



TRIP PLANNING GUIDE



educational
travel
adventures

CONTENTS

- THE BASICS
- PROGRAM PLANNING TIMELINE
- YOUR ROLE IN THE PROCESS
- INFO MEETINGS
- FAQ'S

(866) 273-2500

info@etadventures.com



THE BASICS

(866) 273-2500
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1

REQUEST

Request a proposal from ETA

2

DISCUSS

Discuss program goals and planning process with your ETA representative. Your rep will customize an itinerary for your group.

3

REVIEW

Review ETA Planning Materials (links provided on your proposal document). Review proposal and finalize itinerary and other trip details.

4

COMPLETE

Complete ETA Tour Agreement and submit to your representative.

5

REGISTER

Register your traveler(s) for their adventure by scanning the OR Code above.

You can also visit our website and register here:

<https://tourbot.etadventures.com/customerweb/signin>



PROGRAM PLANNING TIMELINE

(866) 273-2500

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Request a proposal from ETA

1. Tour Proposal

- Discuss program goals and planning process

2. ETA Intro Packet

3. Getting Started Packet

- ETA customizes the proposal as needed
- Finalize the proposal

4. Final Tour Proposal

- Send teacher/administrator website, flyers, PowerPoint (if needed), & Tour Agreement from ETA

5. Personal school website for trip registration

6. Customized PowerPoint

7. Customized Trip Flyer

8. Tour Agreement

- Parent/Student informational meeting

9. Parent Trip Announcement Letter

- Student enrollment begins
- Group Pre Trip Meeting Recommended 5-7 days prior to departure
- Begin to fill out room assignments – 60 Day prior to departure

10. Online Rooming List Template

- Complete online registration (unpaid balances)

11. Travel Tips

- Final follow up between ETA and teacher/administrator prior to travel
- Travel!
- Post travel rebooking for following year

12. Post Trip Survey



YOUR ROLE

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Provide Goals:

- Your input and vision for the program helps ETA customize a program that best fits your students, schedule and budget. The more information we have, the more we can customize your tour.

Choose your travel dates:

- Consider important events such as spring break, school finals, national tests such as SATs and sports schedules before choosing your program dates.

Choose your destination:

- Speak with your ETA Representative about your destination options.

Follow your Program Planning Timeline:

- Fill out the timeline included with your ETA
- Your ETA representative will help you, your students and parents/guardians stay on track.
- Inform students and parents/guardians

Distribute information:

- Send emails and flyers to families, post a message in school newspaper or on the website, give a morning announcements during school, have student assemblies and parent informational sessions. If applicable, utilize automatic phone system at school that notifies parents about meetings and other information. When provided by your ETA Representative, hand out the Parent Information Letter.

Interest Meetings:

- With the help of ETA, your role is to share your enthusiasm for the trip with your students. Organize meetings for interested students and parents/guardians. Your ETA Representative will provide you with a customized flyer, PowerPoint presentation, fundraising information and payment schedule. If some parents require an adjusted payment schedule, please contact your ETA Representative. If your school has traveled with ETA in years past, ask students from those programs to share their experience with current students. Using pictures is always a great way to get students excited.

Trip Preparation:

- Parent and students should attend Pre Trip Meetings and follow Travel Tips document provided by ETA.

Missing Information:

- Oftentimes, students will forget to fill out their Medical Release Form or Code of Conduct (if required by the school).
- Please play an active role in helping ETA collect this information.

Make announcements about payments:

- As payment dates approach, make follow up announcements to ensure that you, students and parents are on the same page. If you are using the ETA website, automatic reminders will also be sent to students/parents.

Flights / Group airfare:

- ETA will provide airfare arrangements when applicable. Please note that participants must register using their full legal name and date of birth.

Airline tickets:

- Your airline tickets will most likely be e-tickets. This means that the group will not receive paper tickets, and e-ticket numbers will be sent at the bottom of final itinerary.

Pre Trip meetings:

- In order to have the most successful and meaningful program possible, it is important to prepare the students and parents for this experience.
- You should meet with your group at least twice prior to your program (some schools will require more).

TRAVEL!

- Chaperone your program
- Working with your Tour Manager and being an active participant in your program will be the key to success. If you have any needs while on tour, please communicate with your Tour Manager or call the 24 hour ETA phone line.
- Facebook & Instagram: Utilize ETA's social media sites to document your trip, and keep in touch with your group!



PARENT / STUDENT INFO MEETINGS

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MATERIALS

- Sign in sheet (include space for phone numbers and emails)
- PowerPoint presentation provided by ETA
- Tour Flyer with trip website information
- Parent Information Letter
- Fundraiser information
- Agenda

Have all students sign into meetings with their name and email address so you can follow up with them after the meeting.

- Introduce yourself
- Introduce the ETA program
- Show PowerPoint presentation
- Hand out Tour Flyers
- Fundraising info including Travel-A-Thon (if applicable)
- Go over payment schedule
- Inform parents of future meetings
- Question and Answer
- Make a list of any questions that come up to review with your ETA Representative.
- Please ask for parent email and phone number for follow up.
- Please let parents know they can contact ETA directly if they have any other questions.

Pre-Trip Meeting 1 (60 days prior to departure)

- Materials & Agenda
- Sign in sheet
- Review rooming list request
- Ensure Medical Forms have been completed online.
- Ensure Code of Conduct forms have been completed.
- Verify flight manifest, legal name and date of birth for all participants
- Question and Answer

Pre-Trip Meeting 2 (5-7 days prior to departure)

- Materials & Agenda
- Sign in sheet
- Review rooming list request
- Review Travel Tips (provided by ETA)
- Ensure Medical Forms have been completed online.
- Ensure Code of Conduct forms have been completed.

FAQ

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What identification do students need?

Children under the age of 18 traveling with adults do not require any identification. Children 18+ years old must carry government identification.

Do I need a passport?

For domestic flights, students do not need a passport. For international travel, passports are required for all ages and flights. *See above for general identification requirements. A passport can be used as government identification.

Do I need a passport to travel to Canada?

If you are traveling by bus, students under the age of 19 do not require a passport. If you are traveling by any other means, a passport is required.

What payment methods are available for online trip payments?

E-check, any major credit card or mail in check to ETA

What are the rooming arrangements?

Students can sign up for the following rooming arrangements.

Quad occupancy: 2 Beds, 4 People

Triple occupancy: 2 Beds, 3 People

Double occupancy: 2 Beds, 2 People

Single occupancy: 1 Bed, 1 Person

How much money should I bring on the trip? What payment methods?

This is up to the parents' discretion. During the trip, students may purchase extra items such as snacks and souvenirs using cash, major credit card, pre-paid credit card or ATM cards (where accepted).

What should I pack?

See Travel Trips provided prior to departure.

What happens if I don't meet my minimum group size?

ETA will work hard with you to make your trip happen. If you fall short of minimum, we can offer you several options.

1. Keep the trip the same itinerary and we will advise you of the additional amount due
2. Modify the trip to reduce the cost based on lower number of people
3. Cancel the trip if you are at your deposit deadline and refund money

*Once the deposit deadline passes, and either the minimum number is met or alternate arrangements have been agreed upon, all payments become nonrefundable.

Should I buy trip cancellation insurance?

Travel insurance is not required, but it is highly recommended. If you have this insurance, you can cancel your trip for a full refund due to family or medical emergency. If you cancel for any other reason, you'll receive a 75% refund. Without insurance, all payments are nonrefundable. Students will have the opportunity to purchase travel insurance when they register for their program.