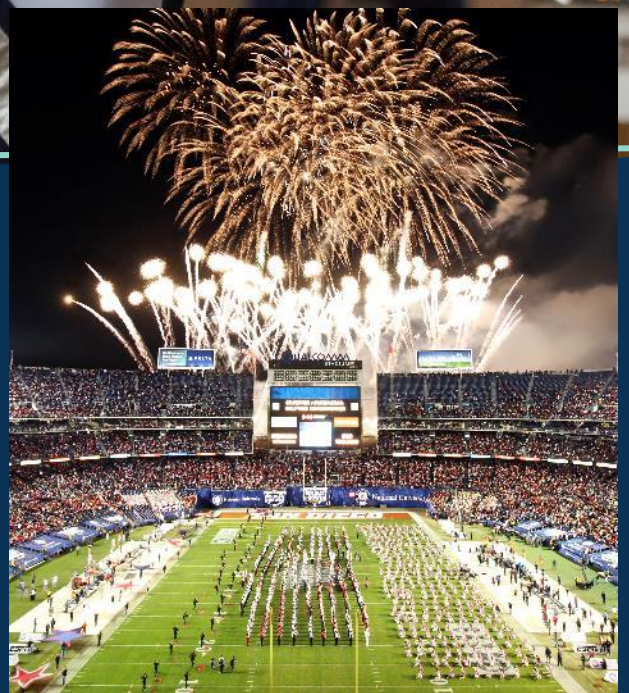




## WorldStrides Performing Arts Director's Guidebook Bowl Games & Parades

Your guide to a successful  
travel experience

[worldstrides.com/perform](http://worldstrides.com/perform)  
888-242-7597



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Educational Travel & Experiences

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## Welcome to WorldStrides Performing Arts!

Thank you for choosing to participate in a bowl game or parade program with WorldStrides Performing Arts. We are excited to be your partner in music education! For 55 years, we have been providing travel and performance opportunities that attract and spotlight the best directors, student musicians, and adjudicators in the country. WorldStrides Performing Arts programs enrich students' lives, provide life-changing moments, and create unforgettable bonding experiences.

This Director's Guidebook is a tool designed to make your event experience easier and more enjoyable. It addresses everything you need to know, including WorldStrides policies, what to expect at your event, and much more.

### Your Team

Your **Performing Tour Specialist** partners with you to help you select the ideal performance opportunity and destination for your group. This person will help you put together a trip that meets your group's specific goals and budget. Your Performing Tour Specialist will quote any transportation needs and begin to build out the perfect package for your students. Following your trip, your Performing Tour Specialist will begin working with you again on any future trip planning.

Once your spot at a bowl game or parade is reserved with your group deposit, your Account Manager will take over as your main point of contact for the trip. Your **Account Manager** is a resourceful in-house specialist who is an expert in your event destination. This person coordinates the end-to-end logistics management of all your travel details from itinerary-building to stage needs. Utilizing the extensive WorldStrides network, this person will secure air/motorcoach for your group, plus hotels, activities, and meals, as well as recommend and reserve your destination's best sightseeing and group activity options. Their personal service and custom-built, well-rounded itineraries allow you more time to focus on your students and your music. Your Account Manager is supported internally by a team of dedicated Financial Service Representatives who help your group stay on top of financial deadlines, post payments, offer fundraising support, and provide invoices for your account.

Your **Event Host**, supported by their on-site team members, is responsible for running a successful event at your chosen destination. This person welcomes you on-site and oversees all aspects of the bowl game/parade including well-run performances and rehearsals, equipment needs, adjudication, a successful Awards Ceremony, and more. Once on-site, your Event Host ensures all your needs are met so that you can focus on the music.

Last but not least, you've got one more hard-working team supporting you behind-the-scenes while you're at your event. Our 24/7/365 **WorldAssist team** is always available to work with you should the need arise. From flight and motorcoach issues to accessing medical consultation, WorldAssist is your first call.

## Schedule of Important Deadlines & Payment Information

Starting in 2023, you have two types of trip payment options: group-billed and individual-billed. The group-billed option means your program/school pays as a group in a set number of installments starting with the initial group deposit. The individual-billed option means your students/parents will pay for their own trip online directly to WorldStrides in a set number of installments starting with an initial deposit of \$99/person.

Here are the important group-billed installment deadlines as well as a few other important dates to know:

TIMELINE	Bowl Games and Parade Events
<b>Registration</b>	<p><b>Group Deposit Due</b></p> <p>Your <b>non-refundable \$1.000 group deposit</b> holds your spot at the event. The total amount from this deposit will be credited to your account.</p>
<b>200 days prior to departure</b>	<p><b>Second Group Installment Due</b></p> <p>Your second installment of <b>\$50 per expected number of participants</b> is due. The total amount from this deposit will be credited to your account.</p>
<b>100 days prior to departure</b>	<p><b>Third Group Installment Due</b></p> <p>The third installment due is <b>\$250 per expected number of travelers</b>. The total amount from this deposit will be credited to your account.</p>
<b>70 days prior to departure</b>	<p><b>Hotel Rooming List Due</b></p> <p>Your final hotel rooming list are due <i>no later than</i> 70 days prior to departure. Changes in the rooming list after submission may affect your final invoice amount. Once the rooming list is final, all cancellation penalties will apply to individual participants who cancel even if the group is still planning to attend.</p>
<b>50 days prior to departure</b>	<p><b>Final Balance Due</b></p> <p>Your remaining balance is due 50 days prior to trip departure.</p>
<b>30 days prior to departure</b>	<p><b>Late Add-on Balance Due</b></p> <p>For any late additions to your itinerary, the final payment will be due no later than 30 days prior to departure.</p>

## Helpful links

Click on any of the links below for easy access to each resource.

[Online Registration](#)

[MyTrip for Rooming Lists](#)

[Copy of Group-Billed Terms & Conditions](#)

[Copy of Individual-Billed Terms & Conditions](#)

[Health and Safety Documents](#)

[Bowl Games & Parades Resources Page](#)

[Payment Portal](#)

## Registration

You and all your travelers – including performers, adult travelers, non-performers, and chaperones – will need to sign up online with WorldStrides. This sign-up process ensures every traveler reviews our travel terms and conditions and provides their emergency contact information. This online registration also guarantees every traveler is protected through the USTOA Travelers Assistance Program and is covered by our included insurance policies. For groups participating in the individual-billed payment option, parents/students will also make their initial deposit and sign up for the optional Full Refund Program during their registration.

**Who does this:** Director and all travelers participating including non-performers

**When:** At signup, or at least 70 days prior to departure

### How to register:

First, register yourself.

- Visit [worldstrides.com/register](https://worldstrides.com/register)
- You'll need your Trip ID. This can be found on your invoice, or by asking your Performing Tour Specialist.
- As prompted, enter your Trip ID number, followed by the letter "p" (for Program Leader). Example: 120120p
- Finish the prompts to register in our system.

Next, instruct your travelers to register. Student registrations should be completed by a parent or guardian.

- You'll be provided an instructional handout to pass out to each traveler. You'll be able to customize the handout with your Trip ID number.
- Each traveler will visit [worldstrides.com/register](https://worldstrides.com/register) and follow the prompts to complete registration.
- If your group is booking air travel through WorldStrides, the registration form will have all the necessary information required by airlines and TSA to help secure the tickets.

Congratulations, you're registered! Now you're ready to build your hotel rooming list.

## Building your Hotel Rooming List

### Signing in to MyTrip

You'll build your hotel rooming list online using MyTrip, a free online tool with resources designed for Directors and trip coordinators to help communicate with registered travelers, as well as to help complete some of the logistical details of organizing the trip. Students can also create a MyTrip account if you decide to utilize the tool to share event information.

Once you've completed online registration, you'll receive an email inviting you to sign-up for MyTrip. You can also visit [mytrip.worldstrides.org](http://mytrip.worldstrides.org) to get started.

As your travelers register online through the process detailed on the prior page, MyTrip will populate their information in the hotel rooming list tool. You will find this tool under the Director Resources section.

Aside from the hotel rooming list assignment template, here are a few other important features found in MyTrip:

- Emergency contact information for all registered travelers
- Customizable web page for sharing important information and dates with travelers. MyTrip is optional for your travelers, and you can decide if you want to utilize its communication features.
- You can request your Professional Development certificate. Please refer to page 19 for more details.
- *For individual-billed groups:* view of all registered participants and their status

## Paying for the Trip

WorldStrides Performing Arts accepts the following payment options for our events:

- Money orders and checks.
- Credit cards and electronic check payments via secure online payment portal.

