



**ALBUQUERQUE YOUTH SYMPHONY
PARENTS ASSOCIATION, INC.**

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**ALBUQUERQUE YOUTH SYMPHONY
BRAZIL TOUR: MAY 29 – JUNE 10, 2006**

February 28, 2006

IMPORTANT MEMORANDUM

TO: Parents of Albuquerque Youth Symphony Students
FROM: Katherine Myers and Alberto Peralta 294-8069
**RE: Paperwork Required for Students to Travel on the AYS Tour:
BRAZIL: May 29 – June 10, 2006**

In order for your student to travel with the Albuquerque Youth Symphony on the tour described above, we will need you to complete/provide, and return (preferably all together), the following documentation by **4-1-06**.

- ÿ **Permission to Travel Form:** This form must be completed and will be carried along on the trip by one of the chaperones. Complete the Permission to Travel Form according to the following guidelines:
 - o If there are two parents in the home, or if divorced parents share joint custody, Section 1 must be completed. Both parents must sign the form and have it notarized. Use the first signature box.
 - o If the student is from a single parent home or if the parent has sole custody of the child, Section 2 must be completed. The custodial parent must sign the form and have it notarized. Use the second signature box.
- ÿ **Medical History and Release Form:** Please complete the attached form with current information and have it notarized. Also, include a copy, front and back, of your insurance card. It is your responsibility to update us if there are changes in conditions or medications prior to May 29, 2006. All information will be held in the strictest of confidence.
- ÿ **Instrument Information Form:** If your student is taking more than one instrument, please include information for each instrument.
- ÿ **Copy Photo Identification:** each student should have, **and carry with them**, on the tour a photo ID; such as a driver's license, NM State ID Card, or a school picture ID card. Turn in one copy on an 8 ½ x 11 sheet of paper.
- ÿ **Original Passport with Visa Stamp:** Passports will be held in a safe deposit box until the tour. Included in this mailing is information and documentation that is needed in order for you to apply for the Visa.

There are three forms that need to be notarized: the Permission to Travel, the Medical History and Release, and the Authorization to Issue a Visa for students under 18. Our Executive Director, Kristine Purrington is a Notary Public and would be pleased to notarize your forms, at no charge, at her office.

Although immunizations are not required for travel, we have made arrangements for Passport Services to come out and speak *with those who are interested* on two occasions. The first meeting will be on Monday, March 13th at 6:30 pm in the Sandia High School Cafeteria. The second meeting will be on Saturday, March 18 at Ironstone Bank at 7300 Jefferson NE at 10:00 am. If you are interested in travel insurance, Ambassador Tours has information on their website, www.ambassador-tours.com. Immunizations and travel insurance are decisions that each family must make individually based on their own needs.