

SI MADRID EXCHANGE – U.S. VISIT EXCURSION COORDINATOR RESPONSIBILITIES

U.S.A. LEAD COORDINATOR(s): Natalie & Philip McCorkle
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PHOTO/SLIDE SHOW COORDINATOR: Dawn Streng (dawnstreng@comcast.net)

PROGRAM CONTACT: Monique Kasmauskis (monique@imagetours.com)

Website for Excursion forms and up-dates: <http://fhnsi.imagetours.com>

Each excursion day has been assigned to at least one coordinator and at least two chaperones. The coordinators are responsible for the planning and the chaperones are responsible for execution of the excursion day. The following outlines the responsibilities of the coordinator and chaperones.

Prior to the arrival of the Liceo students - Coordinator:

- 1) Plan, coordinate, and make reservations for your excursion.
- 2) Email U.S.A. Lead Coordinators and monique@imagetours.com with any changes to the SI-Student Exchange –Michigan Excursions Template.
- 3) If you purchase items and need to be reimbursed, you will need to submit ORIGINAL receipts to Monique Kasmauskis at Image Tours, along with the completed reimbursement form prior to August 16th this year. Credit Card payments are recommended when possible because your credit card statement will serve as a backup receipt.

Several days prior and also before 5 pm the day prior to your excursion - Coordinator:

- 1) Verify times/services with supplier(s) and make sure you are prepared to make needed payments.
- 2) Check group communications documents/site to make sure information is up-to-date for your excursion. Email the U.S.A. Lead Coordinators and monique@imagetours.com with any changes to your excursion details (including your contact information, what to provide and what to bring) and make sure all participating families are informed so host parents can prepare students.

The day of the excursion – Coordinator or Lead Chaperone (Assisted by additional Chaperones/Drivers):

- 1) Call Forest Hills Transportation (616-493-8785) 30 minutes prior to scheduled start time to verify time and route (contacts: Karen McCombs/Darryl Hofstra/Ardis Tidd). Accompany the Liceo students on the bus and provide driver with instructions. Offer the driver lunch when appropriate.
- 2) Meet Liceo chaperones: At NT parking lot or specified starting location at least 15 minutes prior to the departure time of the excursion. Review the excursion plans.
- 3) On days the host family provides lunch, bring coolers (at least two) and collect lunches.
- 4) Please check that any facilities used are left in the same order as upon arrival.
- 5) Obtain a receipt for any services with costs. If you are making a payment today and do not have a check from Image Tours, pay by credit card if possible as your cc statement is a backup receipt.
- 6) At least one chaperone needs to be in charge of taking photos during the excursion and will need to **post 5 to 12 photos to** the Spain Trip Facebook page. If you are having difficulty posting these, you may email them to the U.S.A. Lead Coordinators, Slide Show Coordinator and monique@imagetours.com. It would be helpful if you post those the same night as the excursion or the next day.
- 7) As the opportunity allows, review the day (or the previous day) with the chaperones and students. Send an email to monique@imagetours.com to share these comments for future reference.
- 8) Return with the students. Give the bus driver the Thank You card. You may depart once the students have connected with their U.S. host family/transportation.