

**Carl Sandburg College  
TRIO Upward Bound  
2019 Fall Trip Packet**

In order to attend the 2019 Fall Trip, all **REQUIRED** forms must be **completely filled out and returned to the TRIO UB office by 10/31/19**. It has to be at our office by that date (10/31/19). **There will be no exceptions.**

*\*\*If we do not have a completed TRIO Scholar's form in our office by the indicated date, the scholar will not be able to attend the 2019 TRIO UB Fall Trip.*

Thank you for your help and cooperation in this!

1. Parent Consent- **Required**
2. Emergency Contact Update- **Required**
3. Trip Information & Registration Form - **Required**
4. Health History Release Form - **Required**
5. Video Viewing Consent- **Required**
6. Personal Property, Usage, & Behavior- **Required**
7. Roommate Request
8. Trip Itinerary
9. Suggested Packing List
10. Things to Know

**The TRIO Upward Bound 2019 Fall Trip  
Joliet, Schaumburg, & Chicago, IL  
November 16-17, 2019**

## Parental Consent Form

I, the undersigned, for and in consideration of participating in a fall fieldtrip off the campus of Carl Sandburg College (CSC), do hereby acknowledge and agree to ALL of the following in their entirety:

1. CSC, its officers, agents, employees, and volunteers shall not, in any way, manner or form, be held responsible with regard to my participation in the off-campus summer fieldtrip.
2. I agree to hold harmless CSC, its officers, agents, employees, and volunteers from any and all responsibility arising from any injuries/illness/death resulting from or in connection with my participation in this off-campus summer fieldtrip.
3. I indemnify CSC, its officers, agents, employees, and volunteers, them or any of them, by virtue of any of their acts or omissions related to this off-campus summer fieldtrip.
4. I will abide by all local, state and federal laws associated with the fall fieldtrip described therein, including all applicable college regulations and policies.
5. I understand the purpose of the activity is as follows:  
TRIO Upward Bound College Visit to Joliet, Schaumburg, and Chicago, Illinois  
and that this Waiver and Indemnity Agreement shall be valid from 11/16/19 through 11/17/19
6. I understand that the execution of this Waiver and Indemnity Agreement is required by CSC and **my failure to sign and return it by the stated deadline to the TRIO UB staff member will forfeit my right to participate in the 2019 Fall Trip opportunity.**
7. Because I am **not** 18 years old or older, **I have had a parent or guardian co-sign this agreement.**
8. I have read the above statements in their entirety, understand this agreement as it is presented, and hereby sign it of my own free will with full acknowledgement of its contractual nature.
9. I hereby further acknowledge by my signature that all statements contained herein are true and accurate.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian Signature  
(This form must be signed by a parent/guardian if the student is under 18 year of age.)

Student Name: \_\_\_\_\_

### Emergency Contact Form

At the time of student entrance into the Carl Sandburg College TRIO Upward Bound program, parents/guardians completed an Emergency Contact form. The information provided gives UB staff additional contacts should parents/guardian be unreachable in the case of an emergency related event. As part of any and all fieldtrips, the Emergency Contact form travels with the program should any of the provided information be needed.

In the space provided below, please share with TRIO Upward Bound any updated emergency contact information for your student.

Father/Guardian:

Name: \_\_\_\_\_

(Home): \_\_\_\_\_

(Work): \_\_\_\_\_

(Cell): \_\_\_\_\_

Mother/Guardian:

Name: \_\_\_\_\_

(Home): \_\_\_\_\_

(Work): \_\_\_\_\_

(Cell): \_\_\_\_\_

In case of emergency, if unable to locate parents, please notify:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Phone (Home): \_\_\_\_\_

(Work): \_\_\_\_\_

(Cell): \_\_\_\_\_

OR

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Phone (Home): \_\_\_\_\_

(Work): \_\_\_\_\_

(Cell): \_\_\_\_\_

Parent Name Print: \_\_\_\_\_

Parent Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fill out this form in blue or black ink and print in CAPITAL LETTERS. Fill in circles completely (example: ). Do not attach anything to this form.

**Trip Information**

<b>GROUP NAME</b> Carl Sandburg College		<b>TOUR NAME</b> Two Day Chicago Tour	
<b>TOUR DATES</b> November 16-17, 2019	<b>TOUR ORGANIZER</b> Mr. Jason Stalides	<b>TOUR ID</b> 38127	

**Register Now to Secure Your Spot!**

- 1** Fill Out & Sign This Simple Form
- 2** Return To Your Tour Organizer
- 3** Get Ready To Travel!

