



THE WASHINGTON WORKSHOPS FOUNDATION IS PROUD TO PRESENT  
**THE NATIONAL CATHOLIC SCHOOLS SEMINAR**  
FOR CATHOLIC HIGH SCHOOL STUDENTS  
JUNE 14-20, 2009, WASHINGTON, D.C. • RESOURCES FOR EDUCATORS

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For more than 41 years, our travel programs to Washington, D.C. for high school students have offered America's students a wonderful and very special opportunity to visit our Nation's Capital. These enjoyable and professionally administered, experience based educational programs have been acclaimed by teachers, students and parents alike. Washington Workshops is proud of its reputation of being the most affordable and flexible educational tour operator in the industry.

As with our other high school programs we are happy to arrange special school group travel programs to the 2009 National Catholic Schools Seminar. School groups are entitled to the following group discounts, stipends and benefits:

**Full Teacher Stipend** on ratio of 1:15 students. Pro rates for smaller groups. Groups exceeding 15 will be eligible for further group discounts or able to bring additional teachers, also pro rated based on 1:15.

**\$50 Early Enrollment Discount**, when enrollment forms and initial deposits are submitted by **March 30, 2009**.

**Custom Program, Extended Stays and Shortened Stays.** It is also possible to have a special customized program developed around our existing seminar. You may also choose to shorten your group's program to save costs or choose to extend your group's program to learn more about the Washington, D.C. area with visits to Gettysburg, Philadelphia or Colonial Williamsburg. *Please note, we will work hard to accommodate all requests, but this particular program's size and logistics may cause extra planning and challenges when deviating from the seminar schedule.*

#### PLANNING YOUR PROGRAM

While organizing a trip might seem overwhelming, it is easier to proceed once you contact our office and program materials are offered to your interested students and parents. The following steps are suggested as initial guidelines to help begin planning your program.

**Call the Washington Workshops office** to make a reservation.

**Secure the necessary permission** to attend the program from your school principal and/or school board as is generally required for out of state trips. Determine if this is to be a school sponsored trip or if this trip will occur while school is not in session. You may wish to establish certain requirements such as academic/conduct/attendance goals for your students.

**There is no charge to you** as the accompanying adult provided that you bring fifteen students. Fees for extra teachers will be pro-rated based on your student count. Extra adults will be charged room, board and entrance fees.

**Arrange a parent meeting** to distribute the program brochures and discuss/answer questions concerning the seminar. Items not covered in the program cost include: lunch during the seminar, spending money, airfare, ground transportation to and from the airport/train station and other incidental expenses.

**Make airline reservations** by calling your local travel agent, airline group desk or our office. Ask for student rates and aim for these arrival and departure times:

Arrival - June 14, 2009, before 5pm

Departure - June 20, 2009, after 9am

There are 3 airports:

Reagan National Airport (DCA)- the closest airport

Dulles International Airport (IAD)

Baltimore Washington International Airport (BWI)

**Set a deadline** for parents/students to return their completed enrollment form and deposit fees (\$150), payable to WASHINGTON WORKSHOPS, and send them in one large envelope to our office. Deadline for completed Enrollment Forms and deposit fees is May 1, 2009.

**Offer the \$50 Early Enrollment Discount** to parents by submitting their Enrollment Forms and initial deposit by March 30, 2009.

**Contact your Congressional Office** to request tours of the Capitol Building and opportunities to meet your U.S. Senators or U.S. Representative, or their staff.

**Return all forms and payment.** Remember we require 8 weeks notice to avoid penalties.

We look forward to welcoming you to Washington, D.C. and are ready to respond to any questions you or your parents may have. If you have any special needs or requests, remember to call us as soon as possible. Many thanks for your interest and we look forward to hearing from you.