

WELCOME!

BIENVENUE! WILLKOMMEN!
¡BIENVENIDOS! BENVENUTI!

We want to see all our educators successful in their recruitment and endeavors. To this end we are supplying you with these handy, tried and true guidelines to help you through the process whenever you begin to announce the program and start promoting to your students and families!

Planning Teacher Resources:

<https://xperitas.org/planning-teacher-resources>

- Informational Meeting Presentations
- Destination Promotional Videos
- Destination Promotional Posters

Traveling Teacher Resources:

<https://xperitas.org/traveling-teacher-resources>

- Destination Handbooks

LEADER CHECKLIST

Congratulations on forming a group! Whether this is your first time or your 20th time as an Xperitas leader, there are many things to do between the fall and the end of your program to ensure success. The purpose of the following checklist is to help guide you through the experience from when your group is solidified in the fall to when you travel. These timelines may vary by destination. Do not hesitate to check with your Program Manager about any of the items listed here.

DONE	Upon Final Enrollment
	Read the Leader Handbook (found on the Leader Resources landing page).
	Scheduled meetings with my students to prepare for our program abroad. <i>Refer to the Xperitas resources available in the Student Handbook via the Student Resources landing page (which can be found on the Xperitas portal).</i> I have also picked out the practical and critical thinking activities I will use.
	Verified that my students applied for or renewed their passports* and understand that they need to look into entry/exit requirements based on their passport nationality and destination of travel. * Puerto Rico travelers do not need a passport. Identification is mandatory for all 18+ aged travelers to Puerto Rico.
	Submitted my Family Stay Application (if planning to participate in the Xperitas-arranged family stay, rather than a hotel, during that portion of the program. Please check with your Program Manager if you are interested in staying with a host family to verify if it will be possible depending on destination and family stay community).
	Talked to my students about the importance of the family stay application and what a good family stay application should look like to ensure that they are prepared to submit the application by the November 1st deadline.

DONE	45-90 Days Before Spring Departure
	<p>By December 1, I have entered my passport* information on my Xperitas Portal and submitted a photocopy of the photo page. I have also reminded students to upload their information as well.</p> <p><i>* Puerto Rico travelers do not need a passport but should still complete the passport section to confirm their full, legal name for airline ticket purposes. Identification is mandatory for all 18+ aged travelers to Puerto Rico. Anyone 18 or older must upload their intended form of identification for travel to Puerto Rico by the aforementioned passport deadlines.</i></p>
	Verified that all my students possess a passport that will be valid for at least 6 months past their return date. (U.S. and Non-U.S. citizens may require visas/documentation; please verify with students that they have obtained any visas/documents needed for travel to your destination and back to the United States.)
	Made photocopies of important travel documents (passports, visas, green cards, etc.) to take along with me.
	Reviewed Xperitas pre-departure email and documents sent by my Program Manager.
	Collected Notarized Parental Permission forms and submitted a copy to Xperitas before departure.
	Emphasized with families that the spelling of all names, genders and dates of birth submitted to Xperitas must be complete and match the participant's passport (students 18+ must travel with ID for Puerto Rico). This information will be used on the airline tickets and must match their passports exactly.
	Verified that all students have made their final payment.
	If I owe a pro-rata, I have made my payment to Xperitas.
	Reviewed all materials from the Xperitas Global Leaders Conference.
	Completed the emergency Telephone Chain form and submitted a copy to Xperitas or sent the corresponding form to opt out.
	Communicated with any "Indie" travelers and established when/where we will meet (if applicable).
	Provided Xperitas with accomodation and contact information if I have requested to make my own arrangements during the family stay.

DONE	30-45 Days Before Spring Departure
	Advised students/parents of flight expectations and dynamics.
	Scheduled a final parent meeting to go over any program instructions and distribute materials.
	Given students clear instructions regarding how much money to take abroad and in what forms (ATM cards, credit cards, cash).
	Reviewed the information in the Family Stay tab of my Leader Handbook.
	Made photocopies of the Xperitas forms I will use abroad (room assignment sheets, sign-out sheets, etc.).

DONE	Last Month Before Departure
	Received and reviewed for completeness and accuracy all group confirmation and e-ticket numbers within 24 hours of being notified they are available on your Xperitas final itinerary.
	Instructed my students to make special arrangements for their in-flight meal if applicable (e.g., gluten allergy, vegetarian, peanut allergy).
	Held a final meeting with students and parents during which I distributed and reviewed the Xperitas Pre-Departure Information and discussed expectations for the program.
	Shared with my students their host family information and encouraged them to be in touch with their family (if applicable).
	Reviewed final itineraries and flight information with my students.
	Filled out and returned the hotel rooming list to Xperitas if requested by your Program Manager.
	Checked our airline's website for luggage weight and size guidelines, as well as potential checked baggage fees, and informed students that they may check only one bag and take one carry-on.
	Reviewed the packing list with students including what to take and not to take in their luggage, especially in their carry-on bags, considering airport security rules. (tsa.gov)
	Given my students specific instructions concerning pre-flight check-in along with when and where to meet on departure day.
	Reviewed with students how to safeguard money and travel documents while abroad.
	Ensured students have their insurance cards, a copy printed from coretravelinsurance.com , and a sample claim form to take with me on the program.
	Encouraged students to bring a thank you card to leave at their host family's home before departure.
	Verified that all students and leaders have their necessary travel documents (passports, visas, etc.)
	<p>Applied and encouraged students to apply to STEP* via the instructions from the final itinerary e-mail from my Program Manager.</p> <p><i>*This is not an available service participants traveling to Puerto Rico, being a U.S. Territory</i></p>

PROGRAM PLANNING CENTER

Please refer to your school's Enrollment and Pricing document for your corresponding payment and cancellation schedule, should it vary from our standard schedules and dates outlined below.

