

**Welcome Education Program Meeting Agenda**

We hope this will be an effective tool as you present this great opportunity with your families.

Students on Tour has provided you with a PowerPoint Program to assist with this meeting. You will find it in your Students on Tour e-office. PLEASE PREVIEW the presentation. It is a comprehensive PowerPoint, so you will need to 'skip' or delete slides that do not pertain to your program (i.e. if your Program does not include New York - skip or delete those slides).

1. Welcome
 1. Thank everyone for coming - Introductions
 2. Share that you will be presenting an overview of the program with a time for questions and answers at the end
2. Share that you have partnered with Students on Tour
 1. The Students on Tour Team
 1. Education Program Leaders 24/7
 2. Education Program Consultant - dedicated to your school
 3. Office Team - Reservations team ready to assist
 2. Students on Tour Program Distinctions
 1. The Big Idea – history communicated to inspire learning, critical thinking, and practical applications
 2. Interactive learning goals and objectives
 3. Student Travel Journals - to use pre-, during, and post program
 4. Students on Tour Financial Protection
 3. Distribute the Passenger Registration Handout forms
 1. Review the itinerary—highlighting destinations, activities, and inclusions (transportation, accommodations, meals, Program Leader, security).
 2. Describe a typical day
 1. Note: All included meals will be denoted on the itinerary located on the back of the Participant Registration Handouts. You will want to make sure parents take note so there are no unmet expectations about which meals are included in the program.
 2. Remind participants (especially parents) that the itinerary undergo numerous changes prior to the start of the program. These changes occur due to appointments and scheduling conflicts that may arise. The itinerary on their registration handout is simply to give them an idea of how the schedule is

typically laid out and to show them which attractions are included in the program. If your Program includes an airline flight, please remind them that flight times may change right up until the time of actual ticketing.

3. Explain benefits of the program
 1. Education
 2. Social
 3. Empowerment
4. Establish student behavior guidelines and expectations
5. Explain the role of parents and/or chaperones on this program Note: This is an opportune time to remind all adults—whether chaperones or not—that this is a program designed primarily for students. Adults are requested to set an example by being on time and helping students keep their attention on the Education Program Leader (not distracting students). Adults also should understand that they may not have a lot of free time or what they would consider adequate time at certain attractions. They may not have a lot of leisure time to sit and enjoy coffee or to shop. The itinerary is designed with students in mind, and every effort will be made to ensure the itinerary schedule is followed. Adults may be free to step away from the program if necessary, but they should inform you and the Education Program Leader know if/when they will be away from the group.
4. Explain Registration Process
 1. Parents can register online following the instructions on their Participant Registration Handout, or they may download a paper registration form and mail it directly to our office. We will send them a receipt. You as the organizer will be able to see who has registered by viewing your Trip Accounting Report in your e-Office on our website.
 2. If any of your participants wish to choose “Land Only” packages (packages that do not include air transportation) because they will be arranging their own air, please emphasize to them that they will be responsible to meet up with the group. The group will not be able to wait for them should they arrive late.
 5. If applicable, discuss fundraising plans/ideas, or set up another meeting for all interested parties to plan out fundraising ideas at a later date.
6. Q & A Time
 1. Open the meeting up for questions. If you are unsure of the answers to some questions, feel free to tell parents you will get back to them after you contact our office for the answers.
 2. Consider inviting older students who went on previous Education Programs to share their experience in order to bolster student excitement during this time.
7. Close