Berlin-Boylston Regional School District
EDUCATIONAL FIELD TRIP APPLICATION

Late night, overnight and out of state field trips:

- This form, with signatures on page 4, must be submitted to the Office of the Superintendent at least two weeks prior to the next scheduled School Committee meeting.
- The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Approval by the School Committee is required before engaging students in fundraising activities.

Local, day field trips:

- This form, with signatures on page 4, must be submitted to the Building Principal no less than 30 days prior to the field trip.
- Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

- Any planned trip off the school grounds is considered a field trip.
- This includes "walking trips."
- Students have increasingly complex medical and medication needs that may not be evident to staff or administrators. Therefore, school nurse participation in field-trip planning is critical for safety and success. A minimum of one month notice to the school nurse is required.

Permission is hereby requested to conduct the following field trip:

Field Trip Coordinator: Bill Whitehead
School: Tahanto
Class/Group: Proposed "World Explorers' Club"
Place to be Visited: Japan
Address: /
Number of students expected to attend: ?
Number of Chaperones needed: 1:6 students
Number of Staff Chaperones: At least 2-3
Number of Volunteer Chaperones: ?
Date of Departure: ~ April 17th 2026
Departure Time: /
Day/Date of return: April 25/26 2026
Return Time: /

1) **Specific Purpose(s) of the trip:**
Please see attached club proposal/overview

2) **Transportation plans:**
Bus from Tahanto to Logan (vice versa upon return)
Size/type based on # of students attending

3) **Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip:**
See attached proposal/information

4) **Trip Itinerary:**
A sufficiently detailed trip itinerary must be attached to this application form, which indicates a precise sequencing of events. Detailed information should include, but not be limited to the following (where applicable):
   - Confirmations of reservations for planned events
   - Confirmations of reservations for lodging (MUST specify name, address AND phone number of hotel/motel AND specific room numbers assigned to the group)
   - Number and names of teacher chaperones
   - Number and names of other chaperones
   - CORI checks completed satisfactorily for chaperones
   - Detailed and sequential descriptions of the duties, responsibilities and authority of the chaperones which are specific to the trip, including a description of the method utilized to convey this information. (This is also to be clearly conveyed to all students prior to taking the trip).
   - Emergency number for parents to call
   - Nurse Coverage **(minimum 1-month prior approval required)** Medication Plan in place
   - Kitchen Notification
   - Special Education Notification
   - Specialist Notification
   - Communication Network Statement
   - Parent permission slip
   - Name of students going on trip
   - If trip is going prior to 1st period of the day, then attendance must be given to the office

5) Parent Permission Slip: A sample of the parent permission slip to be secured prior to taking the trip must be attached to this application form, (Note: phone number of parent is to be included on permission slip.)

6) If transportation is being provided in private vehicles, the following must be adhered to according to Policy EEAG (attached) of the Berlin-Boylston Regional

School District Manual Policy. All necessary documentation needs to be attached to this field trip application.

- A photocopy of the driver's coverage selections page to confirm bodily injury liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more AND that the driver is listed as a principal or occasional operator of that vehicle.
- A photocopy of the driver's operating license.
- Confirmation by the trip coordinator that the volunteer driver has been through a CORI test without incident.
- Confirmation by the trip coordinator that the vehicle is equipped with seatbelts for each rider, including car seats or booster seats, if required by Motor Vehicle Law (MGL, Chapter 90, Section 7AA and MGL, Chapter 90 Section 13A).
- In the case of an employee driving one(1) or more students in a private vehicle, the employee must own the vehicle, and the employee must file evidence with this form of personal liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more.

7) Specific follow-up activities planned as appropriate to this trip:
Student presentation to community on a scheduled night in May

8) How is this trip being financed?
Students pay; personal fundraising & club fundraising to reduce overall costs

What provisions are being made for students for whom the expense is a hardship?
Regular fundraising opportunities over the course of 12-13 months

9) Communication Network: A communications network must be in place prior to the trip which provides a means of communication between the trip coordinator and the parents of students taking the trip as unanticipated circumstances might dictate (i.e. delayed or early return)

Note well: The building administrator's approval of the trip application will serve as verification of this network being in place.

10) Standards addressed for this trip: Please indicate how this trip aligns with the standards within your curriculum (Specifically address the standards).
See attached

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Approval: (Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all items as contained herein. It shall remain the responsibility of the Field Trip Coordinator (as identified on this application) to submit evidence of such satisfactory completion to the appropriate building administrator no later than TWO school days prior to departure on the trip.

Department Head _____ Date: 3/18/2025

Principal _____ Date: 3/18/2025

***Nurse**

_____ Date: _____

Superintendent (or designee) _____ Date: 3/21/2025

School Committee (Required for overnight/out of state trips)

_____ Date: _____

****

NOTE: The following signature indicates that the Principal has received all required forms at least TWO days prior to the trip.

Principal: _____ Date: _____

School Committee Policies related to Field Trips

School Committee Policy on Student Travel

- All student trips which include late night travel after 9:00 p.m., overnight travel, or out-of-state travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
- Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

World Explorers' Club: '25/'26 – Japan

Trip: April Break 2026

Club Proposal

Mr. Whitehead is seeking to establish an after-school club that focuses on a particular country or region each school year (or every-other-year), culminating in a trip through the student travel company ACIS in the spring. The trial year, 2025 – 2026, would focus on Japan.

If approved, Mr. Whitehead would immediately begin to advertise the club in the spring of '25 and hold an information night for families in April so students/families can start planning & saving.

World Explorers' Club (2025/2026): Japan

-Advisor: Bill Whitehead

-No stipend

-Open to high school students

-Any high schooler may join the club—the trip is not mandatory.

-Google Classroom will be established for members & families

-Meetings:
- -~26 meetings starting Week of Sept. 15th (dates posted ahead of time)
- -~2-3 meetings after the trip in April
- -Special movie/event nights may be offered (not mandatory)

-After the trip, students will host a presentation night at school that is open to their families and community to share their experience. (May)

-For a student to attend the trip, regular club attendance is required. They must attend 90% of the meetings held before February vacation. For students involved in sports or have other commitments that would prohibit them from attending the regular meetings, make-up meetings will be held during designated lunch times each week.

-The club will hold fundraising events to lower to overall cost of the trip, thus reducing the individual cost per student. ACIS also provides payment options and tools to help kids raise funds individually.

Meeting Topics (some may be covered over the course of more than one meeting)

The Origins of Japan – Mythology, Shinto beliefs, and early civilizations

The Samurai Code: Bushidō – Ethics, loyalty, and the way of the warrior

Feudal Japan and the Shogunate – The rise and fall of the samurai era

The Meiji Restoration – How Japan transformed into a modern power

Castles of Japan – Architectural marvels and their role in history

Japanese Folklore and Yokai – Myths, monsters, and spirits in Japanese tradition. Themes & Motifs in Japanese Literature

The Rise of Zen Buddhism – Influence on art, lifestyle, and philosophy

World War II and Japan – Impact, aftermath, and rebuilding

The Tale of the 47 Ronin – A legendary story of honor and revenge

The Evolution of Japanese Art – Ukiyo-e, calligraphy, and contemporary art

The Tea Ceremony – Aesthetic, philosophy, and significance

Kimono and Fashion Trends – Traditional wear vs. modern styles

Japanese Festivals (Matsuri) – Seasonal celebrations and their origins

Traditional Japanese Theater – Noh, Kabuki, and Bunraku

The World of Anime and Manga – Its history and global influence

Japanese Cuisine: More Than Sushi – Regional specialties and food culture

Shinto Shrines and Buddhist Temples – Their roles in society today

Japanese Work Culture vs. Western Work Culture – The salaryman life and work-life balance

Technology and Innovation in Japan – Robotics, gaming, and future trends

Cultural Differences and Social Etiquette – Understanding Japanese manners and norms

The Trip

Why travel...?

Traveling...broadens perspectives; boosts independence & confidence; enhances learning beyond the classroom; encourages adaptability & resilience; develops a sense of responsibility; inspires future career & study choices; promotes a love for lifelong learning.

Company: ACIS (American Council for International Studies)
-9 Days
-April 17 – 25, 2026
~$6,400 (could be less if registered by a certain date)
-30 spots initially available (I would consider opening more if the demand is there—this is a starting point)
-1 Chaperone: 6 Students
-Registration window: April XX 2025 --
-Students must attend 90% of the club meetings (or make-up times) by February break to still attend

Itinerary

Day 1: Friday April 17: Overnight Flight/Depart from the USA.
Day 2: Saturday April 18 and *Day 3*, Sunday April 19: Tokyo
Day 4: Monday April 20: Mt. Fuji Area
Day 5: Tuesday April 21: Nagoya
Day 6: Wednesday April 22: Kyoto
Day 7: Thursday April 23: and *Day 8*, Friday April 24: Osaka
Day 9: Saturday April 25: Departure

How Students Can Raise Funds

How can students afford the trip?

Short answer, individual students probably can't—their *family* may be able to afford it outright, but that should not be counted on. All students, regardless of their family's financial situation, has the exact same *opportunity* to raise money to go on the trip—but it takes planning, commitment, and work on their part.

Goal ~$6,500 = $541.66 per month / $125 per week

Group Fundraising

The World Explorers' Club will be holding several carwashes to pay for the bus to/from the airport and to reduce the overall cost for all students.

Individually

(Possible) Calendar Raffle: If everyone puts in the work, the group can seek donations in the form of gift cards and/or items to be used in a calendar raffle. Students then sell tickets to the raffle and use the money toward their individual cost.

Part-Time Job ($10-$15/hr)
10-15 hours/week at $12/hr = $480-$720/month

Sell Items Online (eBay, Facebook Marketplace, etc)

Offer Tutoring Services ($15-$30/hr)
5-7 hours/week at $20/hr = $400-$560/month

Babysitting or Pet Sitting ($15-$20/hr)
8-12 hours/week at $15/hr = $500-$700/month

Do Odd Jobs (Car Washing, Lawn Care, Snow Shoveling, etc.)
5-10 jobs per month at $25 - $50 each = **$125 - $500/month**

Save birthday/holiday money specifically for the trip

Have multiple sources of income—don't simply rely on one!