**Registration Information**

 **Registration**

▪ To register for this Tour, please complete and sign this original, double-sided form and return it to your tour organizer. Only original, double-sided forms will be accepted for registration.

**Participant Information** (a separate form is required for each participant)

<input type="text"/>												<b>GENDER</b>		<b>TYPE</b>									
<b>PARTICIPANT'S LEGAL FIRST NAME</b>												<input type="radio"/> MALE		<input type="radio"/> STUDENT									
<input type="text"/>												<input type="radio"/> FEMALE		<input type="radio"/> ADULT									
<b>PARTICIPANT'S LEGAL MIDDLE NAME</b>												<input type="text"/> - <input type="text"/> - <input type="text"/>											
<b>PARTICIPANT'S LEGAL LAST NAME</b>												<b>PARTICIPANT'S DATE OF BIRTH</b>											
<input type="text"/>						<input type="text"/>						<input type="text"/>											
<b>PARENT'S LEGAL FIRST NAME (REQUIRED IF REGISTERING A STUDENT)</b>						<b>PARENT'S LEGAL LAST NAME (REQUIRED IF REGISTERING A STUDENT)</b>																	
<input type="text"/>																							
<b>MAILING ADDRESS</b>																							
<input type="text"/>																		<input type="text"/>			<input type="text"/>		
<b>CITY</b>																		<b>STATE</b>			<b>ZIP CODE</b>		
<input type="text"/>																							
<b>EMAIL ADDRESS (REQUIRED; USED FOR IMPORTANT ACCOUNT NOTIFICATIONS ONLY. USE PARENT EMAIL ADDRESS IF REGISTERING A STUDENT)</b>																							
<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>			
<b>HOME PHONE</b>				<b>CELL PHONE</b>				<b>WORK PHONE</b>															

**Thank you for Traveling with us!**

At Gerber Tours, we believe education through travel enriches a student's learning experience. A Student Tour is a powerful educational tool that bridges the gap between their textbooks and the world. Seeing and experiencing the world first hand engages students and can inspire them to try new things and discover new interests and passions. With over 45 years of experience, we continue to provide enriching educational programs for thousands of students each year. We are the Student Travel Experts!

We are changing the way students perceive the world, one tour at a time.

**Form Must Be Signed by Tour Participant, or if a Minor, their Parent or Legal Guardian**

By signing below I assert that I am over 18 years of age and the Participant, OR I am the parent/legal guardian of the above mentioned Participant. I have read and have agreed to Gerber Tours' Terms & Conditions appearing on the reverse side of this page and on our website at

**SIGN HERE!** 

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**SIGNATURE OF PARTICIPANT OR PARENT/LEGAL GUARDIAN** **PRINTED NAME** **DATE**

# TERMS & CONDITIONS, RELEASE OF LIABILITY AND ARBITRATION AGREEMENT

The following Terms and Conditions are applicable to your trip. "Gerber" is defined in this Agreement to include Gerber Tours, Inc., your school, association, organization or sponsor, and chaperones if applicable, and its and their employees, shareholders, subsidiaries, affiliates, officers, directors, successors and assigns.

**Tour Price:** Tour Price is based upon the features of your tour and a minimum number of travelers. A change in the tour features or number of Tour Participants may cause the Tour Price to increase, and therefore the payment schedule to change. In addition, an increase in supplier costs (e.g. fuel or energy surcharges, tax increases, etc.) may cause the Tour Price, and therefore the payment schedule to change.

**Deposits and Payments:** Your completed Registration Form and initial, non-refundable booking deposit are due back to the Tour Organizer by the date indicated on the Registration Form. Please see your Tour Organizer for detailed information on subsequent payments.

**Cancellations and Refunds:** *Standard Cancellation Policy* Since your sponsoring organization is responsible for all payments made on your behalf to Gerber Tours, Inc., all cancellation and refund policies are established by your sponsoring organization. Please direct any cancellation notices and/or refund requests to your sponsoring organization.

