



CHAPERONE Service Order for HF Italy Trip SPRING BREAK 2024

Squisito Tours LLC is owned and operated by Jacob Dueck (also referred to as “group leader”) who is employed at Holy Family Catholic H.S. (HFCHS) and is attending this trip.

The **projected** cost of this trip is \$3950 which includes:

1. Airfare, through Delta Airlines and affiliates;
2. Third party basic supplementary travel insurance through *Seven Corners Insurance*; (If any family would like additional coverage, it must purchase it independently.)
3. Hotel, ground transportation, museum entrances, and most meals;
4. Room assignments separated by sex (special requests may be available at an additional cost);
5. Certified historical tour guides, full-time tour guide;
6. The cost may go up by as much as \$300 prior departure due to suppliers (airline, hotel, etc.) changes. Any increases will be communicated to client families and there will be an accompanying opportunity to withdraw from the trip. Some or all of the payments made up to this point may be refunded.

Each chaperone must:

7. Provide their own
 - a. credit card equipped for travel in Europe and use at ATMs for cash;
 - b. the necessary documents for travel, including but not limited to passport, proof of health insurance;
 - c. a cell phone with coverage in Europe.
8. Pack light, we’re taking a carry-on only; no checked baggage. Chaperones are responsible for the baggage quality and security. Baggage needs to be strong enough to withstand international travel and carrying for 2 miles.
9. Support the Jacob Dueck in enforcing HFCHS behavioral expectations as noted in the student handbook. Of particular note, there will be zero tolerance for the following behaviors and committing any of them will result in students being sent home at their parents’ expense:
 - a. drinking alcohol;
 - b. any use of substances not allowed for minors in the US;
 - c. violation of any safety rules we establish before or during the trip;
 - d. sexual behavior;
 - e. any risky behaviors or other things (tattoos...) that students know are forbidden on a school trip.
10. Complete all that HFCHS requires of chaperones, e.g. background check, VIRTUS. And forfeit participation in this trip if HFCHS administration recommends that they not participate in the trip. In this case, *Squisito Tours LLC* may or may not refund some portion of those funds the chaperone already paid.
11. Refund to *Squisito Tours LLC* any funds for travel costs that *Squisito Tours LLC* has paid in on the chaperone’s behalf, in the event that the chaperone, for whatever reason, does not attend the trip.
12. Arrive at MSP airport 2.5 hours before departure.
13. Wait at MSP airport until all students have been picked up.

Important information:

14. There are approximately 22 students and 3 chaperones going, all students or faculty of HFCHS. Save for unforeseen circumstances, all participants will stay at the same accommodations, and travel on all the same flights and other transportation.
15. Chaperones should have enough money for most lunches, incidental costs and spending money. Plan for around \$300 minimum.
16. The attending chaperones and *Squisito Tours LLC* are not responsible for lost or stolen items. Students must bring only what they need and guard it closely.
17. It is possible one or more students or chaperones will need medical care or isolation during the trip. In that case, the chaperones will observe the protocol of the USA and/or Italy and will primarily use the resources of personal insurance policies and those purchased by *Squisito Tours LLC*. This may result in an additional cost to the chaperones but *Squisito Tours LLC* would do their best to avoid it.

Important dates and deadlines

Due Date	To Do
9/8/2023	Pay \$1750
9/8/2023	Submit Service Order and Travel Service Agreement to Mr. Dueck
11/1/2023	Participant personal info Google form filled out
11/4/2023	Pay \$1100
12/21/2023	Pay \$1100 or all remaining balance
2/23/2024	Submit the following to Mr. Dueck: -A copy of passport, -All necessary forms signed

Lodging at the following or similar:

Casa Per Ferie Regina del Santo Rosario Via Giuseppe Giusti, 39 50121 Firenze	Casa per ferie Missionarie Pallotine Viale delle Mura Aurelie, 7B, 00165 Roma
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Probable flight itinerary:

Fri, 22MAR	DEPART	ARRIVE
DELTA 162 Basic Economy (E)	MPLS-ST PAUL 7:25pm	AMSTERDAM, NETHERLANDS 10:00am **Sat 23MAR
Sat, 23MAR	DEPART	ARRIVE
KLM ROYAL DUTCH AIRLINES 1643 Europe Economy (N)	AMSTERDAM, NETHERLANDS 2:10pm	FLORENCE, ITALY 4:10pm
Mon, 01APR	DEPART	ARRIVE
DELTA 9504* Economy Light (E)	ROME-FIUMICINO 10:20am	AMSTERDAM, NETHERLANDS 12:55pm
DELTA 165 Basic Economy (E)	AMSTERDAM, NETHERLANDS 3:35pm	MPLS-ST PAUL 5:40pm

