of information and you could learn a lot from them.

18. **Get some rest on Tuesday**, but remember you will be sleeping Tuesday night on the bus on the way to D.C.

19. **Arrival Procedure** – Arrive between 7:30-8:00 – Bus leaves at 8:30 p.m.
   - Outside Gym entrance (Parents should part in parking lot – not in the bus lane)
   - Check in with your chaperone at your bus table – An area will be roped off where the buses will be arriving – students must wait until chaperones have boarded and we have loaded the snacks.

<table>
<thead>
<tr>
<th>Bus #1</th>
<th>Bus #2</th>
<th>Bus #3</th>
<th>Bus #4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
20. **How should I come Tuesday Evening?** – Dressed in comfortable clothes and shoes for a night on the bus
   – You do NOT have to wear your pink T-shirt yet, but need to have it in your carry-on bag. You should
     bring a pillow (maybe 2) and blanket and your 2 pieces of luggage.

21. **Medications** – All medication must be held by your chaperone at all times. This medication must be
    brought Tuesday evening and given directly to your chaperone. Each chaperone will already have the
    master schedule of medication/health alerts/etc. A doctor must fill out an Authorization to Administer
    Medication form for medications.

22. **Med Bags per bus** – permission/information sheets, medication schedules, band aids, ice packs, etc. -
    Carried with group at all times

23. **Behavior Expectations** – Consequences may include
    - Loss of privileges
    - Remain on the bus with an adult
    - Phone call home
    - Parent may have to pick up child in Washington, D.C.
    - Additional consequences upon return to Geisler

24. **Parent Pick up - Return to Geisler on November 5 - @6:30 a.m.** We will call when we are 20 minutes
    to half hour away to let you know exact arrival time.

**Students** – If you take any pictures from the D.C. trip, be sure to post them on our shared Google
Album so everyone back home can see the fun we are having! Scan the QR code to the right (➔) to
access the album. When you get to the site, join the group and you can start adding pictures!

**Parents** – Would you like to check out your son or daughter in D.C.? Visit this link. Chaperones will
be posting pictures all throughout the trip! With your smartphone, scan the QR code to the right (➔) or go to: https://photos.app.goo.gl/W1pAAydZCcb1EywG9 and join the group to see the fun
we're having!

25. **Panoramic Photo** – We will be taking a group Panoramic Photo in front of the Capitol Building and can
    be purchased when we get back for $25. Order forms will be distributed.

26. Parents – Here are the Bus Leader cell phone numbers:
    - Bus #1 – Ms. Meyer (248) 860-4201
    - Bus #2 – Mrs. Rutherford (248) 245-5100
    - Bus #3 – Mrs. Polak (248) 417-9549
    - Bus #4 – Mr. Charnas (248) 880-1992

27. The most important of all...LET'S HAVE FUN!!

28. Now let’s review the Itinerary! Remember, we have tour guides too.