(Some) Frameworks Addressed in Student Travel & The World Explorers' Club

While the World Explorers' Club is not associated with a specific academic class, it certainly maintains a Humanities' spirit. Standards aside, there is inherent value in traveling to a new place and experiencing life in other parts of the world. In this case, it creates a knowledge and appreciation for how Japanese culture has influenced American culture in terms of art (be it movies, tv, literature, music, etc), technology, and food (to name a few).

In general, it is also important to encourage students to set a goal, develop a plan, take action-oriented steps forward, and complete a project. What seems like a pipedream can become a tangible reality—they need to see that there are many experiences out there waiting for them...they just need to take the initiative & necessary steps to get there.

In terms of the MA Curriculum Frameworks, the following would be touched upon through the club.

ELA

Presentation of Knowledge and Ideas

4. Present information, findings, and supporting evidence such that:
   - Listeners can follow the line of reasoning.
   - The organization, development, vocabulary, and style are appropriate to task, purpose, and audience.

5. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.

6. Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

Comprehension and Collaboration

1. Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and
teacher-led) with diverse partners on discipline-specific topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.

Presentation of Knowledge and Ideas

4. Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, vocabulary, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks.

5. Make strategic use of digital media (e.g., audio, visual, and interactive elements) in presentations to
enhance understanding of findings, claims, reasoning, and evidence and to add interest.

6. Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when
indicated or appropriate.

World History & Social Science

WHI: Topic 3. Interactions of kingdoms and empires c. 1000–1500 Kingdoms and empires based in Western, Central, and East Asia

f. The Kamakura Shogunate (c. 1185–1333 CE) in Japan, feudal military rule, invasions of the Mongol Empire, restoration of temples destroyed in war, Buddhist sculpture, calligraphy influenced by Zen Buddhism

WHII: Topic 3 The global effects of 19th century imperialism

3. Analyze the impact of Western imperialism in Asia, Africa, and Latin America.

Clarification Statement: In addressing Standard 18, students should gain an overall view of what modern imperialism was and be able to relate that to their knowledge of earlier empires from World History I. Students may study in depth imperialism on one continent, choosing a former colony to research, and using maps, images, literature, and other primary and secondary sources to

create a case study of the area before, during, and after the colonial period, explaining the process of decolonization, and evaluating the success of the independent nation.

Japan
a. the Meiji Restoration and the opening of Japan to the West
b. the rapid modernization and industrialization of Japan
c. the emergence of a growing Japanese empire in Asia by the early 20th century

WHII: Topic 4. Philosophy, the arts, science and technology c. 1200 to 1700

Supporting question: How did increasing global connectedness in the world lead to the developments in philosophy, arts and sciences in the early modern world?





TOUR COST

Depart From: Boston

Cost per Traveler	Full Payment Deadline
$6109	12/8/2025

$509 per month using an automatic payment plan

Cost Breakdown

Program Fee	$6409
Early Registration Discount	$-200
Weekend Surcharge	$80
Value Trip Discount	$-300
Prepaid Tipping	$120
Total Cost	$6109

Valid through 5/1/2025

Additional Fees (as applicable)

Adult Surcharge	$100
Single Room Supplement	$840
Ultimate Protection Plan	$380
Ultimate-Plus Protection Plan	$495

ACIS TRIPSITE

Scan the code to view your group's Tripsite and learn more details about your upcoming trip, and to register!

NOTES FROM ACIS

Earn a $100 Bundle Discount by selecting an upgraded protection plan and enrolling in Automatic Payments.

All registered participants can enjoy the convenience and savings of having payments automatically withdrawn from a checking account with an Automatic Payment Plan. To learn more, visit acis.com/autopay.

Adult travelers over 21 should add in the Adult Surcharge and Double or Single Room Supplement to calculate Total Cost.

This educational travel program is not school or district sponsored unless expressly stated by the Group Leader.

Get Started Today

REGISTER:

Scan the above QR code or visit www.acis.com/findmytrip and enter your Group Leader's ID and last name and click Register Now when you're ready to sign up.

QUESTIONS?

Find answers to our most frequently asked questions at www.acis.com/faqs or contact Traveler Support via Live Chat on acis.com or email accounts@acis.com.



APR 17-25, 2026

Group Leader
Bill Whitehead

Group Leader ID
352308

acis

Highlights of Japan

WHAT'S INCLUDED

- Round-Trip Flights
- Daily Breakfast and Dinner (unless otherwise noted)
- 3-Star Hotels
- Double Occupancy
- 24-Hour Tour Manager
- Centrally Located Hotels
- Start Exploring
- All Local Transportation
- Global Network
- Tokyo Tour with Guide
- Meiji Shrine
- Lake Ashi Boat Ride
- Hakone Komagatake Ropeway
- Mount Fuji Kawaguchiko 5th Station
- Toyota Motor Company Kaikan Museum
- Atsuta Jingu Shrine
- Kiyomizu-dera Temple
- Japanese Tea Ceremony
- Kinkakuji Temple
- Fushimi Inari Taisha Shrine
- Nara Park
- Todaiji Temple
- Osaka Castle
- CupNoodles Museum Osaka Ikeda

TRIP ITINERARY

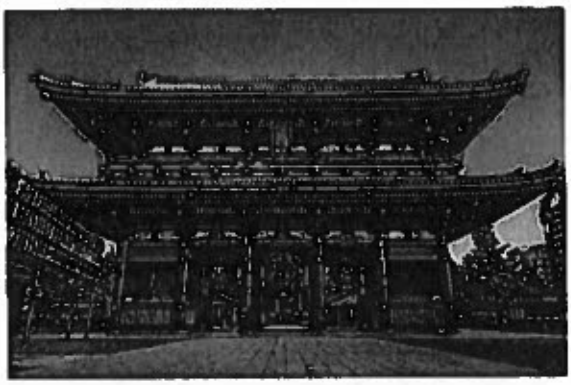
9 Days | Overnights: Overnight Flight (1), Tokyo (2), Mt Fuji Area (1), Nagoya (1), Kyoto (1), Osaka (2)



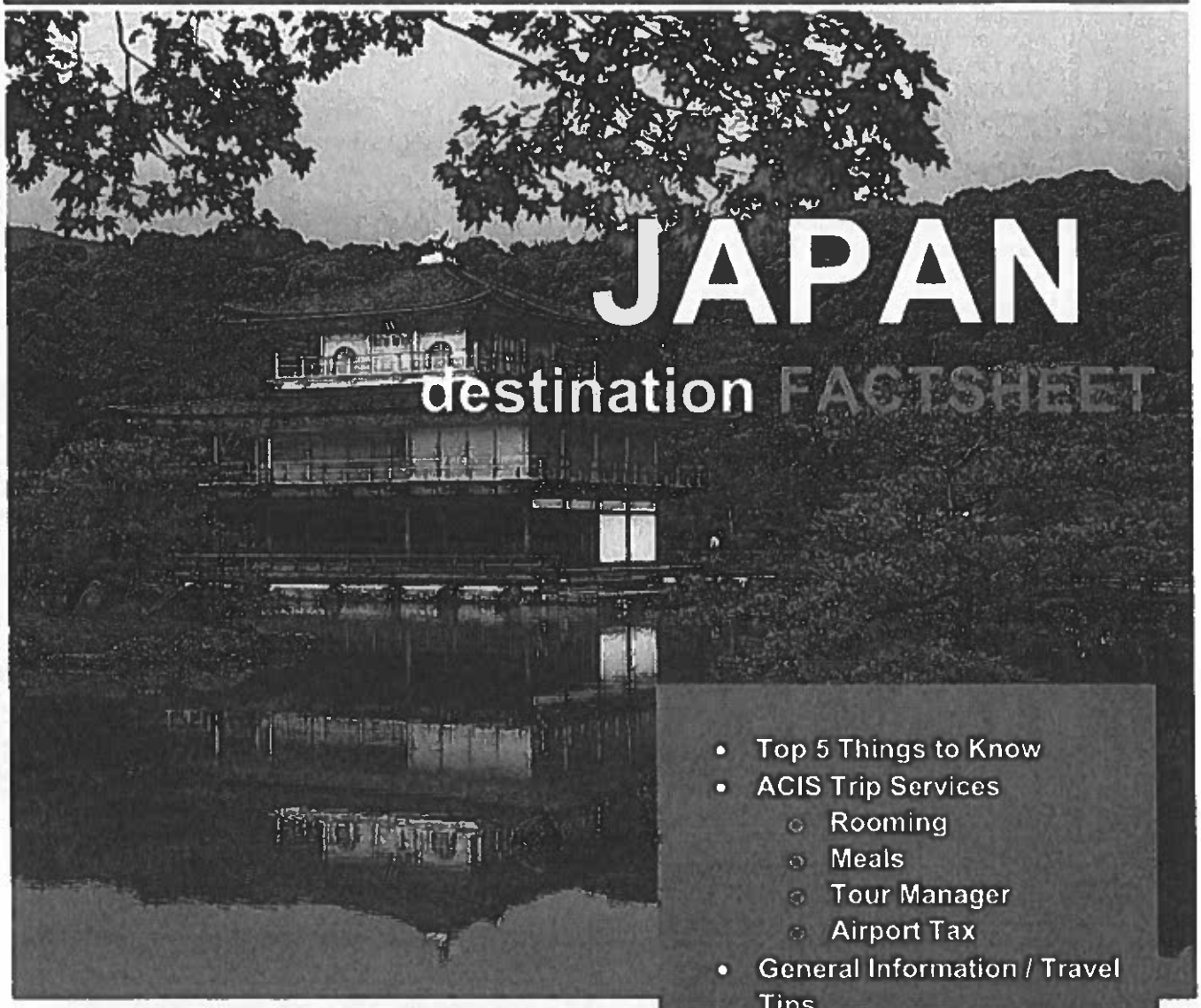
OUR PROMISE

Travel Changes Lives

In educational travel, every moment matters. Pushing the experience from "good enough" to exceptional is what we do every day. Our mission is to empower educators to introduce their students to the world beyond the classroom and inspire the next generation of global citizens.



acis EXCEPTIONAL EDUCATIONAL JOURNEYS



JAPAN

destination FACTSHEET

- Top 5 Things to Know
- ACIS Trip Services
  - Rooming
  - Meals
  - Tour Manager
  - Airport Tax
- General Information / Travel Tips
  - Flights
  - Passport Requirements
  - Parental Consent
  - Time Difference
  - Electrical outlets
  - Luggage Restrictions
  - Tipping
- What to Pack
- Healthcare
- Safety and Security
- Other Important Information

330 Congress Street
Suite 5
Boston, MA 02210
www.acis.com

TOP 5 THINGS TO KNOW

1. **Legal Tender is the Japanese Yen (JPY).**
ATM machines are widely used in Japan but only a selection of machines accepts foreign cards.
Japan remains a largely cash-based society, so it is important to have some Japanese Yen on you at all times.