**Health Proxy Forms and Medical Matters:** You must submit to your Tour Organizer a complete and accurate Health History and Medical proxy. Any medical or physical conditions that chaperones should know or that may interfere with your participation on the Tour or with others on the tour must be stated on your Form. I authorize the adults on my tour to obtain emergency treatment as deemed necessary by medical professionals. I understand that I am solely responsible for my pre-program, program and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. I certify that I will consult a physician qualified in travel medicine, immunizations and infectious/tropical diseases prior to my trip departure. Gerber may attempt to bring a participant to a medical facility for emergency treatment, but it is not responsible for any negligent or unsuccessful treatment thereat.

**Insurance:** Primary medical insurance is included for accident (\$5,000), illness (\$1,000) or accident related dental injury (\$500) that occur during travel. Pre-existing conditions are not covered and other terms apply. Please see [www.gerbertours.com/groupins/coi.pdf](http://www.gerbertours.com/groupins/coi.pdf) for complete details of coverages.

**Behavior:** Participants are responsible for exercising sound judgment, caution and respect for people, places and things while on tour and are expected to adhere to all rules and regulations set forth by Gerber and/or the Tour Organizer. Failure to do so, may result in the participant being sent home at own expense with no refund.

**Alcohol/Drug Policy:** Gerber has a zero tolerance rule for possession or drinking of alcohol for any participants under 21 and/or possession or use of any illegal drug or drug paraphernalia by any participant. Any participant violating this rule is subject to immediate expulsion from the trip. In any such case, the student or his or her parent or guardian is responsible for transporting the participant home, and waives any claim for any refund of any portion of the trip cost.

**Binding Arbitration:** I agree that any dispute concerning, relating or referring to this Agreement, the brochure or any other literature concerning my trip, or the trip itself, shall be resolved exclusively by binding arbitration pursuant to the Federal Arbitration Act, 9 U.S.C. §§1-16, either according to the then existing Commercial Rules of the American Arbitration Association (AAA) or pursuant to the Comprehensive Arbitration Rules & Procedures of the Judicial Arbitration and Mediation Services, Inc. (JAMS). Such proceedings will be governed by substantive (but not procedural) New York law and will take place in Mineola, NY. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable. Please understand that by agreeing to these terms and conditions, you (and we) are waiving our right to a trial by jury.

**Cancellations due to Governmental Action or Impossibility of Performance:** In the event a trip is cancelled or postponed due to the actions of any governmental or civil authority, school or school district, or a cancellation is caused for any other reason beyond the control of Gerber Tours, Inc., tour participants will be entitled to a refund of monies paid less non-recoverable expenses prepaid or incurred by Gerber Tours, Inc. and the non-refundable booking deposit.

**Responsibility Clause:** Gerber does not own, operate or control any person or entity which is to or does provide goods or services for your trip including, for example, lodging facilities, airline, vessel or other transportation companies, guides or guide services, local ground operators, entertainment or sightseeing operators, providers or organizers of optional excursions, food service providers, etc. All such persons and entities are independent contractors. As a result, Gerber is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party.

Without limitation, Gerber is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services resulting from, but not limited to, acts of government, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal conduct, threatened or actual terrorist activities, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, vehicular incidents, dangers associated with or bites from animals, pests or insects, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, epidemics or the threat thereof, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of Gerber.

Changes in hotel or itinerary may be made at the discretion of Gerber or your local ground operator as it or they deem necessary or desirable. Trip participants are solely responsible for securing their own passports, visas, medical inoculations, reviewing State Department and other advisories or warnings, etc.

**Miscellaneous:** Gerber reserves the right to decline to accept or retain any person as a member of any trip. Participants are expected to exercise sound judgment, caution and consideration for people, places and things while on the trip and to be attentive and responsive to the guidelines set forth by the trip leader(s) and Gerber. Failure to do so in a manner that may affect the welfare of the participant, the operation of the trip and/or the well-being of others, in the judgment of Gerber, may result in the participant being removed from the tour at his or her own expense with no refund forthcoming. Gerber reserves the right to cancel any trip with its sole obligation to refund all monies received by it for the trip. These terms and conditions can be changed only by a writing signed by an officer of Gerber.

**Privacy:** Gerber retains the right, in its sole discretion, to contact participant's parents, guardian, and/or emergency contact with regard to health issues or any other matter whatsoever which relates to participant or participant's program. These rights transcend any and all privacy regulations that may apply.

