

Groups Traveling Protocol

1. *Name of School/District*
2. *Name of group traveling*
3. *Name of person in charge and other chaperones (include their home phone numbers and addresses)*
4. *Destination including hotel arrangements and name of hotel, including phone numbers*
5. *Time and date of departure and return*
6. *Mode of travel, including flight numbers and names of airlines, names of bus companies, etc. Be sure to include all connecting flights, buses, trains.*
7. *Travel itinerary (planned stops, housing plans at each stop)*
8. *Make arrangements for students and chaperones to be able to access funds in case they are stranded. Chaperones should know what to do to access funds even if they cannot reach you or someone at your schools. Keep in mind if we have kids in California, it might be safer for them to stay there than to travel home.*
9. *If you are hosting a group of students for another state or country, please inform us of that as well by providing the same information as above. We may need to work with schools from other states or countries and this information would be essential.*
10. *Permission slips are more important than ever. Be sure you have complete information for all students. Copies at the school, at the district, and with the chaperones might be best.*

If possible, send a laptop computer with modem with one of the chaperones. You may recall that on September 11, many cell phone services were disrupted, but internet service generally remained in place. Be sure the chaperones have several email addresses that they can use to contact someone in your district. Also, have the email address of the chaperones available so that it can be provided to emergency officials who may need to contact the chaperones.