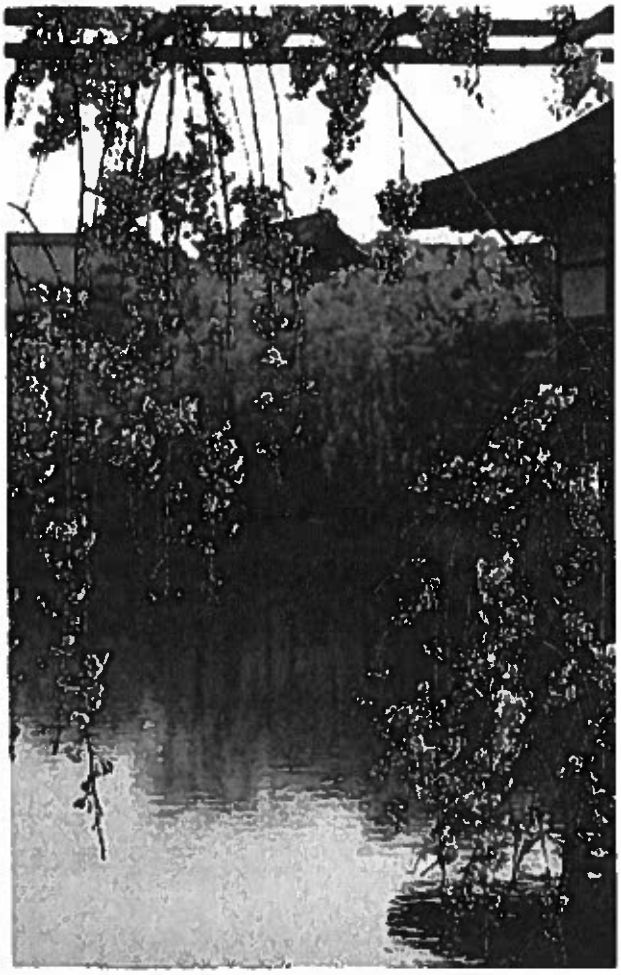
2. **Medical Emergencies**
In the event of a medical emergency where medical expenses and/or insurance is involved, the passenger must pay the expenses directly and mail receipts to our Boston office for reimbursement. Deductible amounts according to the type of insurance purchased will apply.

3. **Medicine**
Many common medications in the United States are not allowed in Japan. All travelers bringing medication are encouraged to check with the Japan's Ministry of Health, Labour, and Welfare before traveling:

https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html

4. **Food**
It is very safe to eat all kinds of foods in Japan including raw fish (sushi). You may want to try something new while in Japan like okonomiyaki, taiyaki, and onigiri. Chopsticks are the most frequently used utensils although knives, forks, and spoons are used to eat certain dishes.

5. **Water**
It is safe to drink the water in Japan. Beverages such as hot tea, hot coffee or canned or bottled carbonated water or soft drinks are also safe to drink. However, if you are traveling to Asian countries in addition to Japan, the water may not be safe to drink. In those cases, drink only boiled, treated, or bottled water.



ACIS TRIP SERVICES

Rooming

Rooming is based on twin occupancy. Triples are available at the same rate but are more limited in Japan. Similarly, double occupancy rooms (i.e., one queen/king bed for couples) are also limited in Japan and can be hard to secure. We cannot always guarantee a double room and some couples may be roomed in twin rooms. Adults must pay a surcharge. Please note that the hotel rooms in Asia are generally quite small.

Meals

In Japan, breakfast and dinner are provided daily.

We've tried to make this information as accurate as possible, but travel information can sometimes change.
We apologize if any of this information is no longer valid. This is only intended to be used as a guideline for your travel destination.

Description of typical meals:

Dinners will be at both local restaurants and at the hotels. They will be a mix of Japanese food, set Western meals and other dishes such as Korean BBQ and Chinese. Groups interested in ALL Japanese meals during their tour should request this with ACIS and we will make a special arrangement for them.

It is not necessary to tip waiters at restaurants.

Tour Manager

Tour Manager/Guides
Upon arrival, you will be met by an English-speaking tour manager who will accompany you throughout the tour. If the tour begins in a Tour Manager's hometown, he/she may go home for the night rather than staying with the group at their hotel. In that case, the Tour Manager will stay with the group until they are ready for bed and then return first thing in the morning for breakfast, leaving contact numbers should he/she be needed for an emergency during the night.

There may also be an additional local guide in some cities to provide you with additional historical information during sightseeing. It is not necessary to tip the local guides as their tips are already included.

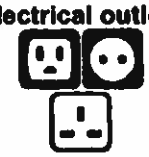
Airport Tax

There are currently no additional taxes being levied in any of our trips involving Japan.

GENERAL INFORMATION AND TRAVEL TIPS

Flights 	Be prepared for a long flight (minimum of 12 hours) - Remember, you will cross the International Dateline.
Passport Requirements 	Non-US citizens should carefully research entry requirements to avoid being denied entry into the country. There must be at least one completely blank page in your passport. Pages for endorsements or amendments cannot be used as a visa page. In addition, single or double entry visas require a passport valid for at least 6 months. For multiple entry visas, a passport should be valid for at least 9 Months. Americans traveling to Japan as tourists with the intention of staying 90 days or less need only a valid passport to enter the country; visa requirements have been waived by a reciprocal visa-exemption agreement. Travel requirements are a Valid US Passport (passport must be valid for 6 months after travel is completed) and a return ticket.

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Parental Consent (if necessary) 	Parental consent is not required for entry into Japan.
Time Difference 	Japan is 14 hours ahead of Eastern Standard Time.
Electrical outlets 	You don't need a power plug adapter in Japan. You need a voltage converter. Be extra careful with certain appliances because of the difference in frequency.
Luggage Restrictions 	Baggage handling is not included in Japan. Baggage Restrictions: Pack lightly; remember you'll have to carry what you bring! One average case per person should be ample, plus one not too large flight bag. The weight limit on internal flights is one checked bag maximum 44 pounds and one carry-on bag maximum 15 lbs. Identification tags should be on all luggage, even carry-ons, and all other tags should be removed at each destination hotel, so that bags won't get misdirected as you travel through Asia. Take medicines, vanity kit and emergency clothing in your carry-on, in case your luggage is misplaced en route or tardy getting to your hotel room. On certain overnights (for instance, Hakone or Kanchanaburi), you will take only an overnight bag and your normal luggage will either remain in the hotel that you'll return to or be transferred separately by truck to Kyoto. This applies whenever a train is involved in Japan as there is no room for large bags on the train. Also, many of the short internal flights have restrictions on baggage weight. They may charge extra for heavier bags on these flights so this is another reason to pack light.
Tipping 	Pre-paid tipping will be listed on your account to cover tour manager, local bus and guide. All meals included in the itinerary also include gratuity, so it is NOT necessary to leave an additional tip at meals.

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WHAT TO PACK

What to Wear

As summer temperatures are quite hot and humidity is high, light cottons are recommended. Many buildings in Japan may not be heated in winter or air conditioned sufficiently in summer.

Pack according to the weather, in spring, the country is warm, with only occasional showers, and flowers grace landscapes in both rural and urban areas. Summer brings on temperatures ranging from 75-90°F with most rain falling in the months of June and July. Fall is a welcome relief, with clear blue skies and beautiful foliage. Winter is gray and chilly, with little snow in most areas. Temperatures rarely fall below freezing.



- ✓ Comfortable walking shoes
- ✓ Umbrella
- ✓ Light sweater/Jacket for evenings
- ✓ For winter: Warm casual clothes which can be worn in layers and a warmer jacket

HEALTHCARE

Visit a local travel doctor or your primary care physician with your itinerary to get the best personalized medical advice on any vaccinations or special medication needed for the program or for information on vaccinations needed in each country, we recommend you consult http://www.cdc.gov/.

Medical Expenses

In the event of a medical emergency where expenses are involved, the passenger must pay the expenses directly and mail receipts to our Boston office for reimbursement. Deductible amounts per the type of insurance purchased.

330 Congress Street, Suite 5, Boston, MA 02210

Food

It is very safe to eat all kinds of foods in Japan including raw fish (sushi). You may want to try something new while in Japan like okonomiyaki, taiyaki, and onigiri. Chopsticks are the most frequently used utensils although knives, forks, and spoons are used to eat certain dishes.

Restrictions: In Japan, fish sauce and soy sauce are common ingredients. We will do our best to accommodate all dietary requests but cannot be guaranteed. **Food choices for gluten-free and fish-free meals may be limited**. To avoid cross-contamination and ensure the safety of travelers with special dietary requests, they may be seated at a separate table. It is important to note, that while we will communicate all allergies with our suppliers, it is not possible

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to guarantee 100% allergen-free food. So, if your allergies are severe, please consider the danger, and traveling on tour will be at your own risk.

Medicine

Many common medications and over-the-counter drugs in the United States are illegal in Japan. For more details, please visit this link: https://jp.usembassy.gov/services/importing-medication/

Any passengers planning to bring medications with them to Japan will need to check with the Japan's Ministry of Health, Labour, and Welfare (MHLW) website to confirm if their medication is allowed or requires special approval: https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html

Travelers who need to bring more than the Ministry's approved quantity of medication or medical devices should obtain a "Yakkan Shoumei" (importation certificate) prior to travelling, and present it with the prescription to a customs officer upon arrival in Japan. Certificate approval by the Japanese government may take several weeks to process and should be received before bringing the medication or medical devices to Japan.

