

## TIMELINE FOR SUMMER 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.

### September/October

- **Fall applications received and processed.** October 15 is the application deadline. Additional students accepted as space permits.
- **Payment due October 15.**
- Host family appeal begins for L&F programs to USA. **Please promote hosting in your community!**

### October/November

- 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!

### November

- **Additional payment due November 30.**
- L&F works with teacher to solidify itinerary. Travel groupings are formed where requested. Family-stay community determined.
- L&F office closed for Thanksgiving: November 26-28.

### December

- Application materials/letters sent to family-stay coordinators.
- L&F office closed for holidays: December 24–January 1.

### January

- **Additional payment due January 15.**
- L&F works with organizing teacher to fine-tune inclusions.
- **Leader Workshop: Saturday, January 31, 2009**
- Alternate Return Request Deadline: January 31.

### February/March

- Preliminary price information sent to organizing teachers
- Once price is confirmed, individual final payment notices are mailed to students/parents.
- **Additional payment due March 15.**
- Foreign student applications begin to arrive and matching with host families begins. Please promote hosting in your classrooms!

### April

- **Final payment due April 15.**
- Hotel and flight information sent to organizing teachers with a copy for each traveler.

### About one month prior to departure

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

### May/June/July

- 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 letters to the family-stay coordinator, and perhaps a note to their students, too.



8009 34<sup>th</sup> Avenue South  
Suite 880  
Bloomington, Minnesota 55425  
USA

phone 952-841-9898  
toll-free 1-888-927-0120  
fax 952-841-9919  
info@languageandfriendship.com

www.languageandfriendship.com

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

### ITEMS TO SEND TO L&F

- Payments (see reverse)
  - October 15
  - November 30
  - January 15
  - March 15
  - April 15
- Name verification  
**January 15**
- Reservation Request  
**January 15**
- Price Agreement  
**March 1**
- 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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