**Photo Release:** Gerber reserves the right to take photographic, video, audio or film records on any program. I understand that Gerber may use any photographs, video, audio or film records it takes or receives from participants (including, but not limited to, images it receives via email, Facebook, Twitter, Instagram, PhotoVision, etc.) or which are directed to it in any media, for its own promotional and/or commercial purposes as well as for approved use by third-parties with whom Gerber may engage in joint marketing, all without any remuneration to me. I hereby assign all right, title and interest I may have in or to any and all media in which my name or likeness might be used by Gerber.

**Mobile Applications:** Gerber Tours, Inc., from time to time, may provide a mobile application for use on participants' cell phones and/or on those of their parents or other designees, which convey information concerning the trip and various onsite points of interest, restaurants, etc. Gerber Tours, Inc. makes no warranty as to the accuracy of any of said information, including trip specific information as well as information concerning possible attractions at destinations, etc.

**Seller of Travel Laws:** Gerber Tours, Inc. complies with all applicable state seller of travel laws and has registered as follows: **Arizona** Exemption as an ARC Travel Agency #33515285 **California** (CST #2021080-40) Registration as a seller of travel does not constitute approval by the state of California. California law requires certain sellers of travel to have a trust account or bond. This business has a trust account. **Florida** Exemption as an ARC travel agency #33515285 **Hawaii** Travel Agency Registration TAR6263 **Iowa** Travel Agency #538 **Oregon** Registry #313609-93 **Washington** Seller of Travel Reg. #602 052 263

**\*\*HEALTH HISTORY MEDICAL RELEASE\*\***

**PART 1: TO BE COMPLETED BY PARENT/CUSTODIAL GUARDIAN**

PARTICIPANT'S LAST NAME	FIRST	MIDDLE	BIRTH DATE
STREET ADDRESS	CITY	STATE	ZIP CODE
( )	( )	( )	( )
FATHER'S NAME	BUSINESS PHONE	CELL PHONE	HOME PHONE
( )	( )	( )	( )
MOTHER'S NAME	BUSINESS PHONE	CELL PHONE	HOME PHONE
( )	( )	( )	( )
<b>If not available in an emergency please notify:</b>			
( )	( )	( )	( )
RELATIONSHIP	BUSINESS PHONE	CELL PHONE	HOME PHONE

**PART 2: HEALTH HISTORY TO BE COMPLETED BY PARENTS**

NO YES

**My child is currently taking medications:**

Med # 1 \_\_\_\_\_ Dosage \_\_\_\_\_ Reason \_\_\_\_\_

Med # 2 \_\_\_\_\_ Dosage \_\_\_\_\_ Reason \_\_\_\_\_

**My child has Medication Allergies (please list):** \_\_\_\_\_

**My child has Food Allergies:** \_\_\_\_\_

**My child has other Allergies:** \_\_\_\_\_  
(Include insect stings, hay fever, asthma, etc.)

**My child is under the care of a physician for the following condition:** \_\_\_\_\_

\_\_\_\_\_

**My child has medical conditions the school/chaperones should be aware of:** \_\_\_\_\_

\_\_\_\_\_

Date of last Tetanus Immunization: \_\_\_\_\_

**PART 3: FAMILY HEALTH INSURANCE INFORMATION**  
(Please be aware that few doctors will directly bill out of state patients.)

Carrier \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Carrier Address \_\_\_\_\_ Insured \_\_\_\_\_

Relationship to Insured \_\_\_\_\_ I.D. # \_\_\_\_\_

**PART 4: TO BE SIGNED BY PARENT/GUARDIAN**  
(Must be signed for your child to participate on the field trip)

I hereby give permission to my child's sponsoring organization (i.e. school)/chaperones to provide routine health care, administer prescribed medications, and seek emergency medical treatment including ordering x-rays and routine tests. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. I give permission to my child's sponsoring organization/chaperones to arrange necessary related transportation for my child. In the event I can not be reached in an emergency, I hereby give permission to the physician selected by my child's sponsoring organization/chaperones to secure and administer treatment, including hospitalization, for the person named above. I understand that none of the tour company, the sponsoring organization or the chaperones are responsible for the quality of any such medical treatment.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

Student Name: \_\_\_\_\_

### Video Viewing Consent

Please indicate below whether or not you give permission for your child to view movies that have Parental Guidance Thirteen (PG-13) rating while on the TRIO Upward Bound Fall Trip to Joliet, Schaumburg, & Chicago, IL. The movies are not from the TRIO Upward Bound program or the host institution's collection and some will be brought by individual students, staff, and/or volunteers. Absolutely NO R-rated movies will be shown.

