

TIMELINE FOR SPRING GROUPS – 2009

June/July

- **Early-bird applications received and processed.**
- Early-bird group list and Leader Guidebook sent to organizing teacher. Refer to *Suggested Meeting Plan* to begin planning your schedule of meetings for the year.

September

- **Fall applications received and processed.** September 30 is the application deadline. Additional students accepted as space permits.
- **Payment due September 30.**
- Host family appeal begins for L&F programs to USA. **Please promote hosting in your community!**

October

- Organizing teachers receive Student Guidebook for each participant and Study Materials with tools to help you prepare your students.
- L&F sends Parent Informational Brochure directly to parents.
- **Set up schedule of meetings** and have students mark their calendars!
- L&F works with teacher to solidify itinerary. Travel groupings are formed where requested. Family-stay community determined.
- Application materials/letters sent to family-stay coordinators.

November

- **Additional payment due November 15.**
- L&F works with organizing teacher to fine-tune inclusions.
- Preliminary price information sent to organizing teachers.
- L&F office closed for Thanksgiving: November 26-28.

December

- Once price is confirmed, individual final payment notices are mailed to students/parents.
- L&F office closed for holidays: December 24–January 1.

January

- **Final payment due January 15.**
- Hotel and flight information sent to organizing teachers with a copy for each traveler.
- **Leader Workshop: Saturday, January 31, 2009**

February/March

- Foreign student applications begin to arrive and matching with host families begins. Please promote hosting in your classrooms!

About one month prior to departure

- Students begin to hear from host families. Please write back!!!
- Host family information sent to leaders.

March/April

- Kitty/leader monies sent to leaders 3-4 weeks prior to departure.
- Airline e-tickets sent to leaders 1-2 weeks prior to departure.
- Final itinerary with details on transportation abroad (train, bus), visits, dinners, etc. sent to leaders 1-2 weeks prior to departure.
- Groups depart. *Bon voyage! ¡Buen viaje! Gute Reise!*
- Groups return. Leaders send to L&F: leader evaluations, student evaluations, kitty receipts.
- Students write thank you letters to their host families. Leaders write thank you letter to the family-stay coordinator, and perhaps a note to their students, too.



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OFFICE HOURS: Mon-Fri
8:00 – 5:00 Central Time

ITEMS TO SEND TO L&F

- Payments (see reverse)
 - September 30
 - November 15
 - January 15
- Name verification
November 15
- Reservation Request
November 15
- Price Agreement
December 10
- Passport Numbers
60 days before departure
- Phone chain before departure
- Student/leader evaluations and kitty receipts upon return

OTHER HELPFUL TO-DOS

- Schedule prep meetings
- Create/assign roles for students
- Collect signed Program Expectations
- Collect passport copies
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