



proposed EF Tour for April 2012

Melanson, Lisa <lmelanson@capeelizabethschools.org>

Mon, Apr 11, 2011 at 2:26
PM

To: Andrea Fuller <afuller@capeelizabethschools.org>

Hello Andrea,

I would like to ask the School Board's approval of an EF Tour ("Madrid and Andalusia") for April Vacation, 2012. Would you put this request on the agenda for the May meeting? Below are the Web links for the price quote and the insurance policy.

I will have a tour meeting at the end of April for interested students. Students who choose to make a deposit on the tour have the option of a refund if the School Board decides not to give approval.

Sincerely,

Lisa

https://www.eftours.com/secure/active-tours/tour-details/quoting-printer-version.aspx?Quote_id=1051782&Code=8e23f85a4e0c49ba&QuoteType=TC

<https://docs.google.com/a/capeelizabethschools.org/viewer?a=v&pid=gmail&attid=0.2&thid=12f0d69023e359c6&mt=application/msword&url=https://mail.google.com/a/capeelizabethschools.org/?ui%3D2%26ik%3D9350b5666c%26view%3Datt%26th%3D12f0d69023e359c6%26attid%3D0.2%26disp%3Dattd%26zw&sig=AHIEtbQXOJBoxOA1Dhqzl7CnCwEITJLBPQ>



Educational Tours
International travel for teachers and students

March 30, 2011
345 Ocean House Road
Cape Elizabeth, ME
04107-2496

Dear Lisa,

We have the understanding that you would like to begin enrolling participants for your 2012 tour, but do not have school approval at this time. As your Tour Consultant it is my obligation to extend our discounted rates and benefits of early enrollment to all participants, despite the lack of school board approval. I would like to extend a special offer for your group. Any student enrolled by **Monday, April 26th, 2011** will be able to qualify for the tour without risking any money if the school board does not approve the trip. In the event that the school board does not approve the trip, EF will refund the enrolled participants all monies paid, including the \$95 Registration fee and nonrefundable insurance fee if purchased. In order for this offer to be valid, you must contact your Tour Consultant, Celia Hipsman by **Monday, April 26th, 2011** if you wish to cancel your tour due to the trip not being approved.

I hope that this special offer will enable you to take advantage of our early enrollment program and bring your students one step closer to the Global Classroom. Please do not hesitate to contact me at 1-800-637-8222 ext. 3246 or email me at Celia.Hipsman@ef.com should you have any questions.

I look forward to speaking with you soon,

Celia Hipsman
Tour Consultant
EF Educational Tours
One Education Street
Cambridge, MA 02141



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Print >



Itinerary

- Day 1** Fly overnight to Spain
- Day 2** Madrid
- Day 3** Madrid
- Day 4** Toledo • Consuegra • Granada
- Day 5** Granada • Costa del Sol
- Day 6** Costa del Sol
- Day 7** Seville
- Day 8** Córdoba • Madrid
- Day 9** Madrid
- Day 10** Depart for home

Program fee includes

- Airfare:** Round-trip flights
- Transportation:** Comfortable motorcoach • AVE high-speed train with extension
- Accommodations:** 8 overnight stays in hotels with private bathrooms (10 with extension)
- Meals:** European breakfast and dinner daily
- Tour director:** Full-time EF Tour Director
- Sightseeing:** 4 sightseeing tours led by licensed local guides (5 with extension) • 2 walking tours (3 with extension)
- Optional excursions:** Morocco • Seville Flamenco Evening • El Escorial and Segovia

Madrid and Andalusia

Tour Information

- Group Leader:** Lisa Stapleton Melanson
- Tour Number:** 1024666
- Tour Name:** Madrid and Andalusia
- Departure Date:** Wednesday, Apr 11, 2012
- Return Date:** Friday, Apr 20, 2012
- Number of Days:** 10
- Departure Gateway:** Boston

Price Quote

Enrollment Fee	\$95
Program Fee *	\$1,960
Early Enrollment Discount ^	-\$100
Current Departure Fees**	\$418
Weekend Supplement	\$25



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/30/2011

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).

PRODUCER Aon Risk Services Northeast, Inc. Boston MA Office One Federal Street Boston MA 02110 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (847) 953-5390	
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED EF Travel, Inc. dba EF Education, Inc. and all Subsidiaries and Affiliates One Education Street Cambridge MA 02141 USA	INSURER A: AXA Insurance Company 33022	
	INSURER B: Moderna Forsakringar SAK AB 0906FI	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER: 570041982703** **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. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PCS001344(10)	10/01/2010	10/01/2011	EACH OCCURRENCE	\$5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			SIR applies per policy terms & conditions			DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$10,000
	GENL AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROJECT	<input type="checkbox"/> LOC	GENERAL AGGREGATE				\$5,000,000	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
B	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	14707808	10/01/2010	10/01/2011	EACH OCCURRENCE	\$10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$10,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/>	RETENTION					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N	N/A			E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	

Certificate No : 570041982703

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

Named Insured includes: EF Educational Tours, Inc. and subsidiaries and affiliates. Lisa Mary Stapleton Melanson, Cape Elizabeth High School and Cape Elizabeth School District are included as Additional Insured with respect to the General Liability policy where required by written contract.

CERTIFICATE HOLDER	CANCELLATION
Lisa Mary Stapleton Melanson 345 Ocean House Rd. Cape Eliz ME 04107-2496 USA	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 <i>Aon Risk Services Northeast, Inc.</i>

