

End-of-Stay and Departure Day Guidelines 2012

Departure Day 2012 dates:

- 25 June for Los Angeles and Seattle.
- 26 June for Chicago, Houston and New York.

General Departure Day information for AFS Teams:

- Pick-up locations for all participants are determined by the travel staff in conjunction with volunteers.
- End-of-Stay (EOS) events may be scheduled to take place at the pick-up location. If EOS events are not scheduled to occur at the pick-up location, volunteers must arrange to transport their participants to that location by the designated time in order to travel to the Departure Day site.
- All buses are booked to arrive into the Departure Day site by approximately 5:00am so you can estimate the pick-up time accordingly. In many cases, teams will be combined on buses. This can add a few hours of travel time. The Regional TLC will inform the teams that will be impacted.
- Pick up locations may not be at private residences.
- At most Departure Day sites, buses will begin to transport participants to the airport between 6:30am and 7:00am.
- Departure Day sites will remain the same for 2012. If there are any changes, you will be notified.
- In most situations, those students who arrived into one gateway and were then placed in a team linked to a different gateway will have to travel back to their original gateway the night before Departure Day. We are working with our partners to change the return international tickets but a majority of these tickets do not allow routing changes. The Regional TLC will be in touch with these students and their volunteers once we have confirmation from our partners.
- Schedules and detailed Departure Day information will be sent out no later than a week before the event.
- The name tag mailing will be sent the week before Departure Day to the person listed in the EOS Activity Module in Global Link, which is usually the EOS Coordinator or Bus Chaperone.

EOS planning for Teams:

- Each team is responsible for planning an End of Stay (EOS) event for their participants based on the goals put forth in the EOS Event Handbook.
- The EOS event must be planned for a minimum of six hours excluding travel.
- Within teams, the site for the EOS event is often the same as the pick-up location for the participants. If this is the case, the EOS site needs to be held at a **central point** within the area team or **equidistant** to the gateway and **near a major highway**, i.e. the EOS site must be towards the gateway. If the EOS event is not planned to take place at the pick-up location, teams must arrange for their participants to arrive at the pick-up location at the designated time.
- Teams should not plan to conduct their EOS event in the gateway city unless they are actually based in that city. For those teams based in the gateway city we ask that the EOS event not be planned at the same site used for Departure Day.

EOS planning for Teams with 15 or fewer participants (total of core/YES – AFS recruited/CB)

- Since small teams will not have their own designated pick-up location, they may hold an individual EOS event and then share a pick up location with other teams. The other option is for smaller teams to join together with another team for EOS at one location.
- If a team is planning to hold their EOS event at a location other than a designated pick-up location, the team must arrange for their participants to arrive at the pick-up point by the designated time agreed to with the Regional Travel staff.
- Due to the distance between some teams, your Regional Travel staff will work with you to finalize your EOS pick up point by 1 March 2012.

What AFS-USA pays for:

- Bus from pick up location site to Departure Day site (850 miles or less)
- Flights for those students beyond 850 miles: AK, AL, CO, FL, GA, NM, TN .
- Rooms for those students that must fly to the gateway city the night before Departure Day.
- 1 chaperone per bus, not per team as some teams are combined for the bus ride to the gateway city.
- Return transportation from the gateway airport for chaperones. Please note that some chaperones for the Chicago and New York gateway will return by bus/train
- Meal money for those students on buses needing to stop for a second meal. Host families or teams would provide first meal.
- Some special travel for students to central pick-up point to begin EOS, i.e. students in Louisiana or Oklahoma
- For those students who changed gateways upon arrival or during the year, a flight back to the original gateway city if the international ticket cannot be changed. These students will have to fly to the gateway city the afternoon/evening before Departure Day.

What the Teams pay for:

- EOS site costs: rooms, meals, and supplies.
- Getting students to EOS site if host families are not dropping off at the actual site.
- Communication with students regarding EOS plans.
- Chaperone transportation to the EOS site.
- Any supplies or snacks **for the bus ride.**
- Getting students to the pickup location if it is not the same as the EOS site.

What the Teams are responsible for:

- Entering complete information into the Activity Module in Global Link. Specific instructions will be given to the EOS Coordinators.
- Recruiting an EOS coordinator for their team or group of teams by **01 March 2012.**
- Meeting planning deadlines as follows:
 - **Preliminary** EOS plans/site entered by **29 March 2012.**
 - Final EOS plans, including directions (if the EOS site is the same as the pick-up location), communicated by **01 May 2012.**
 - Chaperone names and travel requests to RTALC by **01 May 2012.** (Volunteer registration for any chaperones not previously registered must be submitted by 01 May 2012 as well.)
 - Name, address, phone and email of person receiving nametag mailing by 1 June 2012.
- Arranging the EOS site, activities and ensuring all students participate in the EOS.
- Notifying students, host families and other related volunteers and staff of all arrangements.

- Recruiting chaperone(s) for buses/flights. Chaperones must be 25 years of age or older and, ideally, should not be host family members and must be registered volunteers. Please contact the RTALC if your preferred chaperone is currently hosting, to confirm approval.
- Arranging and coordinating student travel to EOS site or airport.
- For any new volunteers involved in the EOS activity, the volunteer registration must be complete by **15 May 2012**.
- Entering all complete EOS information into the GL/Activity Module.

NOTE: We are asking that you send your RTALC your preliminary site/city locations as soon as possible. **Charter bus costs continue to increase and providing locations to our bus contractor early will enable them to negotiate lower prices.**

What the Regional Travel and Logistics Coordinator is responsible for:

- Ensuring each team has recruited an EOS coordinator by **01 March 2012**
- Working with the charter bus company to arrange buses from pick-up location to the Departure Day site.
- Working with the National Travel and Logistics Department to book chaperone return travel as well as planning special travel to EOS location.
- Recruiting volunteers for airport/overnight support at the Departure Day site.
- Providing National Travel and Logistics Department with initial EOS letter for students by early March. This will include the luggage letter and general EOS information. National Travel and Logistics Department will send out the mailing.
- Communicating with teams regarding all flight/bus arrangements.
- Distributing the EOS Event Handbook to the EOS Coordinators. (This document may also be accessed via www.afswiki.org.)

What the National Travel and Logistics Department is responsible for related to EOS

- Booking all flights for students and chaperones.
- Scheduling shuttle buses/vans from airport to hotel/overnight site, if needed for “flying buses”
- Sending initial EOS mailing with general letter to all students by early March.
- Pre Departure Day mailing to AFS team, EOS coordinator or chaperone that includes: nametags, Departure Day schedule, etc. This mailing is sent via FedEx from New York between the 18th and 19th of June and will require a signature upon delivery.

Please call your Regional Travel and Logistics Coordinator (1-800-876-2377) should you have any questions.