What do I do when I am departing?

As soon as you arrive, follow these steps!

- 1. Check in and check your luggage if necessary.
- 2. Head straight through the security check point. (Make sure you have your ticket and passport ready!)
- 3. Let your staff member know that you have made it through security.
- 4. Follow signs to the gate on your ticket. (Remember to double check if your gate number has changed!)

If your flight is delayed/canceled or if you miss your flight...DON'T WORRY, WE WILL HELP!

Delayed Flights

- 1. Send a message to the Group Message that your flight is delayed.
- 2. If you believe you are going to miss your connecting flight, call your Trip Coordinator.
- 3. Once your coordinator knows the situation, you can go to the desk at your gate and give your phone to the agent so they can speak with the Trip Coordinator.
- 4. Contact your host family to let them know if they will need to pick you up at a different time.
- 5. If your second flight is delayed, again, contact your Trip Coordinator. They will walk you through the situation.
- 6. Once you have been picked up by your host family, please send a message to the group that you are home safe!

Cancelled Flights

- 1. Contact your Trip Coordinator to let them know.
- 2. Go to the desk at your gate and speak to the agent about booking a new flight. (You can always call your Trip Coordinator, and they will speak to the agent over the phone for you.)
- 3. Contact your host family so they know that they will pick you up at a different time.
- 4. Rebook your flight and go to your new gate.
- 5. Once you have been picked up by your host family, please send a message to the group that you are home safe!

THANK YOU FOR TRAVELING WITH US!