### Money Orders and Checks

WorldStrides Performing Arts accepts money orders and checks issued in U.S. Dollar amounts. When sending in payments made on money orders or checks, please include the group's Trip ID number in the notes section and a copy of the invoice, and send to the mailing address:

WorldStrides Performing Arts  
P.O Box 9033  
Charlottesville, VA 22906

or via courier mail:

WorldStrides Performing Arts  
218 West Water St, Suite 400  
Charlottesville, VA 22902

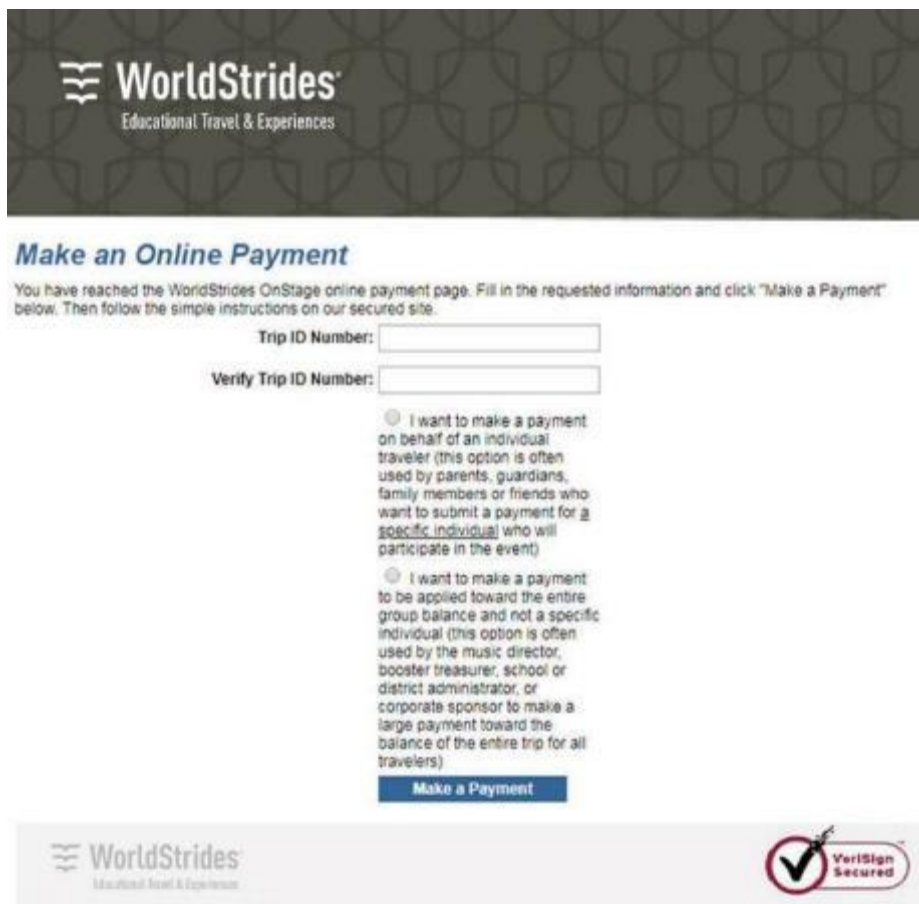


## Credit Cards and Electronic Checks

The option to make online payments using major credit cards (Visa, MasterCard, Discover), debit cards, and/or electronic checks towards a group's master trip account is available by request. Please contact your Performing Tour Specialist for the direct link to access this payment portal. Then, follow the simple payment process below:

- Visit our online payment site.
- Enter your 6 Digit Trip ID Number.
- Select one of the two applicable options presented.
- Select "Make a Payment" and follow the instructions on following pages.

After the payment is made, confirmation e-mails are sent to the e-mail address(es) provided, in addition to the Director, and designated financial contact associated with the trip.



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### Make an Online Payment

You have reached the WorldStrides OnStage online payment page. Fill in the requested information and click "Make a Payment" below. Then follow the simple instructions on our secured site.

Trip ID Number:

Verify Trip ID Number:

I want to make a payment on behalf of an individual traveler (this option is often used by parents, guardians, family members or friends who want to submit a payment for a specific individual who will participate in the event)

I want to make a payment to be applied toward the entire group balance and not a specific individual (this option is often used by the music director, booster treasurer, school or district administrator, or corporate sponsor to make a large payment toward the balance of the entire trip for all travelers)

**Make a Payment**

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**VeriSign Secured**



## Fundraising for your Trip

### **Gift of Performance – Available for group-billed payment option only**

Encourage your students to visit the WorldStrides fundraising site at [fundraising.worldstrides.com](https://fundraising.worldstrides.com). Here, you'll find the Gift of Performance ecards and letter templates. We provide easily customizable ecards (or printable letters, if you prefer) that students can access directly, customize to their trip, and distribute to friends and family requesting donations towards their trip. 100% of donations are made directly to your account with the individual student's name noted. Simply click the E-cards option in the top navigation, choose Performing Arts, then Bowl Games & Parades to get started. Please note, the social share functions are not currently available for performing travelers.

### **Fundraising Guide**

After working with student groups for more than 50 years, we've collected our fair share of great fundraising ideas. As a customer, you qualify for a free copy of our complete Fundraising Guide. Contact your Performing Tour Specialist for a copy.

**Additional resources can be found at [worldstrides.com/go-band](https://worldstrides.com/go-band)**

## Hotel and Rooming Information

WorldStrides selects top-rated student-friendly hotels for all of our event locations. Hotel assignments are made based on group rooming lists and hotel room-block configuration. Every effort is made to comfortably accommodate all groups.

### **Rooming Information**

The Director must submit and finalize the rooming list in MyTrip at least 70 days before trip departure. Changes in the rooming list after submission may affect your final invoice amount. Any changes that occur after the rooming list is submitted must be emailed to your Account Manager. View our full housing inclusivity policies by [visiting here](#).

Accommodations at our events are student-friendly, quadruple-occupancy rooms. Because the individual program cost depends on the number of occupants per room, your invoice bill amount is only an estimate until your rooming list is submitted. The sooner your rooming list is submitted, the sooner your group's exact financial expenditure can be determined.

Parents and chaperones are welcome to participate in our programs, and will be assigned rooms as requested on the rooming list. Adults usually request double occupancy rooms and are billed at the applicable rate. Some events and activities have higher rates for adult participants.

Due to continually changing factors in the hotel reservation department, hotels are not in a position to pre-assign actual room numbers in advance of your arrival. However, having your rooming list in advance allows the hotel to provisionally reserve certain wings or floors for your group.





Please do not contact the hotel directly, unless asked to do so by the Account Manager. This may cause confusion with the hotel and could result in issues with your stay.

### **Curfew**

As a courtesy to other hotel guests, we suggest directors and chaperones set a nightly curfew in accordance with hotel policy. Suggested curfew time is from 10:00 p.m. until 6:30 am. Room checks by directors and chaperones after curfew should be quietly made each night. Groups arriving at the hotel after curfew must check in quietly. It is the responsibility of the director(s) and chaperones to properly supervise their students.

Hotel security staff and front desk will have the room numbers of all directors and chaperones in order to contact them about any behavior problems. Schools will be charged for any undue noise or behavior that causes other hotel guests to check out early or to move rooms.

### **Elevators**

Please be aware that the elevators at the hotel(s) may be in high demand due to the number of people utilizing them, usually around the same time as your groups are. Remind your students and chaperones to allow extra time to get to any scheduled departures.

### **Incidental Charges**

Students will not be allowed to charge any services to their rooms. Only adults who leave credit card information with the front desk at the time of check-in will be able to use and are financially responsible for room service, phone calls, and other personal expenses. These charges must be cleared from all room bills prior to departure from the hotel. Please do this the evening before departure. Any expenses not cleared will be charged to the director/school.

*Self-serve mini-bars:* Some of the hotels we use do have self-serve mini-bars in the rooms that cannot be removed due to hotel policy. We do request the mini-bars in the group assigned rooms to be locked, and some hotel front desks can lock them remotely. However, please instruct your chaperones to inspect each room upon arrival to make sure they are locked. If not, please let the front desk know.

### **Damages**

Participants are responsible for damages and/or losses they cause while on tour, including any damage to hotel rooms or public facilities. It is suggested that chaperones check all rooms before check-in and check-out to ensure that students are not blamed for damages they did not cause.

### **Swimming Pool**

If the group's assigned hotel has a swimming pool, directors and chaperones must accompany students to the pool. Do not permit students to go to the pool unattended.



### **Rehearsal Space at the Hotel**

Each group should arrive at the event prepared for the performance. Most hotels do not allow for rehearsals because of lack of appropriate space and noise constraints as a courtesy to other hotel guests. If by chance, the hotel has the space, additional room rental fees may be charged by the hotel.

### **Lost and Found**

A lost and found system will be established at your event. Lost items will be in the care of the Event Host or Account Manager at the event.

