

GO
EDUCATIONAL
TOURS



Class Trip Planner



855-446-8687



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HOW TO PLAN YOUR NEXT CLASS TRIP

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GO Educational Tours LLC | 301 North Ave, 2nd Flr. Wakefield MA 01880 | 855 446 8687

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“We work to create Memorable Travel Experiences for Students and Teachers...”

We absolutely loved all our attractions and the phenomenal assistance we received from Meg and Stefan in planning this exclusive trip for our 8th grade seniors. We loved our GO leader, Michaela.

What was the best aspect of having a GO Leader on tour?

The best aspect of having a GO leader, Michaela, was not having to worry about planning each attraction's meeting point or picking up tickets at box office. Our GO leader had everything planned out for us. All we had to do was enjoyed the attractions! She was amazing, very helpful, friendly, and developed a wonderful relationship with our kids.

We will absolutely plan our school's senior trips with GO Educational Tours. I would like to request Michaela to be our GO leader for next year's senior trip.

- Jhoana H, NYC 2017

Reviews like these is why we love our work. Making sure teachers and students have a memorable experience when traveling.

HOW TO PLAN YOUR NEXT CLASS TRIP WITH YOUR STUDENTS

Whether you are a first timer or a veteran trip organizer we invite you to join us at GO for organizing your next class trip with your students.

If you are taking the time to read this document we invite you to call or email us at anytime.

Our team is always nearby to answer any questions you may have.

At GO, our primary goal is to give students of all ages an interactive way to learn. In order to do that to the best of our abilities, there are three key components that we strive toward everyday:

SAFETY

When selecting your student travel provider, ensuring that the travel experience is in a structured and safe environment is our first priority that we take very seriously. GO understands safety – it is a part of our DNA. Whether you are travelling within the USA or abroad, we are available 24/7. See our **Safety on Tour** section to learn about our daily safety briefings, 24/7 emergency travel hotline and safety bracelets.

“The thing I remember the most is how safe we were made to feel and how [the GO Leader] always made sure to bring up safety around the bus and at the hotel and walking around as a group”. - **Kathleen A. Parent, Rhode Island 2017**



SIMPLICITY

The guiding principles we like to work with is to keep things as simple as possible in order to realize your travel project with your students. We can be reached by email at anytime but of course we still use the good old phone call.

We understand how busy teachers are and we have easy to plan trips for you to select from. You can customize yours or simply pick one of our popular one. We have a selection of Pick, Click & GO Programs- preplanned, you just need to pick the trip and GO. The programs are affordable and easy to plan.

MEMORABLE EXPERIENCES

Our mission is to create memorable travel experiences for students, parents and teachers. Everything we do is so teachers can be part of the trip and enjoy the experience with their students and their parents when they come along.

DEDICATION AND PERSONALIZED SERVICE

We are very passionate about student travel and we work hard to make these travel experiences as memorable as they can be. Stefan has been realizing students trips since the late 80's and he still goes on the road with the same energy and dedication he did when he first started his first business. Since then hundreds of thousands of satisfied teachers and students have traveled safely.

Below are a series of guiding points and tips for you in order to help you plan the best travel experiences for your students.

Thank you for reading this and we hope you will select GO Educational Tours as your student educational trip project.

Let's start planning your next trip!

The GO Team



STEP 1 - What is your class trip objective?

You have decided to plan a trip with your students, class or school. Do you have specific objectives for the trip? Do you want your students to experience certain things?

Students trips can be classified into many categories but in general, educational tours can be divided into these categories:

1. A year end trip with a general cultural overview of the destination
 - a. This can be a one day field trip
 - b. An all encompassing cultural experience of a destination for two, three, four, five or more day trip (based on distance and travel time to get there)
2. Academic focus
 - a. You wish to really focus on one specific theme or topic close to you. This can be history
 - Politics
 - Economics
 - Sociology
 - Architecture and more...
3. Language experience
4. Performance/Music
5. Sports

GO Travel Tip!

Determining your objectives will have a great impact on your travel program. We will help you customize your trip to give your students the right experience for them/you!



(Add images in the new style for cohesion across platforms, people are more likely to engage when they see the same media kit cross platform)

STEP 2 - Choosing your destination

It may seem easy initially but if you take a moment you might see there are many options to consider as you ponder where to go on your educational tour.

Distance from your destination is one important factor. The further you are the more time and cost it may involve to get there. When selecting a destination ask yourself this:

How far are you from your destination?

