

Departure Guidelines 2022

Departure Dates for CORE/CBYX Year and Winter Semester 2022:

Upon placement, CORE Year and Winter Semester participants were assigned a departure date based on School End Dates

- ✦ 1 June
- ✦ 20 June (All CBYX Participants will depart on this date)
- ✦ 27 June

Departure Planning for Teams for 2022:

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.

The Departure and Logistics Coordinator is responsible for:

1. Communicating with host families and students
2. Facilitating the team's Departure Logistics Webinar
3. Work with Travel rep to organize volunteers to help at the airport on D-day.

The Travel Representative is responsible for:

1. Day of travel logistics
2. Recruitment of local volunteers to support with on-site airport logistics.

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. Please complete this [form](#) with the names and contact information of your team's **Departure Coordinator** and **Travel Rep**.

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

Training Webinars for Departure Coordinators and Travel Reps. Register for one meeting:

- **April 6, 8pm** [Register Here](#)
- **April 20, 3pm** [Register Here](#)

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 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. The Departure Logistics Webinar will focus on the fundamental logistics of departures. Please see [here](#) for more information.

What the Teams are Responsible for:

- Recruiting a Travel Representative and Departure Coordinator for their team or group of teams by March 31 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 2022. For Example: Mass Bay (BOS) DEP 2022. 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 prior to end of Program.
- 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.
- Working with Travel Rep to:
 - Recruit volunteers for airport/logistical support.
 - Schedule 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 Coordination (TLC) 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 2022, TLC 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:

- If an Area Team chooses to do an in-person Departure event, the Area Team is responsible for all associated costs
- Costs associated with participant transportation to airport (if host family is not dropping off)
- Please note that we are confirming return international travel with our AFS Partners throughout the upcoming months. You can access the return international travel via MyAFS or by utilizing travel reports in Global Link.

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.

COVID Testing Prior to Return

- Given the constantly changing environment surrounding COVID entry requirements for returning participants, it is impossible for us to outline each country's restrictions at this time. As we get closer to departures, AFS Sending Partners will inform their participants of requirements for re-entry/transit. Further information about COVID testing requirements/processes will be shared in May.
- As a reminder, the AFS-provided Medical Plan does not cover the cost of COVID testing unless ordered by a doctor for medical reasons. Our partners have been advised that participants and their families be prepared to cover this cost if needed. If you have any questions regarding COVID testing, please contact our Support Team at Participant-Support-Staff@afsusa.org.

Contact Information

- For questions regarding international travel, program releases or other travel related issues, please contact AFSHostTravel@afsusa.org.
- For all other questions please email AskAFS@afsusa.org.