

Tour Role and Responsibilities - Academic Achievers USA Sep/Oct 2022

Dear Chaperone,

Travel and Sport would like to welcome you in joining us on the Academic Achievers tour to the USA. It is a great pleasure for us to offer this tour as a reward to such hardworking and deserving learners.

Their parents place them in our capable hands to take care of them for a period of 10 – 15 days. For this task, we require your expert assistance and your knowledge of children.

For the duration of this tour, you will be responsible for a group of +- 15 individuals that will require your full-time attention. We, at Travel and Sport will also be present to ensure the tour runs smoothly. You will need to fill the following role as a chaperone:

Departure day:

- Gathering of your group at the airport on the day of departure
- Checking them in at the airline counters – so the group can sit together
- Assisting your group through Immigrations – you will be provided with the relevant documentation
- Ensuring that all your students are at the boarding gates on time
- Board the plane on time and behave as expected
- Checking of passports before departure and upon arrival in each stop point
- Ensuring that no alcohol is consumed on the plane by students

Layover and Arrival:

- Guide group off plane
- Ensure that they all have their passports before proceeding to the next boarding gates
- First gather at transit boarding gate before any shopping or freshening up is allowed
- During the transit time, ensure that the passports and boarding passes are not left at a shop or in a bathroom – group to meet 20 minutes before the boarding time
- Check that the group is all present - passports and pouches - as they are in the line at the boarding gate
- Before arriving at the destination, each person on the flight will receive a Customs Declaration form to complete. All the correct information will be provided beforehand – please assist your group to all complete this before landing.
- On arrival at the destination, please assist group through customs and passport control
- Ensure that group stays together, and all get on the same bus – after assisting the driver to load luggage.
- All students are in their group and on their designated bus when leaving the airport

Changing lives since 1995

Duration of the tour:

- Keeping the group's passports for the duration of the tour
- Constant roll call of students
- Assisting with checking in of group at each accommodation – rooming list will be provided
- Ensuring that students are on time for all excursions, flights, and lectures – punctuality is of utmost importance
- Ensuring that the students behave as expected – as ambassadors of their school and country
- Lights out – all students are in their rooms – 22:30
- No students are allowed to leave the accommodation after lights out
- Groups to always remain together
- Ensure that the group meets at the designated time and place after each excursion
- During free time – whether it is for shopping or a meal, all students need to be gathered back at the correct time – please ensure that you give an earlier time to those who you see are constantly late and that they look for landmark of the meeting point.
- Create a form of communication with between you and the group – should someone get lost
 - Conduct individual interviews regarding tour – film on your phone to send to T&S after the tour.
 - Social media updates – join the Facebook group - the link will be sent to the entire group before departure.

Our main goal is for the students to have an adventure and for you to enjoy it with them, but most of all, to keep them safe!

