**UHS Travel Club**

**Tax Credit & Fundraising Information Meeting**

**1. Review of Important Dates – NYC 2019**

* **February 8th, 2019** – Final deadline for all NYC tax credits/donations
  + We plan to have all payments from tax credits/donations applied to individual EF accounts by March 1st.
* **February 12th, 2019** – Confirmation Meeting @ 6:00 p.m. in RUHS Library
  + This meeting will address flight and hotel information, packing lists, and finalize rooming arrangements.
* **February 16th, 2019** – Payment of remaining balance due for those NOT on monthly payment plan or waiting on application of tax credits/donations
* **March 11th, 2019** – Departure Meeting @ 6:00 p.m. in RUHS Library
  + ABSOLUTELY MANDATORY – Please make every effort to have a family member present for this meeting!
  + This meeting will confirm travel information, address final concerns or questions, and go over vital departure information
* **Travel Dates:** **March 15th – 20th, 2019**
  + Due to flight availability we may leave 2-3 days after March 15th, which would push back our return date as well.
  + This information will be communicated home as soon as it is available
  + We have reiterated to EF the importance of ideally maintaining our departure date since this is a spring break trip.

**2. Review of Important Dates – France, Germany, Alps 2019**

* **March 8th, 2019** – Final deadline for tax credits/donations
  + We plan to have all payments from tax credits/donations applied to individual EF accounts by early April.
* **April 29th, 2019** – Confirmation Meeting @ 6:00 p.m. in RUHS Library
  + This meeting will address flight and hotel information, packing lists, and finalize rooming arrangements.
* **April 30th, 2019** – Payment of remaining balance due for those NOT on monthly payment plan or waiting on application of tax credits/donations
* **May 28th, 2019** – Departure Meeting @ 6:00 p.m. in RUHS Library
  + ABSOLUTELY MANDATORY – Please make every effort to have a family member present for this meeting!
  + This meeting will confirm travel information, address final concerns or questions, and go over vital departure information
* **Travel Dates: May 30th – June 9th, 2019**
  + Due to flight availability the departure date may change by 2-3 days prior or after the selected date, with a preference of an earlier departure date.
  + We will not know the confirmed departure date until about 6-8 weeks prior to departure and will communicate this information home to families as soon as it is available.

**3. Review of Important Dates – Japan 2020**

* Travel Dates: May 27th – June 6th, 2020
  + Due to flight availability, the departure date may change by 2-3 days prior or after the selected date.
* Japan students/parents will not meet again until the Fall of 2019
* Tax credits for Japan students will not be applied until the Fall of 2019.

**4. Travel Club Communication**

* The vast majority of Travel Club communication takes place via email. Please respond ASAP to all emails from uhstravelclub@gmail.com
* Remind Text: For each tour there are two Remind groups – one for students and one for parents (although parents are welcome to join both). Remind will be the primary way we communicate with the parent group while on tour.
  + NYC Remind Groups
    - Students: Text @nycdcuhs to 81010
    - Parents: Text @nycdc19uhs to 81010
  + France, Germany, Alps Remind Groups
    - Students: Text @uhstcs2019 to 81010
    - Parents: Text @uhstcp2019 to 81010
  + Japan Remind Groups
    - Not established yet!
* Facebook: UHS Travel Club – open to students and parents of all past, present, and future Travel Club tours.
* Instagram: @uhstravelclub
* Website: [www.uhstravelclub.com](http://www.uhstravelclub.com) - all forms and information from meetings will be available on this website.

1. **Forms Distributed to Families**
   * TUSD Activity Permission Form
   * TUSD International Travel Permission Form (France/Germany ONLY)
   * TUSD Health Form
   * EF Health Form
   * *Please return ASAP to Ms. Sheets or Ms. Tully*
2. **Additional Anticipated Expenses**

New York City

* Travel Club Shirt/Hoodie - $50
* Winter Clothes (coats, boots, etc…) - TBD
* Souvenirs - TBD

Europe 2019 / Japan 2020

* Travel Club Shirt/Hoodie - $50
* Tip Money for Guides/Bus Driver/Tour Director - $10/day
* Extra Activities on Tour - $100
* Travel purse/shoes/other gear – TBD
* Souvenirs/Lunch - $40-$50/day (recommended)

1. **Tax Credits/Tax Deductible Donations**

Many students have already raised funds for their trip through soliciting tax credits from friends and family in Arizona. Consider asking for multiple years of tax credit (i.e. a student enrolled for 2019 can use tax credits for 2017, 2018, and 2019). For more information on this, please refer to the handout about tax credits and donations.

Families may also donate monies towards a student’s trip that may be eligible for a tax deduction (this is dependent on individual tax situations and not guaranteed). This is especially useful for relatives and friend who live outside of Arizona who would like to donate towards a student’s trip. For more information, please refer to the handout on tax credits and donations.

The following forms in your Meeting Packet are designed to support your individual fundraising efforts with tax credits/donations:

* Tax Credit Instructions
* Tax Donation Instructions
* How to Check Your Balance
* Fundraising Record Form

Who to ask for Tax Credits:

* Friends & Family in Arizona
* Neighbors in Arizona
* Church/Faith Community Members in Arizona
* Co-workers in Arizona

How Many Tax Credits Do I Need?

* Europe 2019 - $4800 (approx.)
  + 12 @ $400
  + 24 @ $200

Important Reminders for Fundraising:

* Tax Credit & Donation Fundraising should not exceed the total cost of the trip.
  + In the event that a participant raises more money in Tax Credits/Donations than is required for the program cost the “overage” will NOT be refunded to the participant.
  + It can stay in the UHS Travel Club account and can be used for the general fund or allocated to another tour/student, or can be reallocated to another school activity.
* UHS Travel Club does not accept employer matching for individual student accounts.
  + We have extremely limited access to this information and the distribution of funds, and therefore we cannot guarantee the timely allocation of this money.
* PATIENCE IS KEY. Please remember that it can takes several weeks (or months) for funds deposited in the UHS Travel Club account to reach EF Tours!

Updates:

* *The $50 fee for the Manual Payment Plan will be removed from our EF Accounts!*
* *No need to email Ms. Sheets or Ms. Tully to notify us of tax credit/donation payments!*
* *Tax credits cannot also be claimed as federal deductions.*