



SAN DIEGO CITY SCHOOLS

COMPLIANCE FORM FOR SELLERS OF EDUCATIONAL TRAVEL

Information required by SB 142 is to be completed by travel organizations which offer educational travel programs to California students.

REQUIRED SECTIONS REFER TO THE BUSINESS AND PROFESSIONAL CODE

SCHOOL: _____

DESTINATION: _____ **DATES:** _____

Compliance 1. Is the proposed student trip educational in nature? Yes/No _____
17552(c)

Compliance 2. Company Name: _____
Address: _____
Phone Number: _____
24-Hour Emergency Phone Number: _____
17554(a)

Compliance 3. List Services (fill in or attach detailed application form): 17554(b)
Total Cost per student for services listed below: \$ _____
Transportation: _____
Lodging: _____
Meals (which meals are offered): _____
Educational leader (Yes/No) Hours per day: _____
Travel organization's office nearest tour site: _____

Compliance 4. Insurance Resume:
17554(b)1

Type	Coverage \$ Per Incident	\$ Total
Insurer	Policy No.	Verify Name/Phone
Type	Coverage \$ Per Incident	Coverage \$ Total
Insurer	Policy No.	Verify Name/Phone
Type	Coverage \$ Per Incident	Coverage \$ Total
Insurer	Policy No.	Verify Name/Phone

4. Insurance (continued)

Type	Coverage \$ Per Incident	Coverage \$ Total
<u>Consumer Protection Deposit Plan</u>		
Insurer	Policy No.	Verify Name/Phone

Optional extra cost insurance:

Optional insurance cost per student \$:

Compliance

5. Describe any additional or optional trip costs:
17554(b)2

Compliance

6. Tour leader qualifications and training:
17554(b)3

Compliance

7. Describe educational components of travel program including projected outcomes:
(Measurable objectives, hands-on activities, skill development) 17554(c)

Attach copy of relevant educational materials (program specific curriculum, correlation with state framework, classroom supplements)

Compliance

8. How many times has the travel organization conducted this (or substantially similar) educational program? 17554(d)

Trip Name	Annual No. of Groups	Annual No. of Students	Annual No. of Travel Days	Number of Years Offered
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Compliance

9. Length of time organization has conducted educational travel programs: 17554(e)

Compliance

10. Name(s) of owner(s) and principals of student travel organization:

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____

Compliance

11. Has any owner or principal of the organization had entered against him or her any judgment, including stipulated judgment, order, lien, has entered a plea of nolo contendere, or been convicted of any criminal violation, in connection with the sale of any travel services from a period of 10 years predating the contract. 17554(g)

For purposes of this section "owner" means a person or organization who owns or controls 10 percent or more of the quality of, or otherwise has claim to 10 percent or more of the net income of the educational travel organization; and "principal" means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a proprietorship. 17554(g)

Name of defendant:

Court or administrative agency rendering judgment order:

Docket Number: _____ Date of judgment order _____

Nature of judgment, order, or plea: _____

(Note: Eleven (11) required for compliance with California Law)

OPTIONAL INFORMATION

- 12. How many full time employees does the organization have? _____
- 13. How many office locations does the organization have? _____
Where are the locations? _____

- 14. Does the organization provide classroom support materials? _____
Describe: _____

- 15. Does the organization provide a format for post trip evaluation?: _____

- 16. Describe the accommodations and modifications that can be provided by the travel organization during the trip for students with disabilities. Please include any additional cost associated with the accommodations or modifications. _____

- 17. Are any of the principals of the organization credential and/or experienced teachers? Explain.

- 18. Financial stability:
 - A. List bank(s), references, including person's name and phone number:

 - B. Dunn and Bradstreet file number: _____
 - C. Has the organization or any principal filed corporate or personal bankruptcy during the preceding 10 year? If yes, please explain on a separate sheet. Yes/No _____

19. List of 10 references (with phone numbers) of educators who have experienced the organization's services.
- _____
- _____
- _____
- _____
- _____
20. Travel associations to which organization currently belongs:
- _____
- _____
- _____
21. Educational associations to which organization currently belongs:
- _____
- _____
- _____
22. Does travel organization currently hold an appointment from ARC? Yes/No _____
 ARC/IATAN No. _____
 If no, which agency will provide travel agency? Agency name: _____
 Owner: _____ ARC/IATAN No. _____
 Phone No. _____
23. Has the travel organization complied with the consumer protection requirements of California's Seller of Travel law? Yes/No _____
24. **FULL DISCLOSURE: 17555** In addition to other requirements and prohibitions of this article, it is a violation of this article for an educational travel organization to place or use any misleading or untruthful advertising or statements or make a substantial misrepresentation in conducting an educational travel program.
25. **PENALTIES: 17556.5** Except as otherwise provided, a person who violates a provision of this article is guilty of a misdemeanor, which offense is punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both fine and imprisonment. In addition, upon a conviction of a violation of this article, the court may issue an injunction and prohibit the convicted person from acting as an educational travel organization in this state, in which case the court shall inform the Attorney General of that action.

Reference: California Business And Professions Code Chapter 1

VERIFICATION

A duly authorized officer of the owning corporation, partnership, or trust must sign and date this verification, and fill in the city and state where signed.

I declare that all of the information provided herein, including attachments to this application to provide travel services, is true and correct.

Signature: _____ Date: _____

Position: _____ Signed at: _____
 City and State