<u>City</u>	<u>Date</u>	<u>Plans</u>
	Friday, March 22, 2024	*Fly from MSP to Florence
Florence	Saturday, March 23, 2024	arrive in Florence 4pm
Florence	Sunday, March 24, 2024	Mass
		*Accademia (to see Michelangelo's David)
		Ponte Vecchio
Florence	Monday, March 25, 2024	Uffizi
		Il Duomo
		Piazzale Michelangelo hike
		Big dinner
Florence-Siena	Tuesday, March 26, 2024	Siena day trip
		Exploring
Florence-Rome	Wednesday, March 27, 2024	Train to Rome
		Check into Monastery in Rome
		Check out neighborhood
		Trevi Fountain
		Pantheon
Rome	Thursday, March 28, 2024	the Vatican Museums
Rome	Friday, March 29, 2024	Roman Forum and Coliseum
		Villa Borghese
Rome-Pompeii	Saturday, March 30, 2024	Day trip to Pompeii
		-Tour of excavations
		-Private Beach
Rome	Sunday, March 31, 2024	St. Peter's for Easter festivities
Rome	Monday, April 1, 2024	*Fly Rome (FCO) to home
		Arrive home

CHAPERONE AGREEMENT

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of children and/or young people?

YES / NO (circle one)

If yes, please explain: _____

Please read each chaperone expectation and sign below stating you agree to uphold all guidelines.

1. Minimum Age Requirement: the minimum age for an Adult Chaperone is 21 years prior to the start of the trip.
2. All Adult Chaperones must comply with [Archdiocese of St. Paul Minneapolis Child Protection Policies](#). It is the responsibility of the Group Leader to ensure all chaperones are in compliance.
3. Adult Chaperones need to be spiritually mature. The words and actions of the Adult Chaperones should reflect the values of the Catholic Church at all times.
4. Providing a Safe Environment: In order to protect both youth and adult chaperones, they should not stay in hotel rooms instead of attending scheduled activities. Youth must not congregate in a room not their own after the chaperone-designated bedtime. Adult chaperones should avoid any situation where they might be compromised. (e.g. alone with a youth at any time, behind closed doors, etc.) No adult should be alone or in a hotel room with a youth, other than their own child.
 - a. Do not be alone with a youth behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one conversation with a youth, stay in a public place.
 - b. Youths are not allowed in adult hotel rooms. Allowing a youth from your group in the room (even your own child) can make it uncomfortable for your roommates.
5. Appropriate Dress: All participants (youth and adults) are expected to dress in fashion that represents modesty, good taste and respects other participants. Clothing must cover all under garments and not be too revealing, i.e. skin-tight clothing that shows the silhouette of your front and backside. Leggings/tight athletic gear should not be worn as pants and are considered undergarments. Clothing that displays profane or offensive messages or images are not allowed. Chaperones should monitor the attire of youths in their group. Violators will be asked to change clothing.
6. Alcohol, Drugs and Tobacco: All US laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol or drugs is not permitted at any time during the trip. Violation will result in dismissal from the trip at the expense of participant or chaperone. No refund will be given for trip costs.