All travelers entering Japan with a prescription medication, including medication that is not restricted in Japan, should consider bringing a copy of their doctor's prescription as well as a letter stating the purpose of the drug as an added precaution.

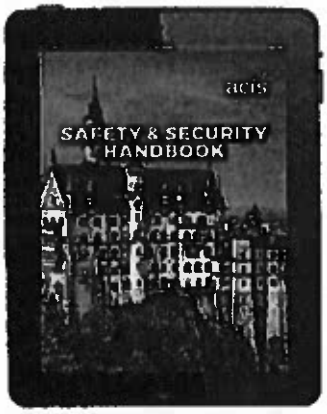
Water

It is safe to drink the water in Japan. Beverages such as hot tea, hot coffee or canned or bottled carbonated water or soft drinks are also safe to drink. However, if you are traveling to Asian countries in addition to Japan, the water may not be safe to drink. In those cases, drink only boiled, treated, or bottled water.

SAFETY AND SECURITY

Should you have any issues at all during your trip, please call ACIS and we will rectify the problem immediately. It is vital that you notify us as soon as you experience a problem as we can resolve issues very quickly on the spot before it adversely affects your trip.

ACIS Emergency number 617-450-5678



We've tried to make this information as accurate as possible, but travel information can sometimes change.
We apologize if any of this information is no longer valid. This is only intended to be used as a guideline for your travel destination.

OTHER IMPORTANT INFORMATION

Buses

In Japan the minimum number of paying passengers is 15. Maximum per bus is 40 passengers.

NAF Passengers
The "No Airfare" (NAF) Option is not available on this program due to the complications of group flights.

Americans traveling to Japan as tourists with the intention of staying 90 days or less need only a valid passport to enter the country; visa requirements have been waived by a reciprocal visa-exemption agreement. Travel requirements are a Valid US Passport (passport must be valid for 6 months after travel is completed) and a return ticket.

Currency & Money Matters
Using a credit card in Japan isn't as common as it is in most first-world countries and Japan remains a largely cash-based society. Credit and debit cards are becoming more popular, but if your card is issued by a bank outside of Japan, it could be difficult to use. Larger cities, like Tokyo or Osaka, will accept credit cards more so than rural areas.

ATMs are common but not all will accept international credit or debit cards. Inform your card company prior to travel that you are going to Japan. You can typically use your US cards at ATMs operated by Citibank or at local 7-Elevens. It is important to have some Japanese Yen on you at all times and you may want to transfer cash to Yen before arriving in Japan.

Legal Tender is the Japanese Yen (currency code JPY).

Restrooms
Street-level public toilets are common in most Asian countries but there's often an entrance fee so keep some small change handy. There are two kinds of toilets in China & Japan, "western style" and "Asian style". Westerners sit and Asians squat. Do be prepared to do some squatting, as sometimes there is no choice. It's a good idea to pack Purell and some packaged tissues as paper can be scarce.

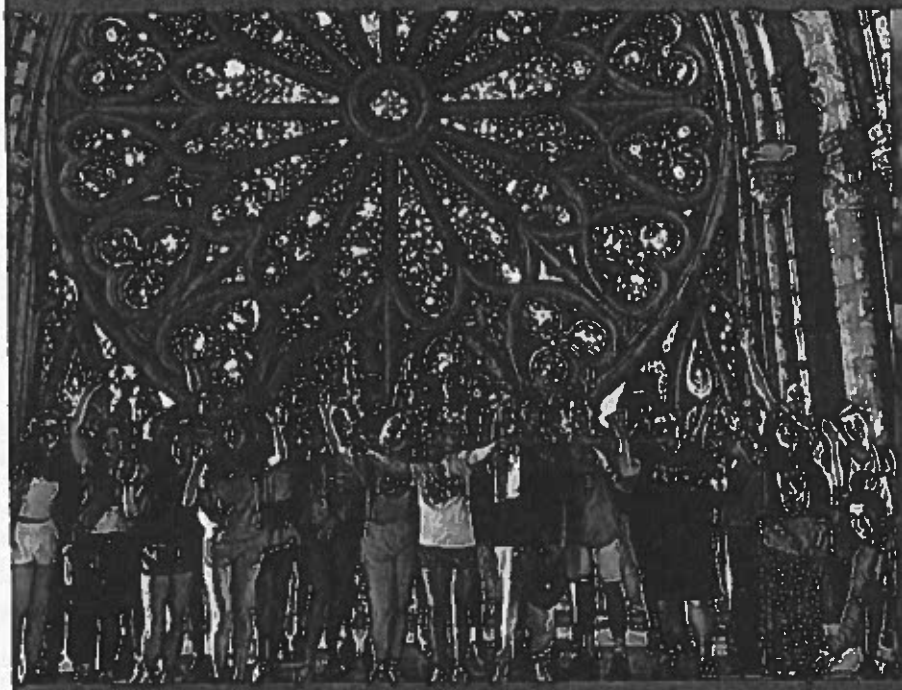
Most hotels and restaurants will have a toilet. Another good idea is to go into five-star hotels or restaurants to use the facilities - they are generally up to or above western standards.

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We apologize if any of this information is no longer valid. This is only intended to be used as a guideline for your travel destination.



acis

Group Leader's OVERSEAS MANUAL





What to expect on tour—your role as group leader or assistant, accommodations, tour managers, responsibilities and more.

800-888-ACIS • www.acis.com

TABLE OF CONTENTS

YOUR ROLE AS GROUP LEADER OR ASSISTANT 2

- Setting the Tone
- Working Together with Other Groups
- Discipline
- Exchange Plus and Homestays
- Assistant Group Leaders
- Rules for Group Leaders
- In Case of Emergency

LAST MINUTE QUESTIONS 4

- Before Leaving
- At the Airport
- On Tour

YOUR ACIS TOUR MANAGER 5

- Tour Manager's Role
- Discipline
- Accessibility
- Ways to Help Your Tour Manager
- Tipping
- Tour Manager Issues

FLIGHTS 7

- Airline Ticket Numbers
- Leave Plenty of Time
- Checking In
- Transferring Overseas
- In-Flight Services
- Supervision During Flights
- Luggage Problems
- Delays or Cancellations
- Success Tips

ARRIVAL DAY 9

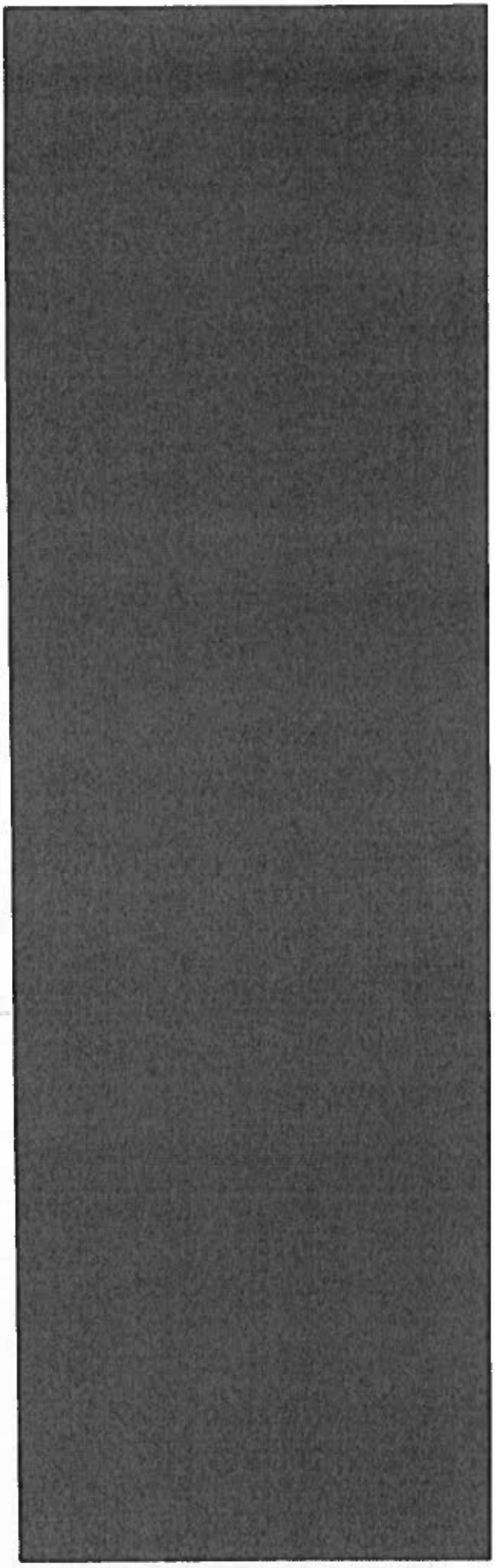
- Meeting Your Tour Manager
- Check-In Time
- Jet Lag
- Hotel Rooming
- Arrival Briefing
- Mixed Group Etiquette
- Same Standard for Students and Adults
- Success Tips

ACCOMMODATIONS & MEALS 10

- Rooming
- Meals
- High-Season Contingencies
- Hotel Rules
- Recourse: ACIS Red Card

STUDENT BEHAVIOR GUIDELINES 12

- Behavior Guidelines
- Discipline



EXCEPTIONAL

EDUCATIONAL JOURNEYS

(not ordinary tours)

Dear Colleague,

At ACIS, we believe that travel changes lives. It's not just a slogan. Each of us has been inspired to greater understanding—of ourselves, of the world, of other people and cultures—through travel.

The opportunity to leave home and learn about the world first-hand is the most important gift we've ever been given. That's why we believe that teachers and mentors who give their students this gift are the most important people around.

We commend you for what you do. We are continually inspired by your commitment and creativity. For over 40 years we've strived to match your dedication to changing lives through travel with the highest quality educational tours and best group leader rewards you'll find.