## **Itineraries, Schedules, and Tickets**

### **Airline Itineraries & Tickets (where applicable)**

Electronic tickets and up-to-date air travel requirement instructions will be emailed to the director from the Account Manager when the total group payment has been received by WorldStrides.

### **Ground Transportation**

The ground transportation to/from the event destination is not included as part of your package price, and neither is airport transfer and other non-event scheduled transportation at the destination. As a full-service travel organization, we can arrange for these services by providing quotes and booking transportation options at additional cost. Please contact your Performing Tour Specialist for options, pricing, and availability.

### **Performance Schedules**

The Event Host will communicate the schedules for Director's Meeting, parade, field show, and rehearsal times via email. Final documentation will be sent out approximately 15 days prior to your departure. Last-minute changes may be necessary and will be reviewed during the Director's Meeting conducted either via conference call prior to the trip or on-site at the destination. Failure to report by the group at the designated times and areas may result in disqualification.

### **Director's Meeting**

A special mandatory Director's Meeting will be held either via conference call before the trip or on-site at the event destination. If on-site at the event destination, the time and place will appear on your final day-by-day itinerary. The event schedule will be reviewed, along with any last-minute changes. Every director must attend this meeting or make alternative arrangements to meet with WorldStrides Performing Arts program staff to review these agenda items.

### **Trip Itinerary**

The group specific detailed event itinerary will be communicated by your Account Manager and will include hotel name, addresses, phone numbers, scheduled activities and times, etc. The final itinerary will be sent to the director approximately two weeks before departure via email and/or physical mail.

### **Tickets**

Pre-counted, applicable event admission tickets, passes, meal vouchers, and/or wrist bands will be signed off to each group director by the Account Manager, either prior to group departure via courier mail, or directly at the event destination.



## Identification

For security purposes, an identification system is used at some event activities. This is to ensure that only WorldStrides Performing Arts groups and invited guests are able to enter. Your Account Manager will communicate with you if such a system will be used at your particular activity.

## HEALTH & SAFETY GUIDANCE

The well-being and safety of every traveler is our #1 priority. WorldStrides is proud to have an experienced in-house team solely focused on the Health & Safety of our travelers. The following pages include some of our best practices for having a safe experience while traveling. It is important that you share these policies and expectations with each of your travelers. View copies of the forms and policies reviewed in this guidebook on our [Health & Safety Resources page here](#). You may also read more about our commitment to Diversity, Equity, and Inclusion; our Inclusive Housing Policy; View on Gender Identity & Expression; and more on the [Corporate Social Responsibility section of our website](#).

### HOW TO REACH WORLDSTRIDES IN AN EMERGENCY WHILE TRAVELING

By phone: WorldAssist +1-703-933-6143 (24/7/365)

By email: [worldassistteam@worldstrides.com](mailto:worldassistteam@worldstrides.com) (monitored 24/7/365)

## Travel Smart, Travel Safe

WorldStrides wants you to have a safe and rewarding trip. Travel Smart, Travel Safe is designed to share some best practices based on our experience sending more than 500,000 students annually to both domestic and international destinations. Updated May 2023.

### Health Safety Tips



#### Hygiene, Eating, and Drinking

- ✓ Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizer (60-95% alcohol content) when soap and water is not available; this is the top precaution against becoming ill while traveling.
- ✓ Avoid touching your face to reduce the chance of illness.
- ✓ Stay well hydrated.
- ✓ If you have food allergies, be attentive during meal periods and ask questions if you have concerns.

#### Medical

- ✓ Always bring prescription medications in their original pharmacy containers and bring them in your carry-on luggage with a copy of the prescription.
- ✓ If you have a medical ID bracelet, wear it at all times.
- ✓ Be sure to list any medical conditions and prescription medication (with appropriate dosages and generic names) on the medical release form to share with your Program Leader.
- ✓ Travel may increase your risk of exposure to communicable diseases, such as COVID-19, measles, monkeypox, polio, etc. It is important to be aware of signs and symptoms and let your Program Leader know if you are not feeling well. Take steps to keep yourself healthy while traveling.
- ✓ Make sure you are up to date on all routine immunizations.



### Insects and Parasites

- ✓ In areas with insect threats, bring and use insect repellent to protect against bites. Wear lightweight long pants, long sleeve shirts, and socks - ideally with pant legs tucked in. Consider treating clothes and hats with permethrin spray prior to travel to further deter insects.
- ✓ Our risk partners at Exlog recommend insect repellents with at least 35% DEET. The percentage of DEET does not indicate effectiveness, just the frequency of reapplication. 15% DEET should be reapplied every 1-2 hours. 25% DEET every 2-4 hours. 35% DEET every 4-6 hours.
- ✓ If using sunscreen, apply it first, then apply insect repellent.
- ✓ Take care to avoid swimming in stagnant freshwater rivers, lakes, and ponds which may contain parasites that can lead to serious waterborne diseases.

### Water Safety Tips



#### At the Pool

- ✓ Only swim when a lifeguard or chaperone is present.
- ✓ Obey pool rules and do not attempt to access hotel pools after they are closed.
- ✓ Pool games are fun, but no horseplay.
- ✓ Do not dive or jump into the shallow end.

#### At the Beach

- ✓ Only swim when a lifeguard or chaperone is present.
- ✓ Only swim in designated swimming areas.
- ✓ Always practice the buddy system, and never go swimming alone.
- ✓ It is important to understand the beach rules and what different signs and flags mean in the destination so you can follow them.
- ✓ Don't attempt to go swimming in poor weather conditions.
- ✓ Watch out for jellyfish and other sea creatures.
- ✓ Don't forget to pack sunscreen and reapply often.
- ✓ Know how to identify and survive rip currents:
  - Rip currents are powerful, narrow channels of fast-moving water that run away from the shoreline.
  - Rip currents are dangerous, even for very strong swimmers!
  - If caught in a rip current, STAY CALM.
    - Motion for help immediately.
    - Swim parallel to shore to get out of the current.
    - Swim toward the shore once you escape the current.
    - NEVER attempt to enter the current yourself to save someone else. Instead CALL FOR HELP IMMEDIATELY.

### Hotel Safety Tips



- ✓ Upon checking in, immediately review evacuation procedures posted in your room; if not posted, ask hotel staff and be sure to know where the nearest emergency exit is in case of fire.
- ✓ When out of your room for the day, do not leave cash, passports, computers, or valuables in plain sight. If the hotel has an in-room safe that is bolted down, you may choose to keep valuables inside.
- ✓ If your hotel room has both a deadbolt and a latch, use both when you are sleeping.



## Personal Safety Tips



### Emergency Contacts

- ✓ Remember to store WorldStrides emergency contact numbers and the number of your Program Leader in your phone.

### During Activities

- ✓ Pay attention to the safety briefing and follow all the rules.
- ✓ Make sure to wear any safety equipment provided, such as bike helmets, life jackets, etc.

### Situational Awareness

- ✓ Most incidents can be avoided by using common sense and making good choices.
- ✓ Stay alert and focused on the instructions given by your Program Leader and Course Leader/Guide.
- ✓ Always use a buddy system and never venture out alone.
- ✓ Be cautious about using your smartphone while in public, especially on public transportation or while walking as this distracts you and may make you more vulnerable to accident or theft.
- ✓ Be aware of your surroundings and suspicious activities, especially when using public transportation; use taxis from hotels or designated taxi stands only; when using rideshare apps, always make sure the car model and license plate match what is in the app.
- ✓ If you see a suspicious package or are in a situation that makes you feel uncomfortable, trust your instincts, leave the area, and report the situation.

### Avoiding Crime

- ✓ The most common crime in most destinations is petty theft - either pickpocketing or theft of unattended items.
- ✓ Only carry small amounts of cash or valuables with you and be discreet when make purchases.
- ✓ Leave valuable items at home. If you must carry valuables (laptop, tablet, etc.), never pack them in your checked luggage.
- ✓ If approached and told to hand over your valuables, do not resist. Everything can be replaced— except for you. Only resist if the perpetrator attempts to take you!
- ✓ If you are a victim of crime, alert your Program Leader and Course Leader/Guide immediately.

### Technology and Social Media

- ✓ Review your security settings on your cell phone and any other electronic devices you bring on your program. Remember to leave home anything that you cannot afford to lose.
- ✓ Do not share passwords or security codes with anyone.
- ✓ Do not share your hotel room number on any technology platform.
- ✓ Do not plug your phone or mobile device into public charging stations, even in airports, as your data may become compromised. Carry your own charger and USB cord and use an electrical outlet instead.
- ✓ Bluetooth settings on mobile devices should be turned off when in mass public areas to prevent malicious actors from connecting to your device.
- ✓ Do not accept "Friend" or "Follow" requests or AirDrop materials from strangers and do not open links without first verifying the identity of the sender.
- ✓ Do not post pictures on social media with a geotag while you are still in the location where the picture was taken.