7. Insubordination: All youth and adult chaperones are expected to follow the direction of security and the group leader. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline. Disciplinary action will be directed primarily through the Group Leader.
8. Reporting of Incidence: If you witness any youth or chaperone violating any policy in regard to Child Protection or the Archdiocese of St. Paul Minneapolis guidelines, you are required to report it immediately. If a person is in immediate danger, call the appropriate authorities and/or the group leader.
9. The Role of the Chaperone: The primary role of the chaperone is to provide a safe and healthy environment for the youth participants. Required chaperone behaviors include:
 - a. Act as a role model reflecting the values of the Catholic Church and the love of Jesus Christ.
 - b. Speak and act with respect and regard for the value, person-hood, and uniqueness of each youth.
 - c. Full awareness and enforcement of the rules and policies governing participant behavior as set forth by the Archdiocese of St. Paul Minneapolis is mandatory. Adult Chaperones are the primary disciplinarians and are responsible for their youth at all times, during programming, free time and hotel-stay.
 - d. Chaperones need to be aware of the physical, emotional, and spiritual state of their youth during the event. Being present and engaged with the youth during free time will greatly aid in this. Chaperones need to communicate any serious problems or issues to their group leader.
 - e. Chaperones & youth need to be present at all times during scheduled activities. By experiencing the trip together, chaperones and youth will be able to talk about the different topics and issues. The chaperones will also be able to help young people with any confusion or doubts as well as pray with them.
 - f. To ensure proper supervision of youths and appropriate behavior while staying in the hotel, chaperones are responsible for monitoring youths in hallways throughout duration of hotel stay.
 - g. Maintain clear communication with your Group Leader especially in regard to the interactions you have with any youth in your care. Immediately report to your group leader any strange, embarrassing, or possibly compromising interactions you have with any youth in your care.
 - h. Listen carefully to the youth you care for. Be aware of and report to your group leader conversations that reveal any abuse or self-destructive, suicidal, harmful thoughts or behaviors. Reporting of said conversations is mandated by State Law and could save a life.
 - i. Please be sensitive to youth participants' personal space. If a youth is upset, any physical contact for comfort should be appropriate and consensual. If there is a question of a youths comfort level, simply show your concern for them in words.
 - j. Do not use suggestive jokes, stories, or language with youth.
 - k. Do not threaten, humiliate, or degrade a youth as a form of discipline.
 - l. Do not discipline with physical contact.
 - m. Do not share inappropriate information about yourself with youth.

- n. Do not allow your youths to engage in sexual behavior or sexually suggestive, vulgar, or abusive speech.

I affirm that the information given in this agreement is true, complete and correct. I affirm that I have been trained and approved to work with children and/or young people in accordance with the policies and procedures as outlined by the Archdiocese of St. Paul Minneapolis. I have read and agree to abide by all policies and guidelines of the Archdiocese of St. Paul Minneapolis in regard to the health and safety of minor children. Furthermore, I have read and agree to abide by all rules and policies of the Archdiocese of St. Paul Minneapolis’s Policy Category 106, as outlined in the “Ministerial Standards/Safe Environment.” I have read and discussed with my group leader the documents & policies in regard to providing a safe and healthy environment for the young people attending this event stated above. Additionally, if I am a chaperone or group leader from another diocese I affirm I have completed all policy and procedures regarding the safety and protection in working with youth.

Signature of Adult Chaperone

Date



Travel Service Agreement for CHAPERONES

(Chaperone's name) _____ hereinafter referred

to as "Client", on the one part and SQUISITO TOURS LLC, hereinafter referred to as "Firm", on the other part, both hereinafter referred to as "Parties" have concluded the present Agreement for the following:

1. Subject of the Agreement

1.1 On the base of the present Agreement, Firm is obliged to provide tourist services to the Client, in volume and terms which Client has required from the Firm by the Service Order, attached and hereinafter referred to as "Order". Client is obliged to make payments to the Firm for the services according to the terms and conditions of the present Agreement and Service Order.

2. Trip Planning/Deposit fee

- 2.1 Upon entering into the Travel Service Agreement, the Firm will provide the Client, with a Service Order, attached.
- 2.2 The deposit fee is non-refundable. The deposit fee paid for an itinerary will be applied to that trip's total amount due.
- 2.3 In the case of group travel, there may be no change to the itinerary unless there is ample time to change and the Firm approves of the change in writing.
- 2.4 By signing this agreement, the Client consents to allow the Firm and the chaperones to accompany the Client's child(ren), listed above, internationally, to the places described in the Service Order and any other places that the chaperones choose to take said child(ren).

3. Client Payments and Responsibilities

Client must:

- 3.1 Register, fill out a registration form, and turn in the first deposit by the deadline noted on the Service Order to ensure placement on the trip. Late registrations are subject to availability. Any late registrations must pay the deposit, additional costs incurred after the initial deadline and any other payment installments that were already due.
- 3.2 Make payments according to the payment schedule as stated by the Firm in the Service order. If the Client is late in making payments, the Firm may remove the Client from the trip with no refund to the Client. All payments must be made in cash, via check or electronic transfer to the Firm's specifications as stated in paragraph 8 below. Once paid, assume the payments are non-refundable.
- 3.3 Pay in full before 90 days prior to trip departure unless a prior agreement has been made with the Firm.
- 3.4 State in writing, any desired changes to the Service Order. If the changes are possible, the Firm will determine the additional cost and inform the Client. If the client agrees to the cost, the change will be made as soon as possible. The Client must make that additional payment to the Firm within 30 days of the initial request.
- 3.5 Pay the cost of any additional, unforeseen or non-preventable expenditures: prolongation of accommodation, alternate means of travel, medical treatment or any other changes from the itinerary in the Service Order. The Firm and chaperones shall decide in their sole discretion as to what additional expenditures may be necessary. The Client's child(ren) must pay these expenditures on site unless the chaperones or the Firm deem it more practical to pay the expenditures themselves. If paid by the chaperones or the Firm, the Client must make reimbursement no later than 30 days after the conclusion of the trip.
- 3.6 Agree that any film or video likenesses taken of the Client or the children thereof while participating in this program may be used by and at the discretion of the Firm.