\_\_\_\_\_ Yes, my child has my permission to view (PG-13) rated movies.

\_\_\_\_\_ No, my child does not have my permission to view (PG-13) rated movies.

Parent Name Print: \_\_\_\_\_

Parent Name Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

## Personal Property, Usage, & Behavior Form

1. Students are allowed to bring cellphones, but appropriate and responsible usage is expected. TRIO Upward Bound is not responsible for cellphone communications and/or pictures taken by students on the trip.
2. TRIO Upward Bound is not responsible for lost, stolen, or damaged items. Students are expected to keep track of their personal belongings throughout the duration of the trip. It is strongly recommended that items of high value be left home.
3. Students are responsible for transporting their own property. At most, students should have one (1) carry-on bag and one (1) piece of luggage. All bags/luggage should have appropriate identification tags attached.
4. You are to be with your assigned chaperone and/or with the whole group at all times when outside of the hotel. While in the hotel, your chaperone must know where you are at all times and you are to go nowhere in the hotel alone.
5. When a Tour Director, Bus Driver, TRIO UB staff member, or chaperone is speaking to the group, everyone will stop talking, will listen, and will give their attention to that person. In addition, cell phones and music players are to be put away.
6. The bus is our home-away-from home. You are to keep the bus clean at all times by throwing out trash, by putting trash in the proper place, and by taking a restroom break at each rest stop. The restroom is at the back of the bus.
7. Students should be seated in their seat while on the bus. Sitting and lying on the floor is not allowed due to safety reasons.
8. Screaming, yelling, loud music, flash pictures, and any other distractions will not be allowed on the bus.
9. Boys and girls are not to sit together on the bus at any time.
10. In the hotel, students are to follow all hotel policies. Any complaints received by hotel staff or guests will be taken seriously and those causing the complaint will be subject to disciplinary action.
11. All items found in the hotel upon our arrival will remain in the hotel upon our departure. Any missing items will be the responsibility of those staying in the room.
12. At curfew on each evening, students are to be in their assigned rooms with their doors closed and locked. Any student found opening their door or leaving their room risk dismissal from the program or will face disciplinary action, not limited to loss of summer stipend and program suspension. Private nighttime security is on staff each evening in the hotel.
13. Members of the opposite sex are not allowed in each other's rooms (with the exception of emergency situations when a professional of the opposite sex may need to do so).
14. Do not leave your hotel room in the morning until curfew is over or you have spoken with your chaperone. Remember, you are not to leave your hotel room alone.
15. Student luggage will be checked at the discretion of the Upward Bound staff. Any questionable items should be left at home. Any medications must be indicated on the Medical Information form.
16. Pack comfortable and appropriate attire for all scheduled activities. Any students wearing questionable clothing will be asked to change into appropriate dress. Students should also pay attention to the weather forecast in planning for the trip and bring appropriate clothing for the conditions.
17. Students are expected at all times to act in a responsible and mature manner. Any violation of the CSC UB standards of conduct could result in dismissal from the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student Name: \_\_\_\_\_

### Roommate Request Form

On the lines provided below, please indicate which fellow TRIO UB participants you would like to request to room with during the TRIO Upward Bound Fall Trip to Joliet, Schaumburg, & Chicago, IL. At most, TRIO Upward Bound will place four (4) students per room. Please do not list yourself below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If there is anyone you do not feel comfortable sharing a room with, please indicate that here:

1. \_\_\_\_\_
2. \_\_\_\_\_

No student is guaranteed to room with the participants they list. TRIO UB staff will work to accommodate as many requests as possible.

It should be understood by all attending students that roommates, whether requested or not, are to be treated equally and fairly and with the respect and privacy each individual deserves.

\*Final room assignments will not be announced until the Friday prior to the trip.

