



- Welcome
- Final Itinerary Review
 - Note any significant changes due to appointment availability
 - Note to organizer: Your timed itinerary should not be shared with participants. They have the less-detailed itinerary to prevent any stress with timing changes that will occur while touring.
- Departure Time: We will meet at school or the airport at _____
- Return Time: We expect to arrive back at school or the airport at _____
 - If return time changes (i.e. flight delay), detail the plan of how you will communicate the revised expected time of arrival to those at home
- Check-In procedure for school/airport
- Flight Teams/Motorcoach Color Groups
 - Note: If your group is on one flight and/or one motorcoach, this will not apply.
 - Hand out luggage tags (according to flight team color if applicable)
- Chaperone Groups
 - Introduce chaperones
 - Share chaperone groups
 - Chaperone sign-up sheet with cell phone numbers (it is very helpful if phone number cards can be handed out to all of the adult participants the day of departure)
 - Overview of chaperone responsibilities - set expectations publicly
- Rooming List Assignments
- Hotel Guidelines
 - Students should be in their rooms within 15 minutes of hotel arrival
 - Lights-Out time to be determined each night prior to hotel arrival
 - Boys in Boys rooms; Girls in Girls rooms
 - Shoes must be worn in the hallways
 - Travel in groups/always with another student—never alone
 - Note: Your Education Program Leader will reiterate and cover specifics upon arrival

- Motorcoach Guidelines
 - Carry-on bag/backpack
 - Food/drink: water only—no food while on the motorcoach. Coffee allowed for adults at the organizers discretion
 - No gum—pretty much anywhere while on the Education Program
 - Coaches are equipped with a restroom, although we try to stop often to help limit the need for the restroom on board
 - Must remain seated while the coach is in motion
 - Be respectful to the driver by keeping the noise level in check and the motorcoach clean
 - If you are prone to motion sickness, please let the teacher know. You may need to sit toward the front of the coach
- Electronic Guidelines (Phones, I-Pads, etc...) It is wise to SET EXPECTATIONS NOW.
 - What electronics are allowed?
 - When can the electronics be used?
- Luggage
 - There may be a fee for checked airline luggage (check with your Consultant to be sure)
 - One suitcase, 50 lbs. or less, to be placed in the motorcoach luggage compartment. The airlines charge additional fees if the piece of luggage is more than 50 lbs.
 - One carry-on bag/backpack to bring on the motorcoach
 - Groups that are flying: Remember that you are allowed 1 quart-size bag for any liquids in 3 oz containers or less in your carry-on bag.
 - Packing tips
 - Rain gear: ponchos/umbrellas/hats
 - Layers for fluctuating weather
 - Sunscreen
 - Comfortable shoes—lots of walking! (Start walking now to prepare!)
- ACTS ID Badges and Lanyards
 - Each participant will be issued a badge and lanyard the day of departure
 - Badges need to be worn each day
 - Emergency ACTS phone number listed on the badge
- Dress Code
 - School dress code may be applicable
 - Arlington Wreath Laying Ceremony special guidelines
 - Broadway—school will determine whether participants should bring formal or casual attire

- Souvenirs
 - Contraband" include: inappropriate t-shirts, snap caps, fireworks of any kind, handcuffs, whoopie cushions, toy guns, laser pens, and switchblade combs
- Assignments While on the Tour
 - Teacher may require completion of daily assignments/journal etc.
- Medical Needs
 - Notify teacher of any medical needs
 - Explain school policy regarding student medications
 - An inhaler must be a prescription to be allowed into government buildings
- Emergency Contact Information
 - Hotel and contact numbers to parents
 - Parents can call the American Christian Tours hotline: 800-222-2001 to connect with a child in the case of an emergency
- Budget
 - Suggest \$15-\$20/day to cover lunches
 - Additional souvenir/spending money
- Question/Answer Time

The Education Program Expectations

We hope that your time together with your students is a time of fun, learning, and growth. You have worked hard to get this program off the ground. We trust you will be able to relax and enjoy the fruit of your hard work.

Our Education Program Leaders will work with you on the program to accomplish the goals we both have in mind. We want your Education Program to accent the work you have done in the classroom.

During the program, there are just a few things we would like to ask for you to keep in mind.

AT THE AIRPORT

- It is important for groups to arrive two hours prior to the flight departure time. Please make sure your group is aware of TSA travel and security regulations (www.tsa.gov). Also make sure that members in your group are aware of the luggage weight allowance and are prepared to pay their checked baggage fees. Any overweight luggage is subject to additional fees. Check your specific airline's website to review their policies, as all airlines are different.
- Each passenger over 18 is required to have a government-issued ID available for check-in.
- Encourage your participants to be polite, to be ready for security checks, to be respectful on the plane, and to remain in their seats during the flight.

AT HOTELS

American Christian Tours attempts to find nice, quality hotels for our groups. Part of our agreement with hotels is that we will not allow student groups to be loud, running or congregating in the hallways, or out of control in any manner.

With that in mind, we encourage you to assist us in student control at hotels. We observe a strict curfew, providing security guards on the hotel floors at night. You and your chaperones will need to do evening room checks to ensure students have settled into their rooms by curfew. We also ask that you inspect rooms prior to check-out to ensure that rooms have been left in good shape and students have not left anything behind.

For the students' safety, we require that they do not leave the hotel floors unless with an adult.

AT ATTRACTIONS

Most of the attractions that we visit require that students remain with chaperones. It is a wise policy that eliminates a myriad of situations.

We ask that you have your students divided into chaperone groups prior to arriving on the program. Many places require at least one adult per ten students. This would correspond with the number of complimentary chaperones we provide space for on most Education Programs.

We trust that you will prepare your students to be kind, courteous, and polite to the people around them at the various attractions we visit. Remind them that they are testimonies wherever we go and that we want to be a blessing to the people we encounter on our visit.