



## Departure Guidelines 2023

### **Departure Dates for CORE/CBYX Year and Winter Semester 2023:**

Upon placement, CORE Year and Winter Semester participants were assigned a departure date based on school end dates.

- **12 June**
- **26 June** (All CBYX Participants will depart on this date)

### **Departure Planning for Teams for 2023:**

Each Area Team is responsible for recruiting a [Departure Coordinator](#) and [Travel Representative](#) who together will be responsible for planning and coordinating travel and logistics for the departure of the Area Team's participants. Depending on the size of the team and the capacity of the volunteers, these roles may be filled by the same person.

The Departure Coordinator is responsible for:

- Facilitating the team's Departure Logistics Webinar.
- Working with the Travel Representative to organize airport volunteers for Departure Day.
- Working with the Travel Representative to communicate relevant departure logistics to host families and students.

The Travel Representative is responsible for:

- Running Global Link reports to stay informed of student flight information and communicate itineraries to Departure Coordinators, as well as Host Families.
- Creating the student drop-off plan.
- Recruiting volunteers for airport operations and transit support.
- Managing WhatsApp communications with students.
- Communicating information with AFS-USA staff.

Detailed job descriptions for these positions are linked above.

We ask that all teams have volunteers identified no later than **31 March** so we may include them in the April trainings. If a team has not identified volunteers by 31 March, the AT Chair and/or Hosting Coordinator will be expected to join one of the trainings.

Training and resources will be provided to the Departure Coordinators and Travel Reps throughout the spring to ensure smooth departures for all. Training invites will be sent via email.

Since all CORE/CBYX participants are through-ticketed, a new Departure Logistics Webinar is available and should be delivered to CORE/CBYX host families and participants by the Departure Coordinator and/or Travel Rep between 10-14 days prior to the Area Team's departure date(s) and be focused on the airport logistics that are unique to each team.

### **What the Teams are Responsible for:**

- Recruiting a Travel Representative and Departure Coordinator for their team by 31 March to ensure ability to participate in training before departures.

- Entering complete information into the Activity Module in Global Link by no later than 30 days prior to the event. AFS-USA will create templates that are easy to find: Area Team Names (HDS code) DEP 2023. For Example: Mass Bay (BOS) DEP 2023. Specific instructions will be emailed to the Departure Coordinators.
- Communicating with host families and participants about the Departure Webinar and ensuring all students participate. This does not include those students who chose to Program Release.
- Notifying students, host families and other related volunteers of logistics surrounding day of departure in a timely manner.
- Developing a plan for participants whose host families cannot drop their participants off at the airport, including a plan for participants who need to overnight and a back-up plan for participants who are delayed and/or may need to overnight unexpectedly.
- Recruiting volunteers for airport/logistical support. Travel Reps and Departure Coordinators will schedule these volunteers to be at the airport to meet host families and assist with checking students in for their departing flights.
- Monitor flights from the airport until departure.

To view the return travel itinerary for your participant(s), please use this [Travel Report](#).

### **What the Travel and Logistics (T&L) staff team is responsible for:**

- Working with volunteer teams and Intercultural Education staff to provide Departure Coordinator instructions on how to complete the Departure activity module and how to access travel reports.
- Coordinating the mailing (via email) of the general Departure/luggage letter for students by mid-April.
- For returns in June 2023, T&L will ensure access to e-tickets and return travel instructions is available to the Travel Reps and Departure Coordinators.

### **Area Teams Should be Prepared to Pay for:**

- All costs associated with an in-person Departure Orientation.
- All costs associated with participant transportation to the airport (if host family is not dropping off)

### **Luggage Questions:**

- Prior to coming on program, participants received a luggage letter from AFS USA clearly explaining that they are responsible for contacting the airlines to determine the luggage limits. We also tell students that AFS USA will not pay any luggage fees for any reason.
- In mid to late April, we will email an updated version of this letter to all participants and their host families. A link to this letter will be added to this page in the coming weeks.
- AFS staff are not able to answer questions related to luggage. Should you receive any questions from a participant or host family, please direct them to the airline's website.

### **Contact Information**

- For questions regarding international travel, program releases, or other travel-related issues, please contact [AFSHostTravel@afsusa.org](mailto:AFSHostTravel@afsusa.org).
- For all other questions please email [AskAFS@afsusa.org](mailto:AskAFS@afsusa.org).