### Rallies, Protests, and Discord

- ✓ Avoid protests, rallies, and large gatherings, even if they seem calm, as they can escalate with little warning.
- ✓ Do not attempt to observe and/or photograph demonstrations. Even if you are a bystander, police may consider you part of the protest if you are lingering to observe or take photos.
- ✓ If someone tries to start an argument with you or anyone in your group about politics, race, or religion, always disengage and walk away.

## Communicating Expectations with your Travelers

WorldStrides has established a few steps to make certain that all trip participants understand basic guidelines and enjoy the program. Completing these steps will guide you along the path to a successful WorldStrides experience.

- The Director(s) traveling with the group will be required to chaperone or ensure the group is traveling with adult chaperone(s). Hand select chaperones who enjoy working with students and will be excited about the experience. All performers under the age of 12 must be accompanied by a parent or guardian.
- Host a chaperone meeting 1 to 2 weeks prior to your departure date to review chaperone roles and responsibilities. See sample agenda on next page.
- Host a student/parent meeting 1 to 2 weeks before your departure date to review the program. Share your mobile phone number, as well as chaperone mobile phone numbers with participants.
- Emphasize punctuality for all trip participants. Considering that your group is large and many other groups may be staying at the same hotel property, allow extra time to access the lobby and board buses. Determine and communicate how you will handle trip participants who are late meeting the group.
- Have each traveler complete a [Medical Release Form \(find a copy here\)](#) and return it to you to take with you while on tour.
- Stress consideration for others to the group, at the hotel and at restaurants, etc. Explain behavior expectations. Establish and communicate the “buddy system.” No one should go anywhere alone.
- If your group is traveling by air, review air travel policies posted by your booked airline(s), and the Transportation Security Administration (TSA). Be sure to review the seating assignments carefully, so that any potential for misbehavior can be minimized.
- Review packing checklist, particularly checked bags vs. carry-on bags. Collect or remind about cash for checked bag fees and motor coach driver tips (if applicable).
- Establish and communicate the parameters of participant visitation in hotel rooms.
- At the conclusion of each day on tour, review the itinerary highlights and weather for the following day with all the participants.



### Sample Chaperone Meeting Agenda

Conduct a meeting with your chaperones approximately 1-2 weeks prior to departure.

#### Review Chaperone Expectations:

The WorldStrides program you have chosen to support offers many unique opportunities and experiences to change your students' lives. As a Chaperone, you are in a unique position to help make the program a positive and enjoyable experience for yourself, your students, and other adult participants. To promote safety on your program and ensure an enriching experience for all, we ask that you follow the guidelines below. With your help, WorldStrides will be able to provide you and your students an amazing educational journey.

Before departure:

- Thoroughly review this Guidebook with your Director/Program Leader.

During program travel:

- Logistics
  - Work collaboratively with the Program Leader and WorldStrides staff to ensure the execution of the planned itinerary
  - Report any major service provider quality issues to your WorldStrides On-Tour Support Team and work together toward a remedy
- Health & Safety
  - Know the total number of participants (adults and students) in your group and perform frequent headcount checks
  - Enforce the WorldStrides Code of Conduct behavior rules for student and adult participants in partnership with the Program Leader
  - Understand and support the enforcement of the established behavior rules
  - Understand and support proper behavior expectations when visiting memorials, cemeteries, historic homes, theatre performances, museums, and places of worship
  - Stress proper behavior and consideration for other guests in hotels, restaurants and on public transportation
  - Ensure all travelers follow all COVID-19 specific rules established by WorldStrides, you and your Program Leader, and by attractions, sites, and service providers
  - Partner with the Program Leader and WorldStrides On-Tour Support Team to provide support if a participant becomes ill, injured, detained or early program dismissal is required
  - Communicate and coordinate medical care for participants with WorldStrides staff; be willing to accompany and remain with a student requiring medical care
  - Assist the Program Leader with executing the dismissal of a participant for behavior violations, including communications and coordination of return travel arrangements, if applicable
  - Be willing to assume the Program Leader role at any time during the program if the Program Leader is unable to continue in this role due to illness, injury, or other emergency



- Take appropriate action and notify the Program Leader if you observe, overhear, or otherwise suspect any act of bullying, harassment, or sexual misconduct directed at or involving a participant during the program; report incidents to your WorldStrides On-Tour Support Team and request assistance as needed

#### Additional best practices to discuss:

- Do not waive or modify trip rules or itinerary without direct notification (verbal and/or written) from the Director.
- Do not discuss or disclose any student information to third parties.
- One chaperone should board the bus before the students, and one should remain outside and board last after doing general check of the area.
- Count students before departing every location.
- Ensure students are complying with motorcoach driver instructions.
- At the hotel:
  - Your presence and awareness in the hotel will prevent most problems and will help to quickly resolve any issues.
  - Check hotel rooms for minor problems and report any to the front desk.
  - Knock on all doors and make sure students are awake each morning.
  - Room checks after curfew should be made each night.
  - Schedule wake up calls for students.
  - Inspect rooms the morning of departure to confirm that there is no damage, and all personal items have been removed.
  - If the hotel has a swimming pool, a director or chaperone must accompany students to the pool. Do not permit students to go to the pool unattended.
- Discuss the importance of punctuality for all participants, especially chaperones.
- Review the roster of students (include photos, if possible), including hotel roommate list and seating arrangements for the airplane and bus.
- Review bus boarding procedures.
- Set behavior rules and enforce them.
- Review contingency plan and other important forms, and contact information. An adult should be with students at all times. If your group is split into smaller groups at particular sites, arrange frequent meeting locations and set meeting times for all participants.
- Review evacuation procedures at the hotel, etc.
- If travelling by air, discuss how seating arrangements for airplane travel should be enforced:
- Chaperones should be seated by students, so that any misbehavior can be detected and addressed.
  - Chaperones should walk the aisles periodically (back to front) to “stretch their legs” when in flight.





## Code of Conduct

The WorldStrides program you have elected to attend offers many unique opportunities and experiences. Each program is designed to provide an enriched educational experience as well as opportunities to form new friendships. WorldStrides believes that learning best takes place in a safe environment. All participants are expected to demonstrate high standards of conduct, exhibit responsible judgement, and treat others with dignity and respect. It is the responsibility of each participant to be engaged and help make the program a positive and enjoyable experience for all. Throughout the program, all participants are responsible for adhering to the following rules of behavior:

1. Participants are expected to follow all directions given by and all rules and regulations established by the Program Leader and Chaperones.
2. Participants agree to follow the planned itinerary and to be punctual at all times.
3. Physical, verbal, or virtual violence, bullying, cyberbullying, inappropriate language, or inappropriate interactions with others will not be tolerated. Harassment based on real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or other protected characteristic is prohibited. To promote the well-being of all participants, if the participant observes, overhears, or suspects such behavior, they should report the behavior to the Program Leader, Chaperone, or a WorldStrides team member.
4. Emailing, posting, texting, airdropping, or otherwise electronically sharing pornographic, derogatory, or offensive language or images with other participants, staff, or members of the WorldStrides community is strictly prohibited. Electronically sending offensive language or images based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, disability, or other protected characteristic or political affiliation by any means is strictly prohibited.
5. Participants should refrain from taking photographs, creating video or audio recordings of other participants, staff members, or other individuals without their consent.
6. Participants are expected to leave all services (hotels, restaurants, motorcoaches) utilized and sites visited during the programming in the same condition in which they were found. Any property damage, theft, vandalism, unauthorized use, and copywrite violations are the sole responsibility of the participant (and the parent/guardian if participant is a minor). If an incident occurs, the participant (and the parent/guardian if participant is a minor) will be required to work directly with the provider to remedy the situation.
7. Participants are expected to refrain from illegal drug use, vandalism, theft, gambling, or any other type of behavior detrimental to the health, well-being, safety, or reputation of themselves or others.
8. Any behavior resulting in engagement with local authorities will be the responsibility and expense of the participant (and the parent/guardian if participant is a minor).
9. Participants are expected to comply with all rules and regulations established by governmental agencies and service providers including but not limited to airlines, hotels, motorcoach companies, national parks, and national security.