- Less than 450 miles
 - If you are within 450 miles you can figure travelling by motor coach to your destination and your cost (we will discuss budgets below).
 - As you are within 450 miles you are well within a 9 hour drive (with stops) to your selected city and your motor coach driver will have ample time in reserve to drive you upon arrival (we will discuss driving and service hours later on also)
- Motor coach travel
 - Today's Motor coaches are safe, comfortable and offer more such as videos, AC power, and on board wifi
 - The Department of Transportation (DOT) driving rules can be summarized by 10 hours of driving, 15 hours of service and at least 8 consecutive hours of rest
 - **Electronic Logging Devices (ELDs) are being installed to track service and driving hours of the motorcoach operator/driver under the Federal Motor Carrier Safety Administration, motorcoaches will not be allowed to drive once they reach their maximum amount of hours**
- More than 450 miles
 - You can still consider traveling by motor coach but most carriers will include a relief driver in order to stay with the DOT rules.
 - The cost is still fairly good over flying
- Flying/Airfare
 - In some cases distance needs to be covered by taking a flight.
 - The best flights are always direct flights in order to avoid connections. We try to limit them to one when necessary. Delays are more probable and so we always try to have early departures on the first day and later flights on the last as to maximize your time at the destination
 - Depending on your location airfare can vary from the high \$200s to the mid to high \$500s and more.



HOW TO PLAN YOUR NEXT CLASS TRIP

- Seasonality and date of travel will have a great impact on airfare.

GO Travel Tip!

Overnight motorcoach travel can save a lot on airfare. But keep in mind it does mean sleeping on the motor coach. (repetition from above, can be condensed)

For safety considerations more and more motorcoach carriers are no longer offering overnight travel.

STEP 3 - YOUR TRAVEL DATES

Your travel dates will have an impact on various elements of the tour like availability for flights and hotels especially during peak travel times like the month of April in Washington DC or New York City during Columbus Day Weekend in October.

We understand sometimes dates aren't flexible and we work diligently to make sure all the travel arrangements work smoothly and take into account these aspects.

1. What are your preferred dates?
2. Alternate Dates?
3. How long do you wish the trip to be is another important consideration. Your travel distance and trip objectives will also have a direct impact on your program.

If Washington DC is your selected destination for your class trip and if you are traveling cross country it might be advisable to plan an extensive trip to cover as much as possible. For this GO Educational Tours has planned what we call "Ideal Itineraries". These are designed programs to allow you and your group to cover most of the important sites and attractions you might wish to include as part of your objectives.



We invite you to contact us to discuss this aspect as we can give more insight and details on a call and see how much flexibility you might have.

GO Travel Tip!

If you can travel during off peak dates you will have easier access to the most popular sites and attractions.

STEP - 4 SCHOOL APPROVAL

Some school and administrators require board or district approval. This can be prior to Step 1 or once you have made your way through these steps.

In some cases the trip may require pricing to get approval and then you can submit your project to the school board, district, supervisor, or the principal as is required.

You can also gauge parent interest prior to this by sending this simple letter home with the students.

QUESTION? Does your district require a Certificate of Insurance with the school or town or district named as 'Additional Insured'?

If it does please let us know early in the planning process and we will add this as a component of the trip. There is a \$100 fee for this service.

GO Travel Tip!

Getting early approval is the best approach as this will give you more time to offer the trip to the school or class. Those who wish to participate can then plan fundraising efforts earlier.



STEP - 5 How many students will participate?

Student numbers are also important as they will have an impact on pricing but also availability for flights.

We recommend choosing the lower number on our proposals- this way should you get more participants the trip price will go down for all participants.

GO Travel Tip!

Optimal pricing is best for groups of 48-50 paying students and 4-6 complimentary teacher/chaperones



STEP - 6 Selecting the Teachers and Chaperones

- This is a very important consideration as they must also be in tune with the travel objectives and understand how the trip will be managed.
- If you know them well and have good chemistry with them they will make good travel partners for the student group.

GO Travel Tip!

- Do you wish to have parents attend or not attend the trip
- There are pros and cons to this

Parents

Deciding if you wish parents to join the trip is part of the planning process. If you do choose to bring parents along doing so early in the process is a key step as they can become good supporters of the trip and assist you.

Choosing them well is also important as if they are not well briefed or updated on the trip details and rules they can be a drag on the success of the trip. Make sure to hold an extended briefing to make sure they understand your rules and expectations on the trip.

Pros- They are your eyes and ears during the trip

You should choose them carefully and set your expectations of them on the trip: rules of discipline, curfews, and the itinerary.

