

## PRESENT THE PROGRAM AT YOUR MEETING

### SUGGESTED AGENDA

1. **Introduce yourself** and explain why you are offering a travel/family-stay experience to your students. Discuss the values of such programs. Use personal stories wherever possible.
2. **Pass out the Program Application Booklet or flyer** and tell parents why you have chosen to travel with L&F. **Refer them to the back page of the booklet** to learn more about L&F.
3. **If your program will include a family stay:** Stress the value of the family stay and why you are choosing a program with a family stay. Most L&F family-stay coordinators are English teachers or former host families who do this because they are dedicated to creating international friendships. Share any family-stay stories here. **If possible, have former students talk about their experiences.**
4. **Review the front page of the Program Application** which includes the itinerary outline, price range, and inclusions. Explain what plans you have started from the TRAVEL PLANNING WORKSHEET.
5. **Explain the range price.** We give a range price because of the number of variables which go into pricing a travel program: exchange rates, airfare, and the actual number of students. For you, the organizing leader, it will give you flexibility to plan the type of program you want. We finalize prices in early December for spring groups and in early February for summer groups.
6. **Review inclusions:** (*for explanations of inclusions, please refer to TRAVEL PLANNING WORKSHEET*)
  - ✓ Roundtrip airfare—Includes all taxes, on scheduled carriers
  - ✓ Hotel accommodations in tourist-type hotels (with students 3 or 4 to a room)
  - ✓ Family stays (if applicable)— Family-stay coordinators are paid for their time and expenses in finding and screening host families and for being available during the family stay.
  - ✓ Meals during travel time—Daily continental breakfast is included; dinners can be included as teacher requests; two dinners are usually included. Meals not included are usually less expensive than pre-arranged meals and give students the opportunity to practice their language skills.
  - ✓ Entrance fees – to museums, etc., as requested by teacher
  - ✓ Transportation—The means of transportation used by the group depends on the size of the group and the itinerary. Your group may use more train than private bus, for example. Travel within major cities will be mostly on foot and metro. **(Be prepared for lots of walking!)**
  - ✓ Medical insurance and limited trip cancellation protection—**see page 6 of Program Application**
  - ✓ Preparatory materials for students (in target language if applicable)
7. **Note L&F Eligibility Requirements** (on front page of application packet) **and add any other requirements you have decided upon. Review L&F's Program Expectations (page 7 of application packet).**
8. **Review the Student Application Form**
  - **Instructions for Completing Application** are found in the center of the Program Application packet. Go through these step by step, stressing neatness and completeness!
  - **Payment Schedule & Cancellation Policy (page 2).** Explain that you will collect applications and payments. Point out the column that applies to your program. Keep booklet for reference!
  - **Establish a Deadline** to collect your students' application materials. Encourage and remind regularly!
9. **Passports:** Stress URGENCY! Explain the need for passport photos and a certified copy of birth certificate. Encourage participants to apply immediately; it can take 8-10 weeks to get a passport, sometimes longer. Non-U.S. citizens will need significantly more time, and must verify whether they need a re-entry permit, a visa or any other supplementary documentation, in addition to their passport.  
**Note:** No one can board the plane without a passport. All cancellation penalties will be assessed should a participant not have the necessary documents.
10. **Talk about Language & Friendship hosting possibilities** in your area, if any, and tell families that if they host in the summer for 3-4 weeks, they will get a \$100 program discount. The hosting experience is a great way to prepare for a family stay abroad!
11. **Thank parents for coming.** Tell them how to reach you if they have any questions. If you get a question that you can't answer, tell them that you will contact L&F and get back to them with an answer.