

TIPS AND SUGGESTIONS FOR CREATING THE BEST TRAVEL EXPERIENCE EVER!



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Thinking of taking your students on a trip? Hooray!! Group travel creates successful, well-rounded adults. Plus, it is a great recruiting and retention tool for your program! Here are some tips and suggestions for creating a travel experience that is fun, safe, and rewarding for your students!

Research and Planning

- Organize and start planning early. 6-11 months in advance is ideal!
- Choose a reputable tour company to help you plan the trip. This will save you time, save your students money, and eliminate your liability risk. ([Click here to request a quote from Green Light!](#))
- Choose a destination with cool factor! Students are looking for an experience they have not had with their families. New York, Orlando, and Hawaii are crowd pleasers.
- The cost of the trip often depends on the number of travelers. Typically, half the number of enrolled students is a good guess. Aim low to be safe. No one complains when the price goes down!
- Decide how many complimentary teachers' packages should be included in your trip cost. Remember to include a complimentary package for your administrator.
- If comparing multiple quotes from different tour companies, make sure to get the name of the hotel, restaurants, and shows. Compare the quotes apples to apples.
- Make sure to ask, "What's not included?" and share that info. with your students.
- Be aware of your district's travel guidelines. Is swimming permitted? Is there a required chaperone ratio? Are music groups required to perform?
- Get the trip approved by administration (and the school board if required) before announcing it to students.
- Rather than collect money yourself, choose individual online registration and billing. This way your students can sign up for the trip and pay online in installments. This will save you so much time! [Click here to learn more!](#)
- Plan a trip kick-off meeting as soon as possible to get everyone excited and tell them how to sign up! (Green Light will provide a [promotional video](#) to help you do this.)

Prepare For The Trip

- As the group leader, you can see who has registered and paid online. We will send payment reminders, but sometimes a nudge from you can help keep kids on track.
- Fundraising money can be applied to students' online accounts. When mailing a fundraising check to Green Light, make sure to include a spreadsheet telling us how much should be applied to each student.
- Three months before your trip (we will provide the specific date), ask students to select who they would like to room with on the trip. This is best done with a sign-up sheet in class. Rooming lists can be submitted through the online system.
- If your group is large and will be traveling on multiple buses/planes, we will also ask you to assign students to ride on a specific bus/plane. This way, they are with their friends and chaperones.

- We recommend assigning chaperone groups, putting small groups of students under the care of specific chaperones. This is especially important on trips to New York where you might be riding on the subway.
- About two months before your trip, please read through your final itinerary. This is your opportunity to ask questions and make small tweaks before all the reservations are finalized.

Get Ready, Get Set, Go!

- Schedule a pre-trip meeting about two weeks before departure. Share behavior expectations, the itinerary, and their bus/hotel/flight assignments. What will the consequence be for breaking a school rule or the law? (Some group leaders reserve the right to send a student home at their parent's expense, so make sure that is communicated.) Don't worry – most trips are smooth sailing!
- If flying, please double-check that the name on the flight list matches the photo ID travelers will bring to the airport. [If travelers are ages 14-17, a school ID works well. If travelers are 18 and up, they will need a state issued ID, like a driver's license.](#)
- Plan to arrive at the airport two hours before take-off.
- Share packing guidelines and expected checked bag fees if applicable.
- Use a group messaging app like Remind to get all your travelers onto one thread for easy communication.
- Create a social media page where travelers can post photos. Parents at home LOVE to see photos and get updates!
- Have a quick phone conversation with your tour guide to tell them a little about your group and to plan your meet up in the destination city.
- Have the best time ever! After all, traveling with students is a life-enhancing gift that your whole group will benefit from for years to come!

Request a quote at
www.greenlightgrouptours.com
or call 800-490-1820 today!