Cons

An unprepared parent on tour can quickly become a burden and have an effect on the student group. So by starting your selection early you can have a quick sit down and meeting to discuss these points.



STEP - 7 Parent Evening Info Session

A parent evening is a great opportunity for the teacher/organizers to present the trip project. As the organizer you can go over the objectives of the trip, how, and when it will be held. This way you can generate some buzz and interest in the trip with the students and parents early in the process.

It's a great way to present the itinerary and an opportunity to introduce GO Educational Tours. We structure the presentation to reflect the various details of the trip from motor coach or air travel, to accommodations, meals, and the various activities and attractions to be visited. We talk about how dynamic the GO Leaders are, how we manage safety, and about our procedures on tour.

We love doing these and we hope you call on us to hold one. Simply select a date for the presentation and let us know.

We do the presentation about your specific travel program live over skype or a Google Hangout, whichever is better for you. You can schedule the meeting at the school or even have the parents join remotely if they cannot make it to the school.



STEP - 8 You're ready to Book

Once you have gone through the booking steps:

1. Contact GO
 - a. Via email or at 855-446-8687
2. Tell us your trip objectives
3. What are your travel dates
4. Your student numbers
5. Your number of complimentary teacher/chaperones
6. Your number of paying adults/parents (if you choose to invite parents)
7. Choose a date for a parent meeting
8. Get a proposal (screenshot of online proposal and details)
9. Review
 - Travel Dates
 - Departure address is also very important
 - Departure/return times are important
 - If you are flying to your destination
 - i. Deposit due within 12 days of the booking
 - ii. Baggage fees if any
 - Please review to confirm these are in line with your discussions with our team.
 - Also check the deposit and final payment dates are correct
 - The deposit date is very important to secure all of your travel details promptly
 - Simply agree to the details once they are corrected if needed.
 - And review the terms and conditions



You are now - Ready To GO!



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Step 9 - Completing your Trip Booking

Once you have selected your package and pricing you will receive an email with the Trip Proposal. The trip proposal will outline the paying and the complimentary passengers. You will choose the number of passengers and then review the Booking Conditions of the trip. You will choose if you wish to have school payment or individual payment for the parent participants. You will then digitally accept the Booking Conditions and then you will receive an invoice for the indicated numbers and then receive a Trip Number.



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TRIP ENROLLMENT

Registration

The Portal will give you and the participants a 15 day window to have participants Register without a deposit.

Deposit

At the end of the Registration Period participants will then be invited to make their initial deposit for the trip.

Final Payment

Final Payment will be due 60 Days Prior to departure

Booking Steps Review

1. Once you have agreed on the trip details with your Educational Travel Specialist you will receive the Proposal Email
2. You will then choose your package pricing based on the numbers presented
3. You will then enter the expected number of participants, paying and complimentary
4. Agree to the Booking Terms
5. An invoice will be generated and sent to you
6. You will receive an email with the Trip Number and how to login and then you can send this email to the participants so they can enroll on the trip via TanGO our Trip Portal
7. The Trip Portal will allow you to manage:
 - a. The participants and the rooming assignments
 - b. Track payments
 - c. Contact all of the participants directly via TanGO
8. If your trip includes airfare your \$150 per student deposit will be due within 12 days.

Next Steps After Booking

- Passenger Count- the trip passenger count is locked 60 days prior to departure
- Rooming List- due 30 days before departure
- The Final Itinerary- will be sent to you 21 days before departure
- 3 Days Before Departure- motorcoach driver/GO Leader name and cell
- 2 Days Before Departure- departure time & address reconfirmation
- 1 Day Before Departure- And you are ready to GO!

Getting Ready for the Trip

Packing is an important part of every trip. Whether a short overnight trip or multi-day with a flight Proper packing is important. Here is just part of the packing list that we have created to make packing as easy as possible:

All types of trips have different things to consider. Take a look at what we feel is important to consider before any trip:

Comfort

- ☐ Comfortable shoes are the most important thing to pack!!!
- ☐ What is your body temperature like - keep this in mind when deciding what to wear
- ☐ During colder parts of the year and even of the day, we recommend wearing layers each day, you can always take pieces off
- ☐ Keep your day bag light, you will be carrying it the whole day
- ☐ What is the weather usually like during the time of year of the trip
- ☐ Look up the weather forecast for the trip, keep in mind that this can change
- ☐ Keep a rain poncho (\$1 at the dollar store) in your kit
- ☐ Leave room with your travel and day bag for souvenirs

Day Trips

- ☐ Extra Socks
- ☐ Water Bottle (at least one to carry and one to have on the bus)

Overnight Trips

- ☐ How many days & nights will you be at your destination
- ☐ Hotels do provide shampoo, conditioner, and bar soap
- ☐ If there is a dinner cruise on the itinerary, will you be able to change for it?
- ☐ Does the hotel have swimming pool, are you allowed to use it?