10. Participants are solely responsible for keeping safe possession of all their belongings throughout the program including but not limited to travel documentation and government issued identification (passport, visa, green card). WorldStrides is not responsible for the replacement of any lost, stolen or damaged items while in transit or on the program.
11. Good common sense, respect and consideration for others and their property should be practiced daily.
12. Participants are expected to follow all COVID-19 specific rules established by WorldStrides and the Program Leader and Chaperones, and any rules established by attractions, sites, and service providers.
13. Participants are expected to remain with the group at all times unless the Program Leader specifically allows free time in small groups. Students may never leave the hotel unless accompanied by a Program Leader or Chaperone.
14. Participants must sleep in their assigned hotel room each night. Students are not allowed to engage in any form of sexual activity during the program. The use of vulgar, abusive, humiliating, or threatening language or pictures, practical jokes, or other sexually inappropriate behavior is strictly prohibited.
15. Participants are expected to observe quiet hours at the hotel each evening (typically from 10pm until 6am).
16. Participants are expected to refrain from smoking, vaping of any kind, and are not permitted to consume alcohol unless they are of legal age and have approval from their parent/guardian and Program Leader. Adults who wish to smoke, vape, consume alcohol, or engage in any other activity of an adult nature must do so outside the presence of minor students, at their own expense, and remain in full control of their behavior at all times.
17. Participants must remain respectful of WorldStrides staff and should report any concerns to their Program Leader immediately. Participants may not use abusive, derogatory, or threatening language or engage in abusive or threatening behavior towards WorldStrides staff.

If a participant violates any of these rules, they may be dismissed from the program at the sole discretion of the Program Leader and Chaperones. **In the case of a dismissal the participant will be sent home at their expense (or the expense of the parent/guardian if participant is a minor) without a refund.**



## Professional Development

WorldStrides' accredited status makes it possible for us to deliver on our commitment to education by offering professional development for our teachers. Traveling educators are eligible to receive professional development points/hours/continuing education units that can be used toward license recertification. The amount of professional development is awarded based on travel program length. Professional development certificates are offered to program leaders and teacher chaperones at no cost.

Educators who participate in WorldStrides Performing Arts events are awarded 5 points/hours per day (0.5 CEUs per day) upon conclusion of the program. For example, if your trip departs on April 20 and returns on April 23, then it is a program with 4 days. Total points for the educator from this trip are 4 days x 5 points= 20 points/hours (2.0 CEUs). Maximum possible points are 35 points/hours (3.5 CEUs).

Upon conclusion of the event, Program Leaders may request professional development certificates for themselves and on behalf of teacher chaperones through the MyTrip profile online. While WorldStrides is an approved provider in all 50 states, some state approval requirements are time sensitive, so don't delay!

- Login to your program leader MyTrip profile, and select the blue box with "Request Professional Development..." link from the welcome screen.
- Select the "Request Now" link associated with your travel program.
- Select the "Request for Program Leader" or "Request on behalf of chaperone(s)" and enter information as prompted.
- Verify the account information and change if necessary, then click submit.

Your professional development certificate will be mailed within two to three weeks. For questions about professional development, please reach out to the Curriculum & Academics Team at [professionaldevelopment@worldstrides.com](mailto:professionaldevelopment@worldstrides.com).

## Academic Credit

Students may register for **Discovery for Credit** coursework before, during, or after the travel portion of the program. Most assignments are designed to be completed after travel, since they ask that students incorporate much of what they learned during the field experience. We encourage students to log on before travel, if time permits, to get a feel for the course and explore its components. There is a 6-month deadline from the return date of travel to complete all online assignments.

Upon successful completion and the processing of credits, a transcript may be ordered directly from WorldStrides or George Mason University. Transcripts can be submitted to school registrars for consideration or attached separately to college applications or résumés. Students and educators should check with receiving institutions regarding credit transfer policies.



WorldStrides holds accreditation through multiple regional agencies, including both corporate-level and school-level accreditation through Cognia (formerly AdvancED). This enables our traveling students to earn academic credit in conjunction with travel programs.

### **High School Credit**

Students who are in grades 6-12 at the time of travel on WorldStrides programs are eligible to enroll in courses to earn high school credit at no additional cost and with no fees. Courses vary in theme, content, and length based on the travel destination. For in-depth descriptions of courses applicable to your program and to register, go to our Academic Credit Portal through the WorldStrides website.

### **College Credit**

Students who are in grades 9-12 at the time of travel on WorldStrides programs are eligible to enroll in courses to earn college credit in conjunction with our university partnership with George Mason University. Some programs include the opportunity to take college credit at no additional cost. If not included, the cost is \$110 for a 1.0 credit course or \$330 for a 3.0 credit course. Courses vary in theme, content, and length based on the travel destination. For in-depth descriptions of courses applicable to your program and to register, access the Academic Credit Portal through the WorldStrides website. Our experience working with successful students in our courses informs our recommendation for choosing the course level that's best for you. These guidelines are quite flexible!

On successful completion and the processing of credits, a transcript may be ordered directly from WorldStrides or George Mason University. Transcripts can be submitted to school registrars for consideration or attached separately to college applications or résumés. Students and educators should check with receiving institutions regarding credit transfer policies.

**An instructional flyer is available for you to distribute to your participants that includes information on signing up. Here's how to register:**

- Visit [worldstrides.com](http://worldstrides.com) and click on [Academic Credit](#) in the Resources drop-down menu.
- Access coursework through the Academic Credit Portal link.
- Click to register as a new user.
- Answer any additional questions as prompted.
- If you have any questions about academic credit, please reach the Curriculum & Academics team at [discovery@worldstrides.com](mailto:discovery@worldstrides.com).



## EVENT DETAILS

### Mass Band Show

#### Music and Preparation for the Halftime Performance (if applicable)

The halftime show theme is annually selected by each bowl game organizing committee, and sometimes includes major guest star(s). Once the theme and guest star are selected, the Artistic Director of the WorldStrides Performing Arts Bowl Game Event will begin special music arrangements for the show to help compensate for the limited rehearsal time, and to sound great in a large stadium. Once arranged, the full music score with individual parts is then printed and an audio CD/electronic file is prepared to convey to each director tempo, style, dynamics, and phrasing often a guest star track to play along with. For an event in late December, for example, the music is sent out usually around the first week of November, giving you about six weeks to memorize and rehearse the music. Each band director will receive an electronic version of the audio (about 4-6 minutes of music), full score, and one copy for each instrumental part.

We strongly suggest that band parts be reduced to flip-folder sized pages. This will increase the convenience of music use during mass band rehearsals and sectionals. Please bring an extra set of parts with you to the bowl game event. All students are expected to have their parts memorized and to be fully prepared prior to arriving at the bowl game destination. Please have students bring their music to each mass band rehearsal(s).

#### Halftime Performance Rehearsals

For the majority of the bowl game events, there will be 2 rehearsals for the bowl game halftime show performance (occasionally with few exceptions) \*

- The first rehearsal will focus on fine tuning the performances of the specific instruments and their performers, such as percussions, drums, etc., and to make sure the groups know their music.
- The second and final rehearsal will focus on the overall music sound and formation for the halftime performance by all performers which will also include dance & cheer performers (if applicable), in addition to the band groups. The coordinating adjudicator (the one on the ladder) will be overseeing the overall rehearsal performance, with other adjusting assistants.

\*Occasionally, in certain years, due to the timing of Holiday Bowl game date falling close to Christmas Day, there may be only one rehearsal for this event. If so, the rehearsal will usually be scheduled earlier in the day, before the game.

#### Rehearsal Rules

- No gum chewing in rehearsals
- No cell phones in rehearsals
- No bad attitudes

#### Hydrating Your Band

Please be sure to plan ahead and have your chaperones or boosters make sure you have plenty of water resources to take care of your group at rehearsals, sightseeing, or while waiting to enter the parade line or stadium. You are not allowed to bring your own drink or food into the bowl game stadium.



## Instrument Storage

Due to security issues at major bowl game stadiums and parade routes, instrument cases must be left on the bus. At bowl game events, larger instruments such as tubas, bass drums, quads, and snares will be stored in a secure area of the stadium and dropped off and picked up by student/owner as they move to and from the buses, stadium seats, and bowl performances. Pit equipment will not be part of the halftime show, so please have those students play an alternate instrument. All other instruments must be kept on the student's lap or under the seat during the game.

### Bus Drivers

Bus drivers will not be admitted to ticketed events unless tickets are purchased. Bus parking during events and at the hotel is not provided by WorldStrides Performing Arts programs and may require bus companies to purchase parking and/or make their own arrangements.

### Lost and Found

A lost and found system will be established at each event. In most cases, lost items will remain in the care of the Event Director. All unclaimed lost and found items will be turned over to the hotel at the conclusion of the event.

### Television Coverage

WorldStrides Performing Arts programs does not guarantee or promote any chance of being on national television. If we do, by chance, get on television, it is a nice surprise bonus, but we ask each director to make it very clear to parents, students, and administrators that there is no promise or likelihood of TV coverage unless we post it as such in our printed material, such as a parade having some coverage, etc.

## Marching Field Show Contest

Marching Field Show Contest offering varies by event, therefore please refer to your specific event overview sheet. At certain events, the winning group will get to perform a pre-game opener for the bowl game show. The field show contest location and schedules will be communicated to you by the Event Host. Field Show Contest location will be included with your final itinerary.