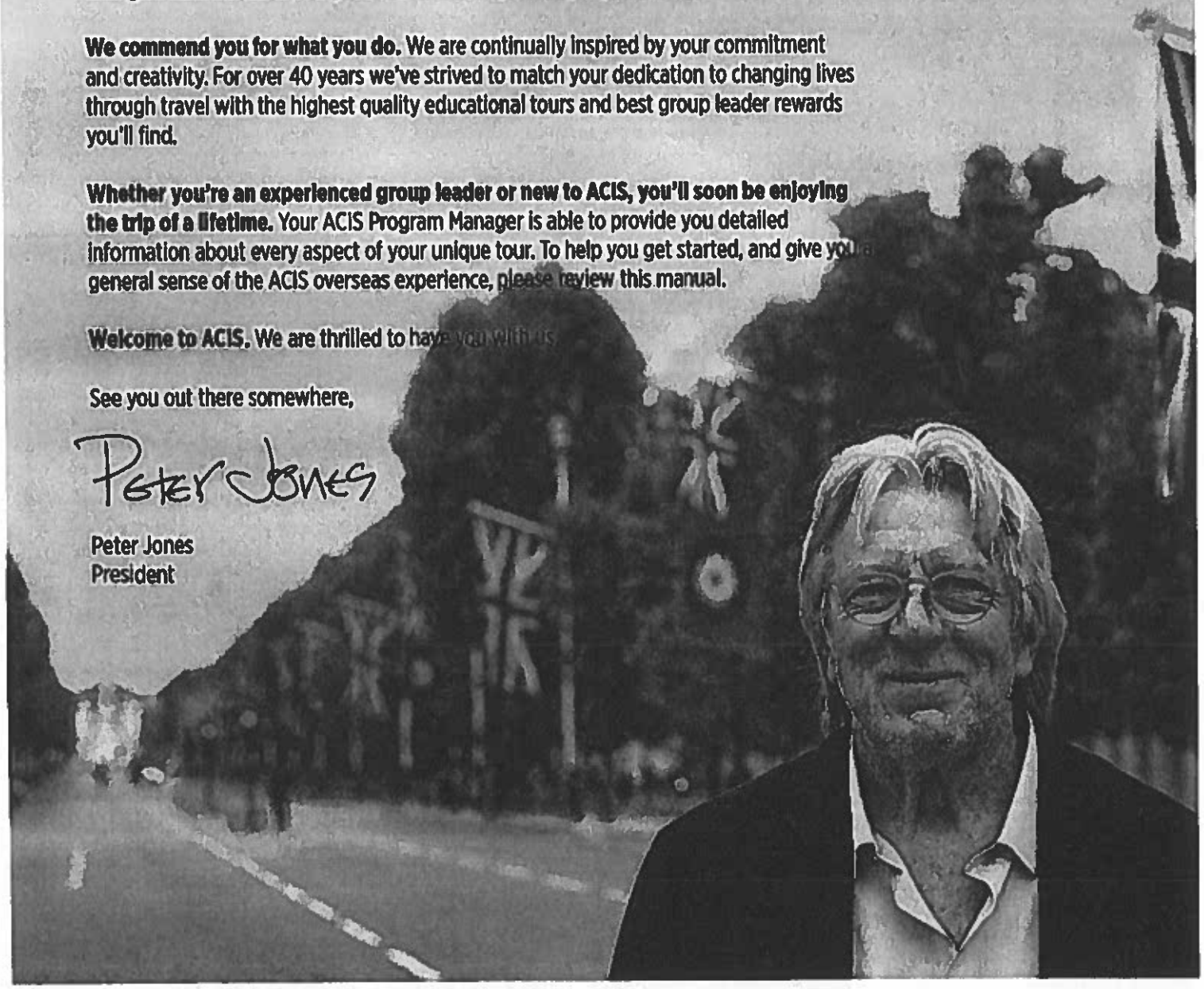
Whether you're an experienced group leader or new to ACIS, you'll soon be enjoying the trip of a lifetime. Your ACIS Program Manager is able to provide you detailed information about every aspect of your unique tour. To help you get started, and give you a general sense of the ACIS overseas experience, please review this manual.

Welcome to ACIS. We are thrilled to have you with us.

See you out there somewhere,

Peter Jones

Peter Jones
President





ACIS Group Leaders and Assistants assume basic responsibility for the following:

- Preparing their group for the trip
- Providing supervision, educational leadership and discipline on the trip
- Handling emergency situations

As group leader, you already provide supervision and counseling to your participants, whether they are students, family or adults. These pages are designed to assist you in the application of your skills and experience while on tour.

Your Role as Group Leader or Assistant

SETTING THE TONE

Our priority is to make your trip a success and to take care of every single detail. Your role is to supervise the conduct and oversee the well-being of the participants entrusted to you and to set the tone for the group. That means giving your participants daily cues on how to react to their new environment and learn from it. When participants return home, their impression of the trip will be a mirror image of your own.

For example, although frustrating experiences sometimes occur when traveling, they need not prevent your group members from having the time of their lives. If there are delays caused by traffic conditions or long lines, your task as "morale officer" will be to help the group rise above the situation. By putting a positive spin on things and meeting frustration with humor, you can turn minor delays and mishaps into experiences that your participants will joke about for years to come.

WORKING TOGETHER WITH OTHER GROUPS

It is possible that you will be traveling with other groups from the U.S. It is important that you meet with the other group leaders and your tour manager on the day you arrive.

Later, we describe arrival-day activities and the important Arrival Briefing that your tour manager holds on this day. We strongly suggest that group leaders get together for a Group Leader Meeting before the group Arrival Briefing.

The purpose of the Group Leader Meeting is for group leaders to get to know each other and to make sure that everyone has a common understanding of the rules and the means of enforcement. See the ACIS Student Behavior Guidelines on page 12.

If occasions arise where you disagree with another group leader's interpretation of the rules, it is important not to interfere with that group leader's relationship with their group. This could create ill feelings and affect the whole trip.

Spare yourself future tensions by working out "bus etiquette" with the other group leaders in advance. Try rotating seats rather than having group leaders take the front seats everyday.

The rules listed in the Student Behavior Guidelines (see page 12) are the minimum ACIS requirements for group travel. You might be traveling with other groups who wish to enforce additional rules for their participants. It is important that you and the other group leaders discuss and respect those rules so that everyone on the bus is aware and understands all of the rules that are in effect.

DISCIPLINE

Please note that you are the disciplinarian for your participants. Discipline is not the tour manager's job. They will report any infractions to you and, of course, will intervene in an emergency situation. But as the group leader, you are the one directly responsible for your group.

The crucial elements of discipline are:

Enforcing the curfew. We recommend that you check all the hotel rooms immediately after curfew.

Knowing participants' whereabouts. During free time, you should know where your participants are and when they will return. Students must always stay in groups of three or four when they're on their own.

Enforcing appropriate behavior in hotels. Participants should not interfere with the experiences of other hotel guests.

Enforcing punctuality and maintaining schedules.

Maintaining attentiveness. Participants should not talk, sleep or use headphones during commentary or announcements.

Taking precautions. Remind your participants to carry a copy of the Emergency Number Card and their hotel list at all times in case they get separated from the group. This information can also be found on the ACIS Travel App.

Monitoring hotel rooms, especially on check-out day. This way, you can spot any room damage or any belongings left behind. Don't forget to check the safe!

Keeping participants together. You might take a combined group on an evening walking tour in exchange for the other group leader taking a combined group to an art gallery.

EXCHANGE PLUS AND HOMESTAYS

On an Exchange Plus or homestay tour, your group is divided up among a number of international host families. You have the same group leader responsibilities on Exchange Plus and homestay tours as you do on hotel stays, and you remain responsible for participant discipline. A separate information sheet will be provided to you for homestays. Here are a few basic guidelines and tips:

Introduce yourself to each host family and tell them how they can reach you.

Visit your participants frequently at their hosts' homes.

Monitor your participants' attendance at classes every day.

Be prepared to **arrange afternoon and evening activities** three or four times a week.

You are required to **remain in residence** during the homestay. Participants cannot under any circumstances be left without daily supervision.

Since no ACIS Tour Manager will likely be present, you may obtain assistance from the nearest ACIS office or from ACIS in the U.S. If necessary, use the 24-hour ACIS Emergency Number.

ASSISTANT GROUP LEADERS

The role of an assistant varies by group, but usually involves supporting the group leader before and during the tour, including chaperoning participants on tour. In the rare event that the group leader is temporarily unable to lead the group, the assistant should be ready to assume group leader responsibilities and should be familiar with the information contained in this manual.

RULES FOR GROUP LEADERS

ACIS must have standard procedures in the unlikely event that a group leader neglects his or her duties. Although such events are extremely rare, this manual would not be complete without a brief reference to such a possibility. In less serious cases, the tour manager will seek to rectify the matter on the spot. In a more serious case in which the safety or well-being of the group may be jeopardized, the tour manager will contact the nearest ACIS office. A serious infraction could result in a group leader's temporary suspension from the group or being removed from the trip and returned to the U.S. at their expense.

IN CASE OF EMERGENCY

You and the tour manager are primarily responsible for resolving emergencies involving any of your participants. Your tour manager has access to 24/7 support, but please remember that the tour manager has responsibility for the whole bus. If you have any problems before you meet your tour manager, including flight delays, it is your responsibility to call the ACIS Emergency Number.

Make a plan in advance for if a participant gets separated from the group. Remind everyone of the plan during your group's arrival briefing.

In unusual cases involving a medical emergency or lost passport, after discussing the matter with your tour manager, you may have to stay behind with a participant. Your assistant group leader or another adult can take over the supervision of the group. **Under no circumstances should a minor be left without adult supervision.**

Emergency Contact Numbers

In the USA	*office hours*	800 888 2247
	after hours	617 450 5678 (collect)
In the UK	*office hours*	020 7590 7474
	after hours	07808 524 456
In all other European countries	*office hours*	00 44 20 7590 7474
	after hours	00 44 7808 524 456
In all other countries	*office hours*	001 617 236 2051 (collect)
	after hours	001 617 450 5678 (collect)

ACIS office hours are from 10 a.m. - 6 p.m. local time

IN CASE OF MEDICAL ILLNESS OR INJURY

In case of illness or injury call **Team Assist**, our round-the-clock, 365-day travel assistance provider. Identify yourself as an ACIS participant and provide the participant's name and date of birth.

Within the USA	888 505 2474
From outside the USA	743 244 2474 (collect or WhatsApp)

If you are unable to call collect, keep a record of the call and Team Assist will reimburse you.