## **Joliet, Schaumburg, & Chicago, IL Itinerary November 16-17, 2019**

### **Saturday, November 16**

- 6:15 a.m.** Arrive on Carl Sandburg College Campus, Lot E  
**6:30 a.m.** Depart Carl Sandburg College for Joliet, IL  
**9:30 a.m.** Tour of University of St. Francis  
**11:30 a.m.** Depart to Woodfield Mall in Schaumburg, IL  
**1:00 p.m.** Arrive at Woodfield Mall for lunch and shopping (Money for lunch will be provided)  
**4:00 p.m.** Show and dinner at Medieval Times  
**7:30 p.m.** Check-in at Springhill Suites Chicago O'Hare  
\*Tentative Swimming Time  
**10:00 or 10:30 p.m.** Hotel Check-in & Curfew

### **Sunday, November 17**

- 8:00 a.m.** Breakfast at hotel and check out  
**10:00 a.m.** Skydeck Chicago  
**11:30 a.m.** Visit Navy Pier and have lunch (Money for lunch will be provided)  
**1:30 p.m.** Visit the Museum of Science and Industry  
**3:30 p.m.** Depart for Carl Sandburg College in Galesburg, IL  
**5:00 p.m.** Money for dinner will be provided en route to Carl Sandburg College.  
**7:00 p.m.** Arrive at Carl Sandburg College

## Suggested Packing List

### Fall Trip 2019

- 2 changes of clothes, including:
  - Comfortable clothes to wear on the bus ride to and from Chicago
  - Swimming suit
  - Pajamas
- Comfortable walking shoes
- Light jacket
- Winter coat
- Sunglasses
- Toiletries you may need:
  - Deodorant
  - Shampoo
  - Conditioner
  - Toothbrush and toothpaste
  - Mouthwash and floss
  - Body wash
  - Razor and shaving cream
  - Any hair products you use (gel, hairspray, detangler, straightener, curling iron)
  - Perfume or cologne
  - Sunscreen
  - Make-up and make-up remover
  - Chapstick
- Any medication you take (you are responsible for your own medication):
  - Daily medication
  - Allergy medication
  - Tylenol, Midol, Ibuprofen
- Umbrella or poncho (if applicable)
- Reusable water bottle
- Cell phone and charger
- Portable battery charger
- Entertainment for the bus ride:
  - Books
  - Magazines
  - I-pad
  - Card games
  - Movies
  - Snacks
- Wallet or purse with any spending money you wish to bring
- \*\*\*TRIO UB staff are not responsible for any lost or stolen items, so please be mindful of what you bring on the trip.

## Things to Know

### Chaperones:

Jason Stalides, UB Director: [jstalides@sandburg.edu](mailto:jstalides@sandburg.edu); cell # (309) 621-1777

***\* PARENTS & STUDENTS, the easiest way to get a hold of me is to send me a text or email.  
Also, students, please temporarily place my number in your phone contacts or take a picture of this page to have with you during the trip.***

Erin Carder, TRIO UB Advisor: [ecarder@sandburg.edu](mailto:ecarder@sandburg.edu)

Veronica Marasa, TRIO UB Admin. Assist.: [vmarasa@sandburg.edu](mailto:vmarasa@sandburg.edu)

LaToya Carson, Volunteer: Has Chaperoned for last year's fall and summer trips. TRIO UB Mom. Customer Services Professional.

Rusty Graham, Volunteer: Corrections Officer for Illinois River Correctional Center and Police Officer in Farmington and Dunfermline, IL.

Amy Burford, Volunteer: TRIO SSS Academic Advisor at Carl Sandburg College and TRIO UB Mom.

### Chicago Hotel:

- Springhill Suites Chicago O'Hare at 8101 W. Higgins Rd., Chicago, IL. (773) 867-0000  
<https://www.marriott.com/hotels/maps/travel/chico-springhill-suites-chicago-ohare/>

1. Do not be late on November 16<sup>th</sup>. The bus will leave at 6:30 a.m. sharp.
2. Our approximate time back to Sandburg on November 17<sup>th</sup> is 7:00 p.m.
  - a. Historically, TRIO UB groups return early.
  - b. We will ask students to notify their families once the group is an hour away from Carl Sandburg College.
3. Anything student need with them during the bus ride should be on their person in some kind of carry-on bag (e.g., a backpack).
  - a. We will not open the underneath bus storage to access luggage while en route.
  - b. Additionally, the charter bus is typically cold, so consider bringing a jacket or warm shirt on the bus.
4. Food is allowed on the bus (except for dairy products) as long as the bus remains clean.
5. If any special accommodations are needed, TRIO UB staff must be notified at as soon as possible, prior to our scheduled departure.