### Competitive Area

The competition field will be a regulation-sized football field, 160 feet wide by 300 feet long. The boundaries of the field will be marked. The field will be lined at five-yard intervals and divided into thirds by hash marks (fields with high school regulation hash marks are desired but not always available; consult your Event Host for details on hash marks at your event).

### Entrance and Exit

Field entrance and exit may be made from any point on or off the field. The band proper and band front units are permitted to stage on the field. Conclusion of the performance may be made at any point on or off the field and exit made over any boundary line.

### National Colors

Use of the National Colors is optional. If they are used, they must always be guarded by an individual bearing a rifle, saber, or sidearm within three paces of the flag. The guard may be positioned anywhere within a 360-degree radius. There will be no trailing violations. The National Colors shall never be dipped in any direction or to any person; shall never be permitted to touch the ground; and the bearer shall not engage in any back steps, side steps, dance steps, etc.



## Bad Weather

In case the weather prevents an outdoor field show or parade contest on the day of competition, each school should make adequate provisions for the protection of its students and instruments. We recommend that you retain your buses in order to protect students and equipment. Bands should be prepared to perform a “stand-in-place” concert in a sheltered area and will be judged on their musical performance.

## Performance Rules

All bands must report to the starter at the field entrance gate five minutes prior to scheduled performance time.

- *Failure to Report:* 2.0 point penalty for failure to report to the starting line at assigned time resulting in a delay of the contest or a change in contest order
- The starter will indicate when you may enter the field.
- *Field Entry:* 0.5 penalty for failure to enter field at starter’s signal
- A one-minute warm-up will be permitted from your starting position prior to the start of your performance.

After warm-up, the drum major or field commander must wait for the following verbal announcement:

*Announcer:*

Are the judges ready?

Drum major, is your band ready? [Drum major salutes the stands.]

*Announcer:*

You may enter the field in competition/exhibition.

- The full presentation should be no less than eight minutes and should not exceed 12 minutes in duration. Timing will begin with the first note of music or the first step by the band proper. Execution judging will cease at 12 minutes or the obvious conclusion of the performance.
- *Under time:* 0.1 penalty for each 6 seconds or fraction thereof
- *Overtime:* 1.0 penalty for each 6 seconds or fraction thereof

*All units are encouraged to contain their performance to the confines of the competition area. However, there will be no penalties or adverse scores from the judges for exceeding the field boundaries.*

- Should a fall occur, the performer may return to an upright position and resume marching without any mandatory penalty.
- Units will not be permitted to “troop the stands” following performance.
- Dropped equipment will not result in a mandatory penalty but may impact General Effect scores.
- The use of mechanized vehicles, animals (live or dead), and pyrotechnics of any kind (including fireworks, fire batons, discharge of arms, or any hazardous material) is not permitted.
- The band will exit the field using its own drum cadence. Cadence must cease when the last performer crosses the field boundary.



## Parade

This is a general instruction for parade performances. The parade route and other pertinent information will be included in your final itinerary. If you are participating in an exclusive parade event, such as Chicago Thanksgiving Parade, there will be a special instruction packet that will be communicated by the parade organizers to each group.

Please send in your **Band Information Form for the Announcer** to the Event Host, at least 70 days prior to the event, at the same time when your rooming list is due.

Parade activities offered around the bowl game events are unique to each event, but can generally be characterized in these types:

- Stand in place review
- Pass and review
- Full parade, no review

Here are some general guidelines similar at all parade events:

- All members of the unit must come dressed (uniforms, themed costumes, or outfits) and ready to march in the parade. Dressing facilities are not available on-site.
- Your selection of music (we recommend 2-3 selections) should be well rehearsed before your parade performance. Warm-up is permitted and encouraged in specific sections of the staging area. Be prepared to play continuously during the parade.
- The Chicago Thanksgiving Parade instructs groups to march at speed of 2.5 miles per hour. It's recommended that you practice at this speed. The speed calculates to the following ratios:
  - 10 yards in 8 seconds
  - 73 yards in 1 minute
  - 440 yards in 6 minutes
  - 1 mile in 24 minutes
- Once on the parade route, maintain forward motion along the route with no stopping, unless there's a special performance stop section, or parade itself stops. If the parade does stop, please have a routine ready when asked to, as you are part of the entertainment for the people on the street.
- There will be parade personnel that will communicate to groups from staging, to integration, to disband. Please pay attention to these people at all times.
- Please be sure to plan ahead and have your chaperones make sure to have plenty of water resources to hydrate your group before and/or after the parade.
- If you have your own bus arrangement, please give a copy of your "Route to Disband Map for Buses" to all your drivers. Please have your bus driver's mobile number and let that person know that you will call at the end of the parade for the bus's exact location.

**PEP RALLY-** Certain bowl game and parade events hold a pep rally, and college bands and competing football teams make appearances at these events. It's a fun event, and all the groups can participate. It's organized in a designated area for groups to showcase what they perform best, and get their own spotlight





to shine. Performance times for groups will be communicated by the Event Director, and groups will need to provide their own music.

## Parade Review

### Performance Rules

The procedures for Parade Review adjudication will be as follows:

- The judging area will be 100 yards in length. The beginning and end of the judging area will be clearly marked.
- The reviewing stand is usually positioned to the band's RIGHT, and will be located at the midway point of the judging area. You will be notified of any deviation.
- Bands are reminded that they should be playing as the first member of the unit crosses the starting line and should continue playing until the last member of the unit crosses the finish line.
- Bands will approach the judging area and will be met by the starter (depending on event).
- The drum major must adhere to the instructions of the starter.
- The starter will give the instruction for the drum major to proceed with the band into the judging area. However, the starter may instruct the drum major to hold to allow time for the preceding band to clear the judging area or to allow judges time to complete scoring of the previous band.
- Bands instructed by the starter to hold in the pre-judging area will have 30 seconds in which to resume forward motion after the signal to proceed has been given to the drum major. Penalty: 0.1 per second in violation.
- Judging will commence when the first member of the unit crosses the starting line.
- You may not set up any unit member in the judging area. Penalty: .5 points.
- Once the unit is given the signal to proceed, it must maintain continuous forward motion through the judging area. Penalty: 1.0 point per violation.
- A cadence of approximately mm. 120 must be maintained. Penalty: 1.0 point per violation.
- The drum major is required to render a salute to the reviewing stand. Penalty: 1.0 point for failure to salute.
- Judging will cease when the last member of the unit crosses the finish line.

## Adjudication

Each WorldStrides Performing Arts program adjudication panel is chosen in such a way as to result in a balanced team. At each of the bowl game events when a Marching Band Field Show and/or Parade competition, and/or performance during the bowl game halftime is offered, there will be an average of five adjudicators at each of these events. All adjudicators are respected clinicians and educators from diverse music education backgrounds. Adjudicators' attendance and involvement with the groups will be in



following roles for each of their specialty.

**Field Show Competition** is attended by all adjudicators. Each adjudicator will adjudicate the group's performances for their specific parts that they specialize in. Two to three of the adjudicators with broad scope instrumental experiences will evaluate the ensembles overall performance and determine the winners.

Adjudicators will provide each band with a combination of taped and written constructive comments. For the event(s) that specifically states so, the winning group performs at the pre-game opener. Please review your event specific overview sheet for the details of your event. Please send in your Announcer Form to the Event Host, at least 70 days prior to travel.

**Stage Band Performance and Competition** – The option for adjudicated performance by stage bands, competition for ranking will vary by event types, and by number of groups interested in participating. If your ensemble is interested in this, the instrumentation form, along with a request must be submitted to the Event Director at least 60 days prior to the event.

The Concert Band and Jazz/Percussion Band will be performing indoor, on stage, and will be adjudicated by at least 2 adjudicators. Adjudicators will provide each band with a combination of taped and written constructive comments.

**Halftime Rehearsals** – For the majority of the bowl game events, there will be 2 rehearsals for bowl game halftime show performances (except for Holiday Bowl– see below for details).\*

- At the first rehearsal, all adjudicators will be in attendance, and they will focus on fine tuning the performances of the specific instruments and their performers, such as percussions, drums, etc., and make sure the groups know their music.
- At the second and final rehearsal, everyone will focus on everybody on their overall music sound and formation for the half time performance. The coordinating adjudicator (the one on the ladder) will be overseeing the overall rehearsal performance, with others assisting.
- \*Occasionally, in certain years due to the timing of Holiday Bowl game date falling close to Christmas Day, there may be only one rehearsal for this event. If so, the rehearsal will usually be scheduled earlier in the day, before the game. In such case, the pre-game opening group number will be selected by audition by video submission.

### **Classification**

Marching Field Show Bands will be classified according to the number of playing musicians on the field, including percussion. Drum majors, pit percussion, and auxiliaries are not included in this total. Bands are permitted to move from their qualifying class to a larger class but never to a smaller class. Bands experiencing a reduction in the number of performers making the trip may move to a smaller class only with the approval of the Event Director.