Last Minute Questions

Below are a few unfortunate scenarios that may arise before or during your tour. Never hesitate to call ACIS with any questions you may have. Remember, while on tour your tour manager is your best resource and therefore should be consulted immediately, if possible, in any situations requiring assistance.

BEFORE LEAVING

Q: What if there is a last-minute participant cancellation?

A: Cancelling participants need to fill out our cancellation form found at www.acis.com/cancellationform. If a cancellation occurs on your departure day, or if there are few business hours before you are departing, please also notify the ACIS Emergency Number (see page 3). For medical-related cancellations, a doctor's note on professional letterhead stating the date of onset and diagnosis will be needed to receive a refund.

AT THE AIRPORT

Q: What if our flight has been delayed more than one hour?

A: Always inform ACIS so that we may notify your tour manager at the arrival city and rearrange your transfer to the hotel as needed.

Q: What if our flight has been cancelled or we missed our flight?

A: Work with the airline to rebook your group and inform ACIS. You are the best advocate for your group to be rebooked since airport agents will work directly with you. Don't leave the airport until you have been rebooked with confirmed seats (if possible) on the next available flight. Once you have been rebooked, please remember to call ACIS with your new flight details so that we can alert your tour manager and rearrange your transfer.

Q: What if a suitcase is lost or delayed by the airline?

A: Inform the airline immediately and fill out the proper claim form at the airport. It is important you receive a tracking code from the airline before you leave the airport. If the affected group member has purchased Ultimate-Plus or Ultimate Protection, they will enjoy protection coverage after filing a claim with the airline, and if the bags are lost or delayed for more than 24 hours on your outbound journey.

ON TOUR

Q: What if one of my participants becomes ill or injured?

A: Inform your tour manager, who will help you contact Team Assist. If you are not with your tour manager or do not have a tour manager, contact Team Assist (see page 3), and they will advise you how to find a physician or emergency care. ACIS' emergency support team is also available to help with any situation.

Q: What if luggage has been lost or delayed while not in the custody of an airline?

A: Inform your tour manager, who will assist you in contacting local police. You must fill out a police report detailing all items missing. Participants with Ultimate-Plus or Ultimate Protection may file a claim with the insurance company upon returning home. If the luggage is lost by the airline, you must file a claim with them first.

Q: What if a participant loses their passport?

A: Inform your tour manager. If you are not with your tour manager, contact the local U.S. embassy or consulate. If you are unable to do either one of these things, call the emergency contact number found on page 3.



Your ACIS Tour Manager may be the best teaching assistant you'll ever have. Each brings a unique perspective to their tour; all share a love of teaching and an irresistible enthusiasm for the regions they'll show you. Highly-trained, multilingual guides and educators, tour managers are your students' entry point into foreign life and customs. They serve as an accessible, authoritative source of information, helping students form a basis for exploration.

Your ACIS Tour Manager

TOUR MANAGER'S ROLE

One of the keys to success on the trip will be developing a good relationship with your ACIS Tour Manager. The tour manager is responsible for educational road commentary and for all operational needs and requirements, such as airport transfers, hotel check-ins, briefings, ferry tickets and flight confirmations. Most ACIS Tour Managers are energetic multilingual Europeans or nationals. Over the years, we've employed university professors, film directors, journalists, musicians, business professionals and other creative achievers.

DISCIPLINE

ACIS Tour Managers are specifically instructed not to get involved in disciplinary matters. Discipline is strictly between you and your participants. Obviously, if a tour manager observes behavior that threatens anyone's safety and well-being, they will report it at once and will take any necessary emergency action. Similarly, as an ACIS representative, your tour manager will respond to any concern that the hotel expresses about the group's behavior.

ACCESSIBILITY

In principle, your tour manager is accessible around the clock, especially for any emergency situation.

- Your tour manager will give you and the other group leaders their hotel room number and/or cellular phone number.
- During periods of free time, including evenings, tour managers are available to conduct local walking tours or arrange other optional activities at the group's request. If you have more than one group on your bus, please remember that the tour manager will need to divide their time fairly between groups.
- We suggest that you and the other group leaders work out your choice of walking tours or local optional excursions a day or two in advance, sparing your tour manager from having to referee conflicting preferences among individuals in the group.
- Although your tour manager is always available, they carry administrative duties, including preparations for the next day's activities and would appreciate a bit of time during the day to get these done.

WAYS TO HELP YOUR TOUR MANAGER

- **Punctuality.** See to it that your participants are on time and do not wander off during sightseeing or rest stops. Your own good example will be indispensable. Develop a quick head count system to ensure that your entire group is assembled.
- **Proper Environment.** Help your driver keep the bus clean.
- **Emergencies.** You take the major responsibility in emergencies involving any of your participants, such as a lost passport or an illness. Your tour manager is there to back you up in every way, but the tour manager must maintain their responsibility to the overall group. In all circumstances, the participant is responsible for any expenses incurred, including yours—for example, for phone calls or taxi rides to the doctor or to the embassy to replace a lost passport.
- **Staying Behind.** If one of your students gets lost or must stay behind because of illness, you too may be asked to stay behind. Even in such an event, the program must go on. Under no circumstances should a minor be left behind without a group leader. If you have to stay behind, you must delegate your group leader duties to an assistant group leader or other responsible adult.



- **Optional Excursions.** It is mandatory that you or an assistant group leader accompany your participants on all excursions and activities. You cannot leave such supervision entirely to your tour manager.
- **Enforcing the Curfew.** See that your students observe the midnight curfew and get enough rest. It's demoralizing for the tour manager to give commentary to a busload of sleeping participants.
- **Moral Support.** The tour manager's authority is essential to the success of the trip. Even if the tour manager should make a mistake, don't contradict them in front of the group. Do so later in private. Nothing will destroy the morale of the group more quickly than undermining the tour manager's authority.

TIPPING

It is customary to tip the tour manager, touring bus driver and other service providers for a job well done. The tip is an incentive to give an outstanding performance. For your convenience we now include tips as a separate line item in the program fees that travelers pay up front. Additional tips for outstanding service are always appreciated, but never required.

TOUR MANAGER ISSUES

ACIS is proud of its team of tour managers who have distinguished themselves as the most dedicated, caring escorts in the educational travel industry. Nonetheless, they are individuals, and, in very rare cases, a chemistry mismatch with the group might occur. If this happens, you should be honest in discussing the matter directly with your tour manager and your fellow group leaders. If the issue does not resolve, or if it is delicate, please follow the procedure outlined on the ACIS Red Card and call the 24-hour U.S. emergency contact number collect at 617-450-5678. Please don't wait until the trip is over. We want to ensure the best match right away.



Your ACIS tour officially begins upon boarding your departure flight. For some travelers, this will be their first time on a plane, for others it will be old hat, but for all of your tour participants, the start of your ACIS journey will be a time of excitement and wonder.

Flights

AIRLINE TICKET NUMBERS

When your flights are ready you can find your group's e-ticket numbers within your online ACIS Account. **We strongly recommend that you bring a printed out copy of all e-ticket numbers and flight details** for easy access and in case you do not have access to the internet. **We also strongly recomend you bring printed copies, ideally color copies, of all your participants' passports.** Should an unlikely issue with one of your e-ticket numbers arise, you will need a record of the ticket number and other pieces of information found on the photocopies. We will send separate e-ticket lists directly to travelers departing from a different U.S. gateway than you. E-tickets numbers are not included for travelers who have made their own flight arrangements.

LEAVE PLENTY OF TIME

ACIS offers a large number of regional departures. This means that some groups must change planes either in the U.S. or overseas, particularly during the peak spring and summer seasons. Timing, therefore, is critical. Discuss your connection times with your International Program Manager upon receipt of your flight itinerary, and keep your group moving between connections.

CHECKING IN

Remember to pack lightly, please! One medium size suitcase and a personal item is the maximum participants should pack. We recommend bringing carry-on luggage only. Packing suggestions can be found at acis.com/getting-ready/packing-tips.

Luggage. If possible, have your group check its luggage through to the final destination. Be sure that luggage tags are visible on all pieces of luggage. To verify the bags have been checked to your final destination, check the baggage tag for the correct airport. If bags are not able to be checked through, you will need to claim them and re-check them at the next airport. We recommend that you keep the luggage claim checks for your group members. Some airlines also require a label with the address of the first hotel. Remember, different airlines and other forms of transportation have different luggage restrictions, and recently airlines have become even stricter with the luggage fees that they are charging passengers (sometimes even for the first checked bag), so check with your specific carrier or International Program Manager.

Overbooking. During peak travel periods, airlines sometimes overbook their flights and ask for volunteers who might be willing to give up their seat in exchange for a later flight and some form of compensation. Under no circumstances should you volunteer any of your seats. If you do, you will be responsible for participants catching up with the tour.

Seating. ACIS always requests that the airlines seat each group together, but this cannot be guaranteed. ACIS is not able to accommodate pre-departure seat requests from individuals.

TRANSFERRING OVERSEAS

If you are changing planes overseas—for example, in London to board a flight for Rome—follow signs for in-transit or connecting flights. Some international airports require you clear customs before proceeding to your connecting flight, others have you proceed directly to that flight, bypassing customs.

If you need assistance, go to the transit passengers' desk or ask the airline personnel. ACIS staff members are not allowed through customs and therefore will not be there to assist you.

If your onward flight is delayed or cancelled, immediately phone the ACIS Emergency Number. See page 3.

IN-FLIGHT SERVICES

ACIS cannot guarantee specific flight time requests. Most non-stop flights to Europe depart in the early evening, although some west coast departures might be in the mid-afternoon. Flights to South America, Costa Rica, Mexico and China usually depart in the morning. Domestic flights may provide a snack, and meals are sometimes available for purchase depending on the airline. International flights normally serve dinner and breakfast before landing the next morning. Soft drinks are served at intervals. An optional entertainment package that may include movies, audio entertainment, and headphones is normally available on international flights.

SUPERVISION DURING FLIGHTS

Minors must be accompanied on flights by an adult, except in special circumstances—when a minor is departing from a different U.S. city, for example.

