

Memorandum

Date: May 8, 2013
To: Chaperone Candidates
From: Dennis Burkhardt, 2014 Tour Project Director
RE: Chaperone Applications

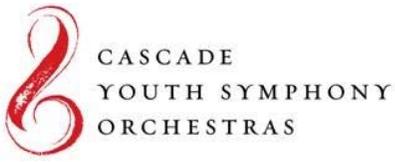
We are now accepting applications from interested individuals for being a chaperone during our CYSO 2014 tour to Finland, Estonia, Latvia and Lithuania. The tentative tour dates are June 26 through July 7, 2014.

The cost for chaperones of \$4400 is the same as for the student musicians. This covers airfare, ground transportation, hotels, breakfasts and dinners. Lunches are not covered.

A key role for chaperones is to work with the tour staff to monitor the health and safety of the entire tour group. We typically assign light duties to the chaperones, such as assisting students with being on time for meals, concerts and loading our bus. Chaperones also assist by accompanying the large group or smaller groups to activities and events of interest such as exploring parts of the cities we will visit. We work to build in some unscheduled times, so chaperones are not always "on duty".

One of the expectations is that the chaperones function as part of the tour group and participate on the same schedule in regard to meals, excursions, concerts and other parts of the tour. Some of the skills or qualities we look for include having the physical stamina to walk medium to long distances, help load/unload luggage, flexibility and adaptability to new or changing situations, and patience. Problem-solving abilities, positive outlook and solid interpersonal skills are assets that are highly desirable. I expect that chaperones model appropriate behaviors and take responsibility to contribute to make the tour a positive event for everyone.

From my experiences on the 2002, 2005, 2008 and 2011 CYSO European tours, I can say with confidence that the chaperones enjoyed the adventure. If you would like more details or have questions about any of this, please contact me at burkhardtd@comcast.net or call me at 206-542-7602.



2014 European Tour
Chaperone Application

*All information will be kept confidential within
the 2014 CYSO tour leadership team*

Name _____
Address _____ City _____ Zip _____
Primary Phone _____ Other phone _____
Email _____

Employer _____
Job Title/Position _____

Please complete the following as best you can. Feel free to use additional space or paper.

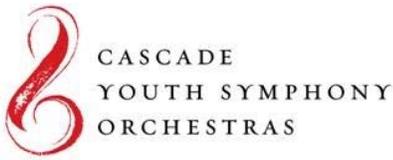
List your history with CYSO such as children enrolled, orchestra membership, years involved, volunteer activities.

List any previous experiences you have had as a chaperone, or related experiences with youth activities.

List any traveling you have done outside of the United States.

Describe what you believe you will be able to contribute as a chaperone on this trip. Please include any skills or experience you might have in the areas of digital photography, videography, ability to upload photos to email or websites, maintain a blog, and so forth. Ability to be flexible, respect and follow the time schedule, and participate as a problem solver with a positive attitude are highly desirable attributes. Please add any additional information that may be pertinent.

Please return completed form to: Dennis Burkhardt, 11115 236th PL SW, Woodway, WA 98020 or send as an attachment via email to: burkhardtd@comcast.net



2014 European Concert Tour

Payment and Cancellation Schedule
Updated 05/08/13

For all students and chaperones, the payment schedule is as follows—

<u>Payment #</u>	<u>Amount</u>	<u>Due</u>
1	\$600	06/05/2013 (first deposit due with application)
2	\$600	07/05/2013
3	\$500	08/05/2013
4	\$500	09/05/2013
5	\$600	10/05/2013
6	\$600	11/05/2013
7	\$500	12/05/2014
8	\$500	02/05/2014
Total	\$4400	

If a student or chaperone cancels by 6/30/13, the full deposit is refunded. If for any reason the student or chaperone has made payments and is not accepted for the tour, 100% of the payments will be refunded.

If the student
or chaperone

cancels by:

8/31/2013

10/31/2013

1/31/2014

2/28/2014

After 3/15/2014

Cancellation fee:

\$240 (payments refunded except for \$240)

\$720 (payments refunded except for \$720)

\$1440 (payments refunded except for \$1440)

\$2400 (payments refunded except for \$2400)

No amount refunded

Please note: Regular and timely tour payments are imperative, as CYSO is required to make periodic payments to ACFEA.

Tour payments should be made to "CYSO Tour" and mailed to:

Dennis Burkhardt
CYSO Tour Project Director
11115 236th PL SW
Woodway, WA 98020-5215

Please contact Dennis if there are any questions about these procedures. He can be contacted at 206-542-7602 or burkhardtd@comcast.net