For Field Show and Parade Contests:



Class A 60 musicians or fewer

Class AA 61 - 96 musicians

Class AAA 97 or more musicians

Exhibition Class Any band who wishes to perform but cannot, or chooses not to, compete.

### **Scoring System**

It is in keeping with the philosophy of WorldStrides Performing Arts programs that music is the most important element of a band's performance, with Marching & Maneuvering and General Effect serving to enhance the presentation. Therefore, the music performance score is more heavily weighted.

### **The WorldStrides Performing Arts program scoring system is:**

Music Performance 40 points

Marching & Maneuvering 30 points

General Effect 30 points

*(See enclosed sample adjudication forms beginning on page 29).*

*The design, development, and implementation of the WorldStrides Performing Arts program philosophy is strongly influenced by the adjudication panel, whose members represent the national instrumental communities. It is the sincere desire of these adjudicators and the WorldStrides Performing Arts program staff that all groups receive the kind of positive musical evaluation that will encourage improvement and challenge existing standards of performance. WorldStrides Performing Arts programs draws on our adjudicators' vast pool of experience and knowledge to constantly enhance the musical and educational value of our programs.*



## Awards

All participating groups at the bowl games and parade events will receive commemorative plaques for their participation.

The Marching Field Show and Parade Contests will follow with awards, and they will be presented during the official Awards Ceremony by the Event Director and the WorldStrides Performing Arts program staff:

Ranking Trophies: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners will receive placement trophies. All remaining will receive participation trophies.

Caption Awards: A set of caption awards will be given for each class, so long as there are two or more bands competing in a given class. If there are too few bands in a given class, they will be combined as follows for the purpose of caption awards: Class A and AA will be combined. Class AAA remains alone.

### Caption awards include:

- Best Music
- Best Marching & Maneuvering
- Best Drum Major
- Best Auxiliaries
- Best Percussion
- Best General Effect
- Exhibition Award\*

\*Any band performing in exhibition will receive a plaque recognizing its performance.

### Sweepstakes Award:

This will be awarded to the band with the highest combined Field Show and Parade score.

Any groups who don't participate in field show or parade contests but do perform in a WorldStrides Performing Arts program halftime or pre-game show will receive a special plaque recognizing their performance.

In case of damage or misplacement of plaques and trophies due to unforeseen circumstances, we will promptly ship out replacement directly to the school.

*\*Some bands may not be allowed by their state's rules to compete in any out-of-state activity, or may choose not to compete. Upon request, they may receive taped comments by the panel of adjudicators and may still be considered for a pre-game performance (varies from game to game)*

## SAMPLE FORMS

The following pages contain copies of forms needed by your Event Host as well as example adjudication forms.



# ANNOUNCER'S BAND INFORMATION FORM

**IMPORTANT:** This information will be used to announce your band in the parade or field show



PLEASE EMAIL TO EVENT HOST

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
City

\_\_\_\_\_  
Population

\_\_\_\_\_  
Band Nickname

\_\_\_\_\_  
Number in Band

\_\_\_\_\_  
Director

\_\_\_\_\_  
Assistant Instructors

\_\_\_\_\_  
Drum Major(s) or Field Commands

\_\_\_\_\_  
Band President

\_\_\_\_\_  
Color Guard Captain

\_\_\_\_\_  
Head Majorette(s)

\_\_\_\_\_  
Other Featured Band Personnel

About the Band (interesting stories and facts, fundraising, special members, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parade Music

Field Show Music

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_



# MASS BAND INSTRUMENTATION FORM

PLEASE EMAIL TO EVENT DIRECTOR



NAME OF SCHOOL: \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF BAND DIRECTOR: \_\_\_\_\_ EVENT \_\_\_\_\_

CLASSIFICATION (Check one):  Class A - (60 or fewer)  Class AAA - (97+)  
 Class AA - (61-96)  Exhibition

COMPETITION (Check one)\*:  FIELD SHOW  CONCERT BAND  PARADE  JAZZ BAND  OTHER \_\_\_\_\_

*\* For Band Classification, include only the number of playing musicians on the field or street. Pit percussion, drum majors, and auxiliaries are not included in the count.*

	Mass Band
Flute/Piccolo	
Clarinet	
Alto Saxophone	
Tenor Saxophone	
Baritone Sax/B Clarinet	
Trumpet	
Horn	
Trombone	
Baritone	
Tuba	

	Mass Band
Snare	
Triples/Quads	
Bass Drum	
Cymbal	
Bell	
Xylophone	
Marimba	
Misc. Pit	

	Mass Band
Flag	
Drill/Dance Team	
Pom	
Twirlers	
Rifle	
National Colors/Banner	
Other	

	Mass Band
Total Auxiliary	
Total BandNumber	

Please note: Drum majors should be included in the instrument count and should plan to play in the mass band.  
 You must plan to bring any extra equipment you need for your field show performance, i.e., timpani, chimes, mallets, etc.  
 We will arrange percussion equipment for your concert/jazz band performance.



# DRUM MAJOR ADJUDICATION FORM



NAME OF SCHOOL: \_\_\_\_\_

NAME OF BAND DIRECTOR: \_\_\_\_\_

CLASSIFICATION (Check one):  Class A - (60 or fewer)       Class AAA - (97+)  
 Class AA - (61-96)       Exhibition

COMPETITION (Check one):  PARADE COMPETITION       FIELD COMPETITION

### LEADERSHIP (50 points)

- Control of Band
- Conducting
- Showmanship/Overall Contribution
- Appearance

POINT TOTAL(50) \_\_\_\_\_

### EXCELLENCE (50 points)

- Posture/Carriage
- Poise/Professionalism
- Twirling/Visuals

POINT TOTAL(50) \_\_\_\_\_

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS \_\_\_\_\_

\_\_\_\_\_  
Signature of Adjudicator



# MARCHING BAND FIELD SHOW COMPETITION FORM



NAME OF SCHOOL: \_\_\_\_\_

NAME OF BAND DIRECTOR: \_\_\_\_\_

CLASSIFICATION (Checkone):  Class A - (60 or fewer)       Class AAA - (97+)  
 Class AA - (61-96)       Exhibition

### Musical Performance (Maximum Possible Points - 40)

- Tone Quality
- Intonation
- Balance
- Rhythm
- Technique
- Accuracy
- Interpretation and Musical Effect

POINT TOTAL \_\_\_\_\_

### Marching Performance (Maximum Possible Points - 30)

- Carriage (body and instrument)
- Individual problems (out of step, attention, eyes forward, etc.)
- Alignment
- Intervals Exposure
- to error

POINT TOTAL \_\_\_\_\_

### General Effect (Maximum Possible Points - 30)

- Entrance and Exit
- Showmanship
- Variety Repertoire
- Coordination of Elements
- Continuity
- Correlation of Movement and Music
- 

POINT TOTAL \_\_\_\_\_

TOTAL POSSIBLE POINTS: 100

TOTALPOINTS \_\_\_\_\_

DIVISION RATING \_\_\_\_\_

\_\_\_\_\_  
Signature of Adjudicator





# PERCUSSION ADJUDICATION FORM



NAME OF SCHOOL: \_\_\_\_\_

NAME OF BAND DIRECTOR: \_\_\_\_\_

CLASSIFICATION (Check one):  Class A - (60 or fewer)     Class AAA - (97+)  
 Class AA - (61-96)     Exhibition

COMPETITION (Check one):  PARADE COMPETITION     FIELD COMPETITION

COMMENTS

MAX 100 points

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be considered

- Uniformity
- Precision
- Contribution
- Musicality
- Difficulty
- Tuning and Tone
- Note Accuracy

POINT TOTAL \_\_\_\_\_

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS \_\_\_\_\_

\_\_\_\_\_  
Signature of Adjudicator



# AUXILIARY UNIT(S) ADJUDICATION FORM



NAME OF SCHOOL: \_\_\_\_\_

NAME OF BAND DIRECTOR: \_\_\_\_\_

CLASSIFICATION (Checkone):  Class A - (60 or fewer)  Class AAA - (97+)  
 Class AA - (61-96)  Exhibition

COMPETITION (Checkone):  PARADE COMPETITION  FIELD COMPETITION

The following captions will consider the overall performance and design of all auxiliary ensembles, as well as the contribution of each individual to these ensembles, with regard to both movement and equipment.

