

CHECK LIST

GROUP LEADER & CHAPERONE

AT SCHOOL

- Check in students and distribute luggage tags and lanyards
- Check each luggage piece for a Son Tours tag (provided by Son Tours)
- Remind students to carry cameras, small bags, etc., with them
- Assign two students to assist bus driver in loading luggage
- Ensure that ALL travelers age 18 and over have a picture ID (driver's license, ID card, passport, student ID, etc.)

AT DESTINATION

- Check transportation for personal items left behind
- Take attendance

AT HOTEL

- Assign two students to assist driver in unloading luggage
- Review procedures with Son Tours representative:
 - keys, rooming list, pool, game room, meals, security
- Announce your rules on the bus as well as hotel curfew hours
- Have students report to you any existing room damage as they check in
- Supervise evening activities in the hotel – at least one chaperone must be present if the students will be using the swimming pool
- Meet with security guard to outline your expectations
 - Guard is on duty from 10:00pm – 4:30am
- As necessary after student curfew, meet with Son Tours escort to review the day and plan for the following day

HOTEL CHECK-OUT

- Do room checks, receive room keys, and check for “forgotten items”
- Check with hotel desk for any incidental charges that may have been incurred
- Check for Son Tours luggage tags before luggage is loaded on coach

AIR PASSENGERS ONLY

- Depart for the airport to arrive at least 90 minutes prior to departure
- LUGGAGE:** Most airlines now charge for luggage. Passengers must be prepared to pay the luggage fees at the time of check-in for outbound and return segments of the trip. The airlines do not allow for the pre-payment of these fees. Passengers must be ready to pay any additional fees that will be levied for extra luggage, oversized bags, etc.
- Review flight, departure time, and gate with Son Tours representative or airline supervisor
- At arrival destination, walk students to baggage claim area as a group
- Assign two students to assist driver in loading luggage

HELPFUL PACKING & TRAVEL TIPS

As you pack and prepare for your tour, we would recommend your going to the website – www.weather.com – to check the weather for your destination so that you will have the appropriate clothing for your tour.

Packing Check List

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|---------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Season-appropriate clothing | <input type="checkbox"/> Comfortable walking shoes |
| <input type="checkbox"/> Sleepwear | <input type="checkbox"/> Backpack |
| <input type="checkbox"/> Toiletries (travel size recommended) | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Camera & Memory Cards | <input type="checkbox"/> Spending/Souvenir Money |

Helpful Hints

- ↪ Pack according to your destination and time of year; recommend one clothing outfit per day
- ↪ Check with your Group Leader concerning any specific packing requirements for your trip
- ↪ Put your full name and address on all luggage and personal items [use Son Tours luggage tags]
- ↪ Son Tours assumes no responsibility for lost items so encourage your child to exhibit responsibility
- ↪ Each person may bring one suitcase and one carry-on bag – remember to keep the weight manageable as you will be carrying those items from time to time
- ↪ When sightseeing on tour, leave all backpacks on the bus and take only what you will need (such as money and cameras) in order to expedite entrance into the various sights/museums

Air Travel Tips

- All travelers **age 18 and over must have** a picture ID (driver's license, ID card, passport, student ID, etc.)
- When flying, your Group Leader may want everyone to take carry-on luggage rather than checking your luggage – follow the Group Leader's desires
- **Individual luggage weight cannot exceed 50 lbs** – any fees or charges incurred due to overweight luggage is the responsibility of the traveler. For air travelers, be prepared to pay the luggage fee at the airport.
- **DO NOT LOCK YOUR LUGGAGE** unless you have a TSA approved lock – your luggage is subject to search at any time
- Keep in mind that security has increased at the airports as well as at many of the sights you will visit while on tour
- FAA regulations limit passengers to one carry-on and one personal item
- Pocket knives, metal scissors, and metal nail files are not allowed in carry-on and must be placed in checked luggage – try to avoid taking any of these items with you
- Always put your name and address on the inside of your luggage and use the provided Son Tours luggage tags on your checked and carry-on luggage
- Watch your bags and personal belongings at all times and **NEVER** leave your luggage unattended. If you must leave the area where you have placed it, even for a moment, take your luggage with you.
- Do not joke about having a bomb or firearm or discuss terrorism, weapons, explosives, or other threats while anywhere in the airport and especially while going through security checkpoints. The mere mention of words such as "gun," "bomb," "terrorist," etc., may compel security personnel to detain and question you. They are trained to consider these comments as real threats.
- For detailed information on air travel security visit: www.faa.gov or www.tsa.gov