LUGGAGE PROBLEMS

It is imperative that you report lost or delayed luggage to the airline inside the customs arrival hall, so that you can be issued special tracking numbers. The report should be filed with the airline who brought you to your final destination. In most cases, lost luggage turns up in a day or two. Lost, stolen or delayed luggage is covered under the Ultimate-Plus and Ultimate Protection Plans. If luggage is delayed, and there is a wait before going through customs, send an assistant or adult through customs to inform the tour manager of this delay.

DELAYS OR CANCELLATIONS

Outbound flight. Even the best airlines encounter weather or scheduling delays. If your outbound flight is delayed more than an hour or cancelled, call ACIS at (800) 888-2247. After business hours, call (617) 450-5678 collect. Airlines do not automatically notify ACIS. In the meantime, be sure to keep your group together in the event that another connection or flight is arranged or can be made. If your flight is delayed be sure to coordinate with the airline staff to get your group rebooked. Typically, only airport staff has the ability to amend reservations this close to the departure time of a flight. You should not leave the airport until you have been rebooked on the next available flight. Once you are rebooked, please contact ACIS so that we can notify your tour manager about your new arrival time and rebook your transfer.

Return flight. If your return flight is delayed and causes you to miss your connecting flight home, ask the international airline to rebook your connecting flight. Please advise ACIS at (617) 450-5678 if you need us to activate your Emergency Contact List. You will normally be rebooked on the next available flight. If the cause is due to mechanical reasons, a strike or a problem with the flight crew and you have to stay overnight en route, the airline should pay for your hotel and meals. If the cancellation or delay is due to weather, contact ACIS and we'll help secure accommodations. Accommodation expenses are covered under certain conditions of the Basic Protection Plan.

Success Tips

1) Carefully read the flight information available in your online account. Copy the flight numbers and times onto one easily-accessed sheet of paper.
2) Check online with your airline 72 hours ahead of time to reconfirm your flight numbers and times.
3) Check in at least 3 hours prior to an international flight and 2 hours before a domestic flight.
4) A Note About Visas: Visas may be required, particularly for non-U.S. citizens, for countries through which your group connects via plane, bus, boat or train. Once you've received your full itinerary, including flights, contact the embassy or consulate of every country you will travel through to learn if transit visas are required. Travelers are responsible for their own documentation, unless otherwise noted by your program consultant.

Arrival Day

MEETING YOUR TOUR MANAGER

In most cases, your ACIS Tour Manager will be waiting for you outside of baggage claim. Sometimes, however, they may be transferring other members of your bus group and a temporary transit tour manager may escort you into the city. In the unlikely event that you are unable to find your ACIS representative at the airport, call the ACIS Emergency Number.

CHECK-IN TIME

Check-out time is normally 11 a.m. or noon, so you cannot usually check into hotels until mid-afternoon. If you arrive in the morning before rooms are ready, you will be able to store your bags and enjoy time to look around the city before obtaining your room keys. Once rooms are assigned, no changes are permitted without the permission of their group leader and tour manager.

JET LAG

You and your group may have traveled through many time zones, so bodies will need time to adjust. Your group should eat lightly the first day and get to bed at a reasonable time. It is not recommended that your group nap in the afternoon. Most participants adjust to the new time zone easily within a day or two.

HOTEL ROOMING

Please structure different rooming patterns for your group, based on doubles and triples before departure. These patterns will almost always require some adjustment depending on the mix of males and females in the overall group. Non-binary travelers can be assigned to male or female rooms based on what you and the traveler are most comfortable with. Separate rooming procedures apply to homestay programs; your International Program Manager will discuss this with you prior to departure.

ARRIVAL BRIEFING

Your tour manager will usually schedule an Arrival Briefing for the first evening of the tour. This is an important meeting that can set the tone for the whole trip. It allows the separate groups to bond together into a complete bus group, and it helps you get to know your tour manager. The meeting is a time for the tour manager to provide practical pointers for traveling in a foreign city as well as outline the following day's schedule. The tour manager will stress the importance of the daily bulletin which he or she will post. It is the responsibility of each participant to consult the bulletin for any changes in daily scheduling that may occur. Depending on the time available, we strongly recommend a preliminary Group Leader Meeting. At that meeting, the tour manager and group leaders should review Student Behavior Guidelines to ensure everyone in authority has the same understanding regarding curfew, alcohol, punctuality and any other issues. See the Student Behavior Guidelines on page 12.

MIXED GROUP ETIQUETTE

Some groups may contain a mixture of high school students, middle school students and adults. To create the most positive chemistry within the overall bus group, it is important that groups representing different ages and backgrounds respect each other. Compromising on matters like playing music or singing on the bus, or the choice of free-time activities with the tour manager, is helpful. It is important to develop this understanding at the very start of the trip.

SAME STANDARD FOR STUDENTS AND ADULTS

Adults enjoy the same standard of hotel as students, except that adults are provided with double rooms instead of triple rooms if they have paid the double room fee. There is no general upgrade of accommodations or other travel services unless they are traveling on a custom trip that has been specially priced to include upgrades.

Success Tips

1) Keep your group moving on arrival day—naps will only prolong jetlag.
2) Prepare your group for a possible afternoon check-in on arrival day.
3) Talk to your group beforehand about respect for others on the bus and in hotels.



Your time is precious. We help you make the most of it by booking conveniently located hotels near major attractions. ACIS has excellent three- and four-star hotels located near the heart of what you came to see. We are proud of the fact that our accommodations are by far the finest in educational travel.

Accommodations & Meals

ROOMING

- Participants stay in multiple-bedded rooms, usually with two to three beds depending on destination and tour type.
- During peak travel periods, hotels sometimes add an extra temporary bed to accommodate heavy bookings. ACIS endeavors to prevent this, but cannot guarantee that it will never happen.
- Some hotel rooms have a Grand Lit, an over-size double bed, instead of twin beds.
- On overnight ferries and cruises, depending on the total make-up of your bus group, your participants may be sharing a room with participants from the other groups traveling with you.
- ACIS makes every effort to keep groups together within the hotel. However, during peak travel times groups may not always be on the same floor or section of the hotel.
- Those who have paid the double room surcharge (including all adults) stay in double rooms in hotels. Adults are not charged for or provided with double occupancy on overnight ferries.
- Group leaders are guaranteed the comfort and privacy of a single room when they lead at least six paying participants. You may, of course, choose to share a room with a companion. Eligibility for the single room is based on the standard 1:6 prorate and is not transferable.
- If your trip includes an overnight cruise, you may not receive a single. Please speak to your International Program Manager for complete rooming information.

MEALS

- You will enjoy fine quality meals, mixing both familiar and unfamiliar cuisines. Encourage your group to keep an open mind and be willing to sample everything.
- You will be served a continental breakfast (that includes a variety of fresh rolls, cereal, pastry, butter and jam, coffee, tea or hot chocolate) or a hot buffet throughout your tour. On trips to the Americas you may be served traditional rice and beans.
- On most ACIS trips, lunches are not included. Exceptions are on full-day excursions on certain programs where lunch might be provided instead of or in addition to dinner.
- On most tours, beverages at dinner are not included. Your waiter may put soft drinks or bottled/mineral water on the table without being asked. Be aware that your group members will be charged for any beverages consumed.
- You never need to tip waiters at meals provided by ACIS.
- Although ACIS will try to accommodate special meal needs including kosher or vegetarian, we cannot guarantee all requests.
- Please inform ACIS immediately with any serious allergy concerns. It is important to note that while we will communicate all allergies with our suppliers, we cannot guarentee 100% allergen-free food.
- ACIS restaurants are carefully selected and continually monitored. We renew our contracts with restaurants each year only after reviewing our group leader evaluations. Nevertheless, we want to be informed immediately when a restaurant fails to measure up to your expectations or the normal ACIS standards. If your restaurant is unsatisfactory, pass the ACIS Red Card to your tour manager so that the information can be relayed to the nearest ACIS area office.

HIGH-SEASON CONTINGENCIES

The travel year is seasonal. Spring and summer, when most people travel, can bring certain pressures. European and U.S. vacation times often coincide, which can produce overcrowding. Last minute changes sometimes need to be made as a result. As long as your group understands this, even these experiences will emerge in a positive light. Your participants will likely not be upset if you are not.



Overbooking and Different Hotels. During busy periods, such as Easter, a hotel might occasionally be overbooked and your group accommodated at a nearby hotel of a similar standard. In very rare instances, your group may be divided between neighboring hotels. The ACIS Emergency Contact List will be activated if there are changes for your group.

Different Floors. Your tour manager will make every effort to keep your group together. However, your group may not always be on the same floor or section of the hotel, especially if your group is large.

HOTEL RULES

The behavior of your participants will directly impact our ability to continue working with quality hotels. Many hotels in Europe that would be ideal for ACIS groups have had a bad experience with other educational travel groups and will subsequently no longer accommodate any. Only with your help can we avoid this happening with our hotels. We urge you to help us maintain the exceptionally high standards for which ACIS is known.

Most ACIS hotels are of superior quality and accept reservations for both our groups and business clients. Your help in maintaining good relationships with our hotels is essential to preserving ACIS' quality.

- Students are responsible for any damage and the ensuing expenses. When damage is reported, ACIS will do its best to investigate but will ultimately consider the hotel's report to be definitive. We inspect our hotels regularly, know the management well and are confident of their integrity.
- Students must pay for phone calls made from their rooms and items taken from the room mini-fridge prior to departure. No alcohol may be consumed from the mini-fridge.
- Picking up "souvenir" towels or any other item from the rooms is absolutely forbidden. Participants will be required to pay for any stolen items.
- Students must be considerate of other guests. Noise after 10 p.m. and running or shouting in hallways at any time is prohibited.
- Clothing may not be washed in the rooms.
- Students may not go barefoot or shirtless anywhere in the hotel outside their rooms.
- Never leave money lying out in the open in your hotel room. Keep your money, passport and other valuables in a hotel safe when available.
- Your tour manager will pass along any specific information about the hotel—for example, if it has a dress code for dinner.
- As an ACIS representative, your tour manager is charged with helping to maintain a positive relationship between ACIS and the hotel. Please help the tour manager by ensuring the full cooperation of your group.