COMPOSITION (50) (The designed visual interpretation of the musical program)

- Musicality
- Staging/Coordination
- Variety/Creativity
- Effectiveness
- Appearance

POINT TOTAL \_\_\_\_\_

PERFORMANCE (50) (The accomplished visual expression of designed program)

- Technique/Training
- Expression/Interpretation
- Control/Recovery
- Poise/Professionalism
- Effectiveness

POINT TOTAL \_\_\_\_\_

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS \_\_\_\_\_

\_\_\_\_\_  
Signature of Adjudicator



# MARCHING BAND PARADE SHOW COMPETITION FORM



NAME OF SCHOOL: \_\_\_\_\_

NAME OF BAND DIRECTOR: \_\_\_\_\_

CLASSIFICATION (Check one):  Class A - (60 or fewer)     Class AAA - (97+)  
 Class AA - (61-96)     Exhibition

Musical Performance (Maximum Possible Points - 40)

- Tone Quality
- Intonation
- Balance
- Rhythm
- Technique
- Accuracy
- Interpretation and Musical Effect

POINT TOTAL \_\_\_\_\_

Marching Performance (Maximum Possible Points - 30)

- Carriage (body and instrument)
- Individual problems (out of step, attention, eyes forward, etc.)
- Alignment
- Intervals
- Exposure to Error

POINT TOTAL \_\_\_\_\_

General Effect (Maximum Possible Points - 30)

- Entrance and Exit
- Showmanship
- Variety Repertoire
- Coordination of Elements
- Continuity
- Correlation of Movement and Music

POINT TOTAL \_\_\_\_\_

TOTAL POSSIBLE POINTS: 100

TOTAL POINTS \_\_\_\_\_

DIVISION RATING \_\_\_\_\_

\_\_\_\_\_  
Signature of Adjudicator



# JAZZ BAND/STAGE BAND ADJUDICATION FORM



NAME OF SCHOOL: _____  NAME OF BAND DIRECTOR: _____  CLASSIFICATION (Check one): <input type="checkbox"/> Class A - (60 or fewer) <input type="checkbox"/> Class AAA - (97+) <input type="checkbox"/> Class AA - (61-96) <input type="checkbox"/> Exhibition	<b>RATINGS</b> 90-100 = Superior Rating 80-89 = Excellent Rating 70-79 = Good Rating
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Tone (Maximum Possible Points - 20)

- Control
- Beauty
- Blend

POINT TOTAL \_\_\_\_\_

Intonation (Maximum Possible Points - 20)

- Chords
- Melodic line
- Tutti section

POINT TOTAL \_\_\_\_\_

Technique (Maximum Possible Points - 20)

- Articulation
- Facility
- Precision
- Rhythm
- Attacks
- Releases

POINT TOTAL \_\_\_\_\_

Balance (Maximum Possible Points - 20)

- Ensemble
- Sectional

POINT TOTAL \_\_\_\_\_

Interpretation (Maximum Possible Points - 20)

- Expression
- Dynamics
- Artistry
- Phrasing
- Tempo
- Styling
- Soloists

POINT TOTAL \_\_\_\_\_

TOTAL POSSIBLE POINTS: 100  
 TOTAL POINTS \_\_\_\_\_  
 DIVISION RATING \_\_\_\_\_

\_\_\_\_\_  
 Signature of Adjudicator



## Insurance Information

WorldStrides automatically provides the following protection to all participating groups:

### **Accident and Illness Insurance**

WorldStrides provides accident and illness insurance coverage for each participant. Ask your Account Manager for more details.

### **Liability Insurance**

WorldStrides carries one of the most extensive and comprehensive liability insurance policies in the student travel industry. Call if you wish to receive a copy of our certificate of insurance. Upon request, WorldStrides can also name your school as an additionally insured party.

### **USTOA Travelers Assistance Program**

WorldStrides shares the coverage available under the USTOA \$1 Million Travelers Assistance Program. As an Active Member of the USTOA, WorldStrides is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. Further, you should understand that the \$1 Million posted by WorldStrides may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides Performing Arts. Complete details of the USTOA Travelers Assistance Program and a list of affiliates may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, by e-mail to [information@ustoa.com](mailto:information@ustoa.com), or by visiting their website at [www.ustoa.com](http://www.ustoa.com).





**AMERICAN INCOME LIFE**  
insurance company

**SPECIAL RISK**  
DIVISION

**Claim Report Form**

## How to File a Claim

The Claim Report Form **MUST** be completed by the Program Leader or Chaperone, who is **UNRELATED TO THE PATIENT**, within 30 days of the injury or illness to open a claim with American Income Life Special Risk Division (AIL SRD).

**PLEASE FILL IN THE FOLLOWING (as much information as is available) in Parts 1-4.**

- **Part 1:** Name of Group/School and Trip ID; Travel dates of program
- **Part 2:** Name of patient/injured person, date of birth, and current mailing address
- **Part 3:** Date of injury or illness; Details of how and where it occurred
- **Part 4:** Verification signature by Program Leader or Chaperone

Once the claim has been opened and American Income Life Special Risk Division (AIL SRD) is notified of the injury or illness, expenses and invoices from hospitals or medical facilities can be submitted within 52 weeks of the injury or illness.

For claim review, provide the following when available:

- Itemized statements, including diagnosis and procedure codes, for services rendered by physician or hospital
- Prescription receipts complete with patient's name, Rx number, name of prescription, and price
- If payment has been made, proof of payment along with an itemized bill (Proof of payment would be a paid receipt from provider, credit card receipt, or cancelled check)
- Explanation of Benefits for claims paid by personal insurance.

### **NOTE:**

Payment is made directly to the medical provider unless otherwise indicated on Part 5 of the Claim Report Form.

*Email, Fax, or Mail the completed Claim Report Form directly to AIL SRD. DO NOT rely on medical providers to forward information.*

American Income Life Insurance Company  
Special Risk Division  
P.O. Box 50158  
Indianapolis, IN 46250  
Phone: 800-849-4820  
Fax: 317-849-2793  
Claims Department Email: [claimsSRD@ailife.com](mailto:claimsSRD@ailife.com)  
Website: [www.ailspecialrisk.com](http://www.ailspecialrisk.com)





\*\*Must be completed by the Camp Director, a Chaperone, or a Group Leader of the Event UNRELATED to the patient.\*\*

PART 1

Policy # 2552C WorldStrides Serial # N/A Dates Person Was Insured (Trip Dates)
Name of Policy Holder/Group (Group Name & Trip ID)

PART 2

Name of Patient
Patient Date of Birth Age Sex M F
Patient Home Address
City State Zip

Patient is:
Camper/Member
Counselor/Instruct.
Salaried Staff
Eligible Worker Comp.
Summer Staff
Volunteer Leader

Injury - Illness Report

PART 3

Date of Injury/Illness: Time: Group Activity: Educational Tour
Nature of Injury or Illness: Was this condition already present before this person became insured? Yes No

Describe How and Where Injury Occurred (explain fully): If yes, please explain

If there was no medical treatment during insured period, was injury or illness reported to staff member? Yes No

Office Use:

Verification Signature

This form is to be completed by the Camp Director, Chaperone, or Group Leader of the Event UNRELATED to the patient.

I hereby certify that this was a supervised group activity sponsored by the organization covered under this policy.

PART 4

I was the: Camp Director Chaperone Group Leader Other (define) (cannot be related to patient)

Name of Camp/Club (Group Name & Trip ID)

Contact (Print Name) Title

Signed

Day Time Phone Email

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Contact the claims department with questions.
Phone: (800) 849-4820 Email: claimsSRD@aillife.com

Send completed claim form to:
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN 46250
Email: claimsSRD@aillife.com
Fax: 317-849-2793





Name of Patient Patient Date of Birth
Patient Home Address
City State Zip

ASSIGNMENT FORM - Receipts must be enclosed

ONLY COMPLETE IF MEDICAL BILLS HAVE BEEN PAID BY PATIENT/GUARDIAN

PART 5

I hereby authorize the American Income Life Insurance Company to pay benefits on the above claim to:

(Payee Name) is to be reimbursed.
Address City State Zip
Date Signed

Release of Medical Information Authorization

PART 6

I hereby authorize any licensed physician, medical practitioner, hospital, clinic or other medical or medically-related facility, insurance company, the Medical Information Bureau or other organization, that has any records of me or my health, to give to the American Income Life Insurance Company or its reinsurers any such information with respect to illness, injury, medical history, consultation, or treatments which include alcohol, drug or chemical dependency treatment. Information received is for the purpose of evaluating this claim and determining our liability under your existing coverage with American Income Life Insurance Company. This authorization shall remain valid for one year. You have the right to receive a copy of this authorization upon request. A photographic copy of this authorization shall be as valid as the original.

Signature of Patient/Guardian/ or Personal Representative Date

Contact the claims department with questions.
Phone: (800) 849-4820 Email: claimsSRD@aillife.com

Send completed claim form to:
Mail: AIL-SRD, PO Box 50158, Indianapolis, IN 46250
Email: claimsSRD@aillife.com
Fax: 317-849-2793

