



Travel On-Boarding Kit

Successful Student Recruitment

Welcome!

We're excited to have you on board!

We want to see all our educators successful in their recruitment endeavors. To this end we are supplying you with these handy, tried and true guidelines to help you through the process.

Happy Recruiting!

Remember, we're always here to help.

Contact your dedicated Program Manager regarding our personalized support with Informational Meetings or with any other questions you may have.

Additional Resources

- ★ **Planning Teacher Resources:** <https://xperitas.org/planning-teacher-resources>
 - Informational Meeting Presentations
 - Destination Promotional Videos
 - Destination Promotional Posters
 - Destination Handbooks

Before the Meeting

Pro Tip: Chose a meeting date that does not conflict with other school activities!

Checklist

- Ask your Program Manager if they can attend your meeting in person or virtually
- Hang up the printable informational meeting posters with your QR Code at least two weeks before the meeting
- Send out emails to colleagues to promote the program in their classrooms
 - o Email templates available on page 3
- Print the sign-up sheet (page 8)

During the Meeting

Checklist

- Make sure that everyone fills out the sign-up sheet
- Take advantage of the Xperitas presentation to use in your meeting and make sure you include your program QR code
- If you have traveled with Xperitas before, have a student who has traveled attend the meeting if possible

After the Meeting

Checklist

- Email students and parents/guardians from the sign-up sheet with the email templates provided (on page/8)
- Show Xperitas and/or [country-specific videos](#) in your classrooms to continue sharing about the opportunity
- Hold another meeting at a later date to generate more interest

Timeline

Communication is key!

2 Weeks BEFORE Meeting

- Meeting Announcement
- Meeting Reminder

After the 1st Meeting

- Thank You for Attending
- Sorry We Missed You

2 Weeks prior to Deadline

- Enrollment Deadline Reminder

Pre-Meeting Program Promotion

2 weeks before the meeting

Pro Tip: Did you know you can schedule send emails in [Outlook](#) and [Gmail](#)? If you don't want to miss sending a reminder, schedule an email.

Please feel free to copy & paste the following templates:

Send to: All target language students, parents & guardians

TO: <Your students, parents & guardians>

SUBJECT: Practice your <LANGUAGE> skills with native speakers in <DESTINATION>

Hola/Bonjour/Hallo/Salvete,

In <MONTH and YEAR> I am traveling with a group of students on a language immersion program to <DESTINATION>, and I would like for you to consider joining us! On our program, you will be fully immersed in the culture, practices and the <LANGUAGE> language. We are partnering on this program with [Xperitas](#), a nonprofit organization who has been organizing authentic language immersion experiences like this one for over 50 years.

I am having an informational meeting about this opportunity! Here are the meeting details:

Meeting date:

Meeting time:

Meeting location:

I hope to see you there!

And if you want to nerd out for a bit, [watch this video](#) about the benefits being bilingual. You won't regret being part of true language immersion, like what we will experience on our program to <DESTINATION>!

Saludos/Cordialement/Grüße/Valete,

<Your Name>

Send to: All teaching colleagues

TO: <Your Teaching Colleagues>

SUBJECT: Opportunity for language immersion travel to <DESTINATION>

Hola/Bonjour/Hallo/Salvete Co-teachers,

I wanted to reach out to you today to see if you would consider helping me promote our upcoming immersion program to <DESTINATION> in your classroom. We are partnering on this program with [Xperitas](#), an educational nonprofit organization who has been organizing authentic language immersion experiences like ours for over 50 years. This program promises to be a transformative, intercultural experience for all students who participate.

If you have time, could you share any of these videos below about Xperitas? Please tell your students they can come to me with any questions.

Xperitas in [One Minute Video](#) | [Immerse, Connect, Transform Video](#) | [Love of Language Video](#)

We are also planning an informational meeting for interested students and their parents. Here are the details for that:

Date:

Time:

Location:

Thank for your help in promoting this wonderful intercultural opportunity to our students.

Muchas gracias/Merci beaucoup/Danke vielmals/Valete,

<Your Name>

Post-Meeting Program Promotion

Right after the meeting

Please feel free to copy & paste the following templates:

Send to: All target language students, parents & guardians that ATTENDED the meeting

TO: <Your students, parents & guardians>

SUBJECT: Thank you for coming to the <LANGUAGE> immersion program informational meeting

Hola/Bonjour/Hallo/Salvete,

Thank you for coming to the informational meeting for the Xperitas language immersion program to <DESTINATION>. If you are ready to say YES to an amazing adventure abroad, click here to <INSERT YOUR PROGRAM URL> or scan this QR code <INSERT YOUR PROGRAM QR CODE>.

I know that this is an investment, and so does Xperitas, which is why they have several financial opportunities:

- [My Travel Fund](#): Through Xperitas, students can send this link to ask for donations to their trip
- [Financial Aid](#): That website page gives a guideline for eligibility. The minimum award is 10% of the program cost, and the maximum is 60% of the program cost.
- Once registered, students can apply for a [\\$500 writing scholarship](#).
- Here's a link of some [Fundraising ideas](#) that were included in the presentation.
- Here's another link that was in the presentation in case you didn't get the QR code in time: [Grounds for Change: a coffee fundraiser](#).
- [Early Bird Discount](#): Keep in mind that the earlier we commit, the more we save.

We went over what was all included in the program price, but here's a link to Xperitas' [Rest Assured Advantages](#) if you'd like to dive into the details. Please let me know if you have any [questions](#). I truly hope you decide to join us for this transformative immersion experience to <DESTINATION>!bilin

Saludos/Cordialement/Grüße/Valete,

<Your Name>

Send to: All target language students, parents & guardians that DID NOT ATTEND the meeting

TO: <Your students, parents & guardians>

SUBJECT: Sorry we missed you at the <LANGUAGE> immersion program informational meeting

Hola/Bonjour/Hallo/Salvete,

We are sorry that we missed you at the informational meeting for our upcoming <LANGUAGE> immersion program to <DESTINATION>. The good news is that you can still enroll in the program up until the final enrollment deadline of <INSERT YOUR SEASON DEADLINE> if you are interested in being part of this transformative experience.

If you would like more information about the program or are ready to enroll, click here to <INSERT YOUR PROGRAM URL> or scan this QR code <INSERT YOUR PROGRAM QR CODE>.

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In the meantime, please let me know if you have any [questions](#) about the program, and I hope you decide to join me to <DESTINATION>!

Muchas gracias/Merci beaucoup/Danke vielmals/Valete.

<Your Name>

Meeting Program Promotion

2 weeks before enrollment deadline

Please feel free to copy & paste the following template:

TO: <Your students, parents & guardians>

SUBJECT: LAST CALL: Time-Sensitive Opportunity – Join Our Language Immersion Adventure!

Hola/Bonjour/Hallo/Salvete,

Urgent: Time is running out, and I don't want you to miss out on an incredible opportunity! I'm reaching out to personally invite you to join our upcoming language immersion program to [DESTINATION]. This isn't just a trip; it's an unparalleled chance to fully immerse yourself in the culture, practices, and language of [LANGUAGE] in partnership with Xperitas, a nonprofit organization with over 50 years of expertise in crafting authentic language immersion experiences.

In the meantime, below are some additional resources for your reference:

- [General Program FAQs](#)
- [Global Citizens Blog](#): Read about what Xperitas Alumni have to say about traveling with Xperitas

Saludos/Cordialement/Grüße/Valete,

<Your Name>