4. Firm's Liability

- 4.1 The chaperones attending the activities of the Service Order for must sign an agreement complying with the Firm's zero tolerance policies especially in regards to inappropriate behavior between chaperones and students. A copy of these policies are available upon the Client's request.
- 4.2 The Firm shall not be responsible for the negligence or malfeasance of any of the participants, being students and chaperones, third party travel suppliers/providers or other actors.
- 4.3 Likewise, unforeseen travel interruptions, environmental factors or dangers are inherent to international travel, and shall be considered part of the risk the Client takes in travel and not the fault of the chaperones or the Firm.
- 4.4 The Client shall, in writing, inform the Firm and the chaperones of any special needs of any student, 120 days prior to departure. The Firm and the chaperones shall not be held responsible for the consequences of those needs not being met if the Client did not inform.

5. Cancellations/Refunds

- 5.1 Cancellations made 91 days prior to the departure may be partially refundable as follows: The initial deposit is non-refundable. If the travel suppliers (airlines, hotels, etc.) allow for refunds to the Firm for the bookings on this trip, the Firm will pass all but 25% of the cost of that refund on to the Client.
- 5.2 Cancellations made within 90 days prior to the departure date may be partially refundable as follows: If the travel suppliers (airlines, hotels, etc.) allow for refunds to the Firm, the Firm will pass all but 50% of the cost of that refund on to the client. Client payments will be kept in an escrow account until travel suppliers require payment. Flights and other reservations are often non-refundable, especially within 90 days of travel. Accordingly, the Firm shall not refund to the Client any prepaid costs which are nonrefundable to the Firm.
- 5.3 Cancellations for sickness or any other reason shall be subject to items 5.1 and 5.2. The Firm shall not provide any refund outside of the terms in 5.1 and 5.2. The Client would do well to purchase third party "full refund" travel insurance if the Client desires that coverage.
- 5.4 Any refunds will be made after the completion of the trip and after all expenses have been deducted (within 60 days).
- 5.5 There will be no refund for "No Shows" on the date of the trip.


6. Settlement of disputes

All claims and disputes which can arise between Parties in connection with the present Agreement will be resolved by them by negotiations. Claims or disputes which the Parties did not manage to resolve by negotiations will be resolved according to Minnesota and US legislation.

7. Additional conditions

- 7.1 The present Agreement and all data concerning its execution are confidential to all but the Parties.
- 7.2 The Parties agreed that the documents under the present Agreement are valid in case of their referring by means of electronic, facsimile or other communication, at presence on documents of the official signature and impress of seal.
- 7.3 The present Agreement is drawn up in English, both parties have a copy and both are equally valid. The fax copy and electronic duplicate with electronic signature of the present Agreement also has a full validity.
- 7.4 The Firm shall not be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic (including the COVID-19 pandemic), quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, or generalized lack of availability of raw materials or energy.

8. Legal addresses, bank details and signatures of the Parties

<p><i>Firm:</i></p> <p>Squisito Tours LLC 8330 Allegheny Grove Blvd. Victoria MN, 55386</p> <p>Owner: Jacob Dueck</p> <p>US Bank: Send Money with Zelle® Scan in your banking app to pay.</p> <p style="text-align: center;">Squisito Tours Llc 952-457-7504</p> <div style="text-align: center;">  <p>zelle®</p> </div> <p style="text-align: center;">  _____ (Jacob Dueck) </p> <p>In signing this document I acknowledge that I have read and understand the document, that I accept its terms, and that I have signed it knowingly and voluntarily.</p>	<p><i>Client:</i></p> <p>_____</p> <p>Chaperone's printed name</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Date: _____</p> <p>X _____</p> <p>Chaperone's signature</p> <p>In signing this document I acknowledge that I have read and understand the document, that I accept its terms, and that I have signed it knowingly and voluntarily.</p>
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