

## Group Travel Procedures

In order for our team to travel quickly, efficiently and safely, it is imperative that we stay together when heading for our destination. Within the overall team there are sub- groups. Each of these groups will have a group leader who is responsible for their group; making sure they arrive at each destination safely and on time. You will be accountable to that team leader. Please follow their instructions and do what they say.

When traveling through airports (both international and domestic)it is very important that you stay with your team. Please do not wander off to look in shops or use the restroom without letting your team leaders know where you are going. When the team is in transit at an airport, we ask that no one wander anywhere until they have reached the gate where they will be boarding their flight. At that point you may ask your leader if you can go to the shops or restrooms. The leader will give you a specific time to return. Make sure you are back by schedule time .

When the team is in international airport it is very important that everyone listen to instructions. A team will go through customs transfer terminals and in some cases be taken by bus or train to claim baggage . It is imperative that you stick close to your team leader. Please know at all times the carrier you are flying, the flight number and the destination to which you are going. Please be aware of all the connecting cities that you will be traveling through. **Should you get lost in an airport, immediately go to the white courtesy phone and page your team leader. If you cannot find this phone, go to airline or airport personnel and ask them to help you page team leader .**

On some occasions during the trip you will be traveling in buses, vans and cars. Be very careful to listen to instructions. Stick close together when using these modes of transportation.