<link rel="stylesheet" href="//code.jquery.com/ui/1.10.4/themes/smoothness/jquery-ui.css">

<script src="//code.jquery.com/jquery-1.10.2.js"></script>

<script src="//code.jquery.com/ui/1.10.4/jquery-ui.js"></script>

<script>

$(function() {

$( ".accordion" ).accordion();

$(".accordion").accordion({ header: "h3", collapsible: true, active: false ,heightStyle: "content" });

});

</script>

<h1><font color="white">Tell me about being an Organizer.</h1></font>

<br>

<br>

<div class="accordion">

<h3>Who is the Organizer?</h3>

<div>

<p>The Organizer is the person with whom we communicate about the program. This person is often a teacher or school administrator, but can also be another school staff person or a volunteer parent.

</p>

</div>

<h3>What does the Organizer do?</h3>

<div>

<ol>

<li>The Organizer works with us in deciding which program will be offered, the dates of the

program, etc.

</li>

<li>The Organizer also appoints chaperones. These chaperones can be teachers, school staff, or

parents. Each chaperone is typically responsibility for a certain number of students.

</li>

<li>Organizers promote the trip using suggestions and tools provided by Students on Tour.</li>

<li>While on location, the Organizer helps with decisions if and when they need to be made and, of

course, aids in supervision and discipline.

</li>

</ol>

</div>

<h3>What support does the Organizer receive from Students on Tour?</h3>

<div>

<ol>

<li>Students on Tour manages the money. Our accounting department works directly with each

family.

</li>

<li>Students on Tour and its sister company use a client trust account administered by an

independent firm of Certified Public Accountants for the protection of your money. Other

student tour providers have trust accounts to be sure, but they are self-administered. In other

words, the tour provider can access your money; Students on Tour does not. Your money is

safely in the hands of the independent CPAs who pay the bills and only pay Students on Tour

after your trip is over.

</li>

<li>During the program, our Education Program Leaders (EPL) are with your group 24 hours a day

from the time you arrive on location until you are on your way home. The EPL take cares of all

arrangements, provides teaching throughout the program, and in general runs the trip.

</li>

<li>We provide through-the- night hall security guards who will watch over your group at the

hotel(s).

</li>

</ol>

</div>

<h3>I am the group Organizer. Is there a way to have my registration costs reduced?</h3>

<div>

<p>Yes! With enough paying participants, your registration can be complimentary. You may also be able to

offer complimentary registration to chaperones as well. Our Reservations Department can assist you

with this planning. Generally speaking,

</p>

<ol>

<li>For east coast programs that travel by motorcoach, one complimentary participant is earned for

every fifteen (15) paid participants.

</li>

<li>For west coast programs that travel by motorcoach, one complimentary participant is earned for

every twenty (20) paid participants.

</li>

<li>For programs that travel by air, one complimentary participant is earned for every ten (10) paid

participants.

</li>

</ol>

</div>

<h3>When is the best time to “book” my Education Program?</h3>

<div>

<p>Most groups book their programs a year in advance. The earlier the program is booked, the more time

families have to make monthly payments.

</p>

</div>

<h3>When is the best time of the year to travel?</h3>

<div>

<p>The majority of schools schedule their programs during regular school time. April and May are the most

popular months, along with the time around spring break, which changes year-to- year.

<br>

<br>

More schools at taking notice of the advantages of traveling during off-season times including January,

February, and autumn. During these times there are shorter lines and fewer crowds. About ten percent

of schools travel during summer break.

</p>

</div>

<h3>How is the itinerary designed?</h3>

<div>

<p>Our Itinerary Specialists will develop an itinerary that reflects the best learning opportunities for the

cities you choose to visit and the length of the overall program. They also take into consideration

attractions and sites that will enhance learning objectives you may have for your group.

</p>

</div>

<h3>Who leads Students on Tour education programs?</h3>

<div>

<p>Students on Tour has an exclusive staff of trained and licensed Education Program Leaders (EPL). They

are selected based on their background, education, personality attributes, and experience with young

people.

</p>

</div>

<h3>Are your Education Program Leaders screened?</h3>

<div>

<p>Yes. All Students on Tour Education Program Leaders go through background checks and are also

licensed by the District of Columbia.

</p>

</div>

<h3>What about chaperones?</h3>

<div>

<p>Many attractions and sites require students to be accompanied by a chaperone. A general guideline is

to plan to have at least one adult chaperone for every ten students.

<br>

<br>

Our Education Programs are set up to have one complimentary participant for every

<ol>

<li>Ten (10) paid participants, if traveling by air</li>

<li>Fifteen (15) paid participants, if traveling by motorcoach to the East Coast</li>

<li>Twenty (20) paid participants, if traveling by motorcoach to the West Coast</li>

</ol>

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<br>

Organizers often offer these complimentary spots to chaperones.</p>

</div>

<h3>How many participants are needed in order to be considered a group?</h3>

<div>

<p>The travel industry requires at least ten people to be considered a group. Yet there is a significant cost –

benefit to having a larger group. An ideal group size is at least 35 people.

<br>

<br>

For smaller groups there are two options:

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<li>Consider joining one of our open tours (if available)</li>

<li>Consider “matching” with another small group (if available)</li>

</ol>

</p>

</div>

<h3>Is there a maximum number of participants allowed?</h3>

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<p>No—there is no upper limit! We have worked with groups of over 450 participants and very routinely

work with groups of 200+ participants. These groups are divided into motorcoach &quot;teams&quot; and each

team has its own Students on Tour Program Leader.

</p>

</div>

<h3>Who can we invite to join our education program?</h3>

<div>

<p>That&#39;s up to you. Many schools focus on one particular grade, while others offer the program to the

entire school. Some invite parents and other family or community members, while others limit the

program to only students and teachers.

</p>

</div>

<h3>Is it a good idea to mix grade levels?</h3>

<div>

<p>It is not unusual for schools to combine two grades. There are unique challenges with a greater grade

span, yet it certainly can be done.

</p>

</div>

<h3>Does Students on Tour provide behavior guidelines, dress codes, etc. for the education program?</h3>

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<p>Yes, the details are listed during the registration process and presented again on the first day of the

program. In addition, any rule that would apply at the participant’s school is automatically included

within the understood guidelines and rules of the tour.

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<br>

Here are a few examples of what Students on Tour includes in our list of guidelines:

<ol>

<li>Possession of alcohol, non-prescribed drugs, or tobacco by students is prohibited</li>

<li>No clothing showing, referring to, stating, or implying anything to do with alcohol, drugs, profanity, or sex is allowed</li>

<li>No clothing referring to or picturing any musical group or individual is allowed</li>

<li>Very baggy clothing or revealing clothing is not allowed</li>

<li>Finally, any clothing thought objectionable by the trip Organizer or your Students on Tour Education Program Leader will not be allowed</li>

</ol>

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<br>

Students on Tour and/or the Organizer of this tour reserves the right to send home any participant, at their expense, whose behavior interferes with the enjoyment or safety of