RECOURSE: ACIS RED CARD

In spite of the extraordinary efforts we make to keep hotels up to ACIS standards, if you should ever find yourself in a hotel that does not measure up to our standards or your expectations, we want to know about it immediately. Use the ACIS Red Card in your Pre-Departure Package. Fill it out and hand it to your tour manager on the spot.



ACIS participants are directed to the following Student Behavior Guidelines prior to departure. It is important that your participants adhere to these guidelines so they may have a safe time on tour. As group leader, you are responsible for disciplining participants who disobey the rules.

Student Behavior Guidelines

BEHAVIOR GUIDELINES

1. **Alcohol.** ACIS recommends a no-alcohol policy for all minors. In some countries, it is customary to have beer or wine with meals. Students under 21 must obtain their parents' or legal guardians' written permission to sample beer or wine at mealtime. Sampling is limited to one glass of beer or wine at dinner, and a group leader must be present. Some group leaders and schools may not permit drinking of wine or beer for students under 21; in all cases, you will be subject to the wishes of your group leader, parents and school. Students may not drink liquor or spirits under any circumstances.

2. **Smoking & Vaping.** ACIS prohibits smoking and vaping by students while on tour.

3. **Visiting Friends or Relatives.** If such visits involve temporarily leaving the program, you will need a letter of permission from a parent or legal guardian. The letter must be given to your group leader before departure. Guests or friends may not under any circumstances ride on the ACIS bus with you or spend the night in your hotel room.

4. **Attendance at Meals.** You are expected to be with your group at breakfast and dinner, unless special permission has been obtained from your group leader.

5. **Weapons** such as knives, firearms or firecrackers may not be carried or bought by students.

6. **Drug Possession & Use.** Possession or use of illegal substances is absolutely forbidden and will result in dismissal from the group and a return home at the parents' or guardians' expense.

7. **Motor Vehicles** of any kind may not be rented or driven by students.

8. **Curfew.** A general midnight curfew applies to all ACIS trips. Unless there is a teacher-supervised activity running past midnight, you must be in your hotel room from midnight until the next morning. Respect other hotel guests by keeping noise to a minimum after 10 p.m. Different curfew restrictions may apply on homestay programs. You are expected to respect the wishes of your homestay family.

9. **Gambling** of any form is not permitted.

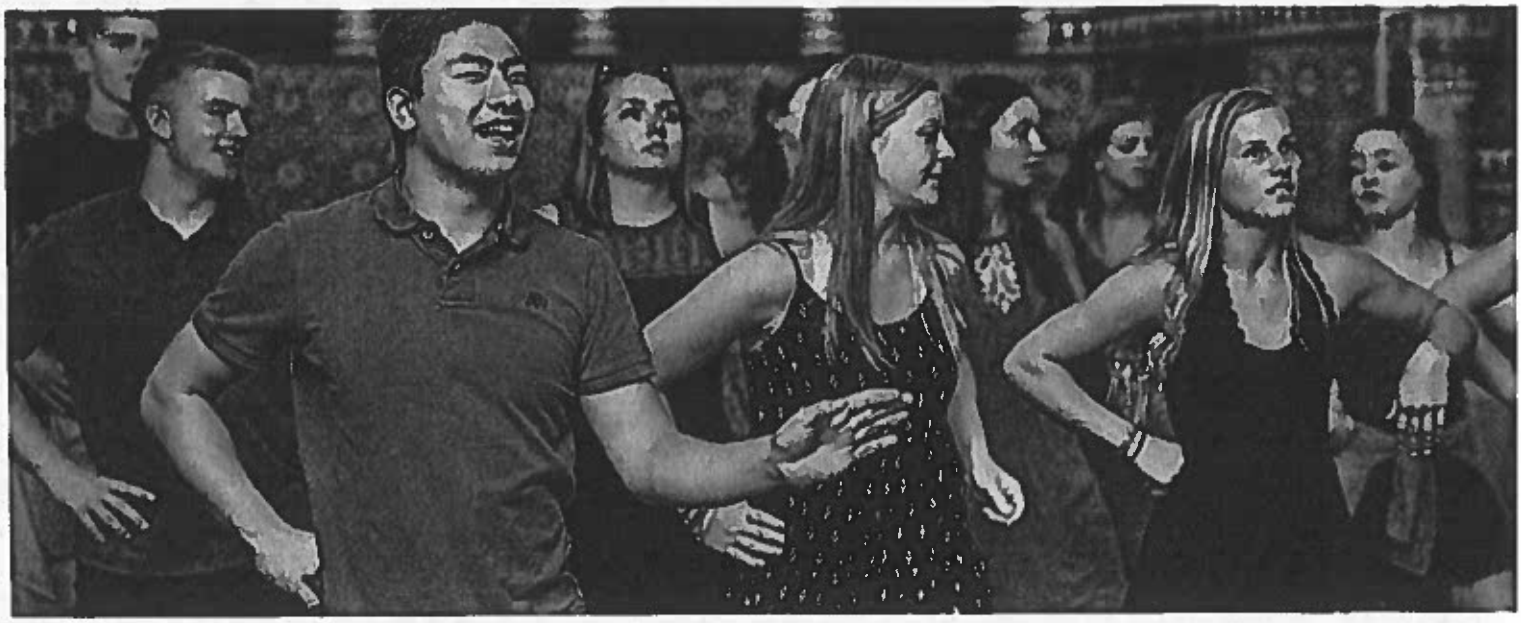
10. **Sexual Misconduct.** You may be sent home at a parents' or guardians' expense for inappropriate sexual conduct.

11. **Culture Shock** is a reaction to losing all our familiar signs and symbols. Even the most intrepid travelers experience what is known as culture shock. Hotel rooms half the size of what we know here in the U.S., no ketchup on the table, and daily tasks like buying a candy bar can suddenly seem daunting. These and other experiences are all normal responses to a new culture and environment. Remember, you will adjust and these events will become an integral part of your memories. Go ahead, dive in!

12. **Hotel/Bus Behavior Guidelines.** Be especially careful with your room and your bus. You will be held personally responsible for any damage you cause, and you will not be allowed to leave the hotel until the damage is paid for. When a hotel reports damage to a room, ACIS will investigate but will ultimately consider the hotel's report to be definitive.

- You will be responsible for phone calls made from your room and any extra hotel expenses (for example, items from a room mini-fridge). Under no circumstances may you consume alcoholic beverages from the mini-fridge.

- Stealing towels, ash trays, etc. as souvenirs is forbidden, since waiters and maids are required to pay for any missing items.



- Show consideration to others. You cannot expect English to be spoken by hotel staff. Learn a few courtesy phrases of the local language; it will go a long way. Absolutely no running in the hallways or shouting down the hallways is allowed at any time, day or night.

- Do not wash clothing in the rooms. You will be charged for any water stains. Self-service laundromats are very common in Europe. Your hotel concierge will tell you where to find the nearest one.

- You may not go barefoot or shirtless anywhere in the hotel outside your room.

- Show respect to your tour manager and local guides. Do not use headphones or electronic games during commentary.

13. **Free Time.** Even when no organized group activities are scheduled and you have free time, your group leader must know where you are, whom you with, and when you will return. You must be in groups of three or four when you are not with your group leader. Students are never to go off on their own. Be sure to carry the name, address and phone number of your hotel or homestay family with you at all times. Disco visits must be arranged by your group leader, and you are not allowed to enter any disco without them. You are expected to be mindful of your own safety and well-being at all times. Take caution in whatever you do or wherever you go, especially in unfamiliar areas.

14. **Respect for Local Culture.** The local people you meet are not "tourist attractions." This is their city, their home; remember to act like a guest. Monuments are made for admiring; please do not climb on them. Toss all trash in public wastebaskets or put it in your pocket. Behave in cathedrals or royal residences the way you would want visitors to behave at the White House or the Vietnam Memorial.

15. **Dress.** Your attire is an important way of showing respect for your host culture. Particularly in Italy and Spain, you will not be allowed into cathedrals wearing shorts or skirts above the knee, sleeveless blouses or T-shirts, no matter how hot it is. Keep your attire neat. Europeans interpret a neat appearance as a sign of respect.

16. **Adaptability.** You should be courteous and congenial at all times, even when encountering things you don't like. Since the time of Marco Polo, travel has involved certain inconveniences. Places may get crowded, traffic may be busy, buses may be delayed. Pack tolerance and a sense of humor in your suitcase!

DISCIPLINE

- A participant's first violation of the behavior guidelines requires a meeting with the group leader and tour manager. If necessary, a collect phone call will be made to the participant's parents or guardians. A restriction will be imposed.

- For continued violations, a collect phone call will be made to the participant's parents or guardians.

- If a serious violation such as drinking hard liquor, drinking wine or beer without a group leader present, sexual misconduct, absence after curfew, etc. the nearest ACIS office will be contacted and a collect phone call made to the participant's parents or guardians. At this time the group leader and ACIS staff will decide whether to send the participant home at their expense. Only ACIS can make the final decision to send a participant home.

- For continued serious violations such as drunkenness, use of drugs, overnight absence, sexual misconduct, etc. the group leader and ACIS office will make a decision about sending the student home at their expense. Once decided, every effort will be made to contact the parents, guardians or near relatives (if the parents or guardians are away).

American Council for International Studies
330 Congress Street, Suite 5
Boston, MA 02210 USA
www.acis.com · 800-888-ACIS

ACIS Worldwide Network

EMERGENCY CONTACT NUMBERS

In the USA	*office hours*	800 888 2247
	after hours	617 450 5678 (collect)
In the UK	*office hours*	020 7590 7474
	after hours	07808 524 456
In all other European countries	*office hours*	00 44 20 7590 7474
	after hours	00 44 7808 524 456
In all other countries	*office hours*	001 617 236 2051 (collect)
	after hours	001 617 450 5678 (collect)

ACIS office hours are from 10 a.m. - 6 p.m. local time

IN CASE OF MEDICAL ILLNESS OR INJURY

In case of illness or injury call **Team Assist**, our round-the-clock, 365-day travel assistance provider. Identify yourself as an ACIS participant and provide the participant's name and date of birth.

Within the U.S. 888 505 2474

From outside the U.S. 743 244 2474 (collect or WhatsApp)

If you are unable to call collect, keep a record of the call and Team Assist will reimburse you.