Travel by Motorcoach

- ☐ Extra socks to change into if it is hot outside
- ☐ Sweatshirt to leave on the motorcoach
- ☐ Blanket/Pillow for the motorcoach
- ☐ Snacks & Water can be left on the motorcoach while at attractions
- ☐ Some motorcoaches have outlets inside to charge cell phones

Travel by Plane

- ☐ If you are traveling by plane for less than 5 days we suggest only bringing a carry-on bag
- ☐ If flying, liquids must be in containers of 3 ounces or less sealed in a ziploc bag

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- ☐ Neck pillow for the plane
- ☐ Prescription medication needs to be in the container with the original label
- ☐ Which of the documents are needed for the destination
- ☐ If going abroad, do you need an electric converter or adaptor

Important Packing TIPS

Packing is all about preparation and thinking. Nothing feels better than having all the things you need or may need without overpacking.

One of the best pieces of advice comes from Stefan, our owner. Having been traveling with students for over 30 years: He recommends you start packing a few days before leaving and not just the night before. Simply this- as you pack without rushing you will think clearer and it also give you a couple of extra hours to think about what you may need and not forget it.

Think of the number of days you are gone for a think of what you might need to wear for those days. Visualize what makes you comfortable, think of rain and cold and what you would need and pack it.

When you are on the road make sure to put away the clothes you wore during the day- don't get too scattered as it only makes it tougher to repack everything on the last day/morning. Be efficient and keep a small footprint. The less scattered you are the fast and more efficient you will be when you get ready to go.



Safety and Security

Safety Overview

Here's an overview of some points we review daily with the students since safety and security is the most important aspect of this trip.

- In the motor coach: always remain seated. You can talk, text, IM, chat, skype, think, write poetry, ponder, reflect, read and yes, even look out the window where some pretty cool stuff is going on in 3D. But you have to remain seated at all times.
- When traveling at night, never take flash pictures—the glare can distract or even blind the driver and cause an accident.
- In larger cities, like New York, or DC and Boston, be mindful of your belongings, such as cell phones.
- Always stay with your group - never wander or stray—listen to your teachers and GO Leaders
- Never leave the hotel, restaurant, attraction or location during the trip
- Follow the 'pool rules' of NO pushing, NO shoving, and most importantly NO running
- Never—ever—cross at a red light, even if there are no apparent cars. Ever.
- **Always wear your GO Educational Tours silicon bracelet or lanyard.**

The Buddy System. No, not the 'hey buddy!' system. It's the-keep-an-eye-for-your-friend/pal/BFF system. Make sure you are looking out for them, their stuff, backpack, money, etc. as they do for you. NEVER BE ALONE.

- During exploration time, make sure you practice the buddy system and never stray from the boundaries indicated
- When going to a public restroom always be with your buddies. They can wait for you at the door but make sure your wing-man/girl is with you.

If You Get Lost or Hurt

This is why you need to stay with your buddy at all times.

- Stay calm
- Depending on where you are- go to a responsible adult (security person, police, etc)
- If you get separated from your groups, ask to make a toll free call and call the number indicated on the bracelet given to you
 - **855-446-8687 wait for the pause and dial 9**
- Our office will instruct you to remain where you are. We will go to you





HOW TO PLAN YOUR NEXT CLASS TRIP

Planning a class trip can be demanding, but we are here to support all organizers and make it as easy as possible! Following our step by step process will make planning a trip easy and fun. We are always here to help and answer any questions that you may have at any time. We look forward to creating a trip with you and your students in the near future! Remember while on a class trip, it should always be fun!

GO LEADERS

Safety | Energy | Smile | Fun

Our GO Leaders are on a mission of creating memorable travel experiences for students, parents and teachers.

SAFETY

Everyday starts with Safety and Security. They do the daily safety briefing and review with the group. It is our most important concern.

ENERGY & A SMILE

They engage students in the trip, bring energy and fun on each day.

TRIP MANAGER

They help you, the organizer, enjoy the trip. Managing the small and big details so you can enjoy your time with your students.

TRIP SUCCESS

9 out of 10 teachers say our GO Leaders are indispensable to the success of their trip.

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