September/October

- ☐ Welcome back to school! Share program information for prospective students and families.
- ☐ Oct 1: Enrollment (\$500 deposit)* due to avoid a \$40 late enrollment fee.
- ☐ Oct 15: Financial aid applications due.

** Those who enrolled by the Early Bird deadline do not need to submit an additional deposit by these dates.*

November

- ☐ Nov 1: Xperitas Family Stay Application due Nov 1 to avoid \$40 late fee.
- ☐ Nov 1: \$1,000 due to avoid \$40 late fee.
- ☐ Group List and preliminary itinerary. Talk with your Program Manager regarding any concerns with students in light of information provided. **Check all passport names, birth dates, and genders** on the group list and email Xperitas any corrections at least 60 days prior to departure.

December

- ☐ Dec 1: \$1,000 due.
- ☐ Dec 1: Passport Submissions due to avoid a \$40 late submissions fee.
- ☐ Mid-Dec: Final Balances will be available on the students' Xperitas portal.

January

- ☐ Jan 15: Final Balance due to avoid a \$40 late fee. Leaders who have a leader pro-rata should also make their payment by this date.
- ☐ Jan 15: Itineraries are available on the Xperitas portal.
- ☐ Late January: Complete and return the Hotel Rooming List sent by Xperitas if requested.

February

- ☐ Groups to receive from Xperitas (exact timing can vary based on destination and departure date):
 - ☐ Entry fee allowances and leader stipends.
 - ☐ Any pre-departure instructions or materials. *
 - ☐ Final itinerary with flight and eticket numbers (dependent on departure date).
 - ☐ Send completed telephone chain or opt out form to Xperitas.

** Some materials may be provided at the GLC if leaders attend.*

April

- ☐ Welcome back!
 - ☐ Complete post-program survey Xperitas sends via email. (Encourage students and families to complete as well.)

LOOKING AHEAD

PRE-DEPARTURE MEETING TOPICS

Important Topics to Discuss

Passports & Visas

- Refer to the Required Travel Documents sheet in the Air Travel section of your Leader Handbook.
- Remind parents to apply for students' passports NOW or ensure existing passports are valid for at least 6 months after their return date.
- Encourage parents to visit www.travel.state.gov for instructions on how to apply for a passport.
- Ensure all travelers (U.S. citizens and non-U.S. citizens) apply for a visa, if necessary. It is the participant's responsibility to check destination requirements and obtain any necessary visas/ documentation for entry abroad or return to the United States well before the program's departure date. Failure to do so could lead to the participant not being allowed to board flights, being sent back to the United States upon arrival in the destination country or facing issues when re-entering the United States. Group leaders should share this openly with students early on and collect copies of passports (and applicable visas) prior to travel.

Immunizations

- Encourage parents to visit <https://wwwnc.cdc.gov/travel> for advice related to vaccines, traveling with chronic diseases, traveling with medicine, and more.
- Students can choose to schedule an appointment with a travel doctor. They will need to bring their program itinerary to the appointment.

Notarized Parental Permission Forms

- All students must have this form signed by both parents or legal guardian(s) and notarized before they travel (within 90 days from return date to United States). Students must return these signed, notarized forms to the teacher with whom they are traveling. Keep the original copy of these forms, as you may need to present them at the airport during travel. You will also be required to send an electric copy to Xperitas.
- Many teachers choose to have a Notary Public present at the parent meeting closer to departure to complete all forms.

Pre-Departure Parent Meetings

Xperitas will send these materials Xperitas 2-3 months before departure. Set a meeting time with students and families to review this information and materials.

- Code of Conduct (completed via the Xperitas portal, but it never hurts to review in person!)
- Notarized Parental Permission Forms
- Pre-departure information for students and leaders
- Instructions to view updated itinerary on your portal, with hotel and flight information
- Luggage tags: distribute two to each student
- Print a copy of the Xperitas insurance cards. Policy information can be found in the pre-departure handbook and on our website.
- Emergency telephone chain: complete a copy for yourself and give copies to parents and Xperitas (unless you opt out)
- Determine parameters and a policy for technology use and review your plan for communication with parents during the program. For suggestions, refer to the *Technology Use* section under *Travel Tips* in the Leader Handbook.

Then, hold another meeting one month prior to departure.

Student Meetings

Throughout the school year, we also suggest that you hold pre-departure meetings with your students to help prepare them for their immersion experience. It's best to set up a schedule of meetings as soon as your group has enrolled in the program. When possible, invite former Xperitas students to share their personal experiences. The purpose of these meetings is to:

- Get the leaders and students acquainted with each other
- Set a positive tone for the language commitment and program in general
- Equip students with tools to help them feel they can successfully use the language
- Help the students reflect on their personal goals for the experience
- Discuss expectations for the family stay, daily activities, language commitment, use of technology, curfews, etc.
- Prepare students for a successful family stay experience establish ground rules related to the Code of Conduct and any other rules set by leaders
- Address any questions students may have

At the end of each meeting students should be excited about their upcoming experiences, be willing to do their best to use the target language and be prepared to be good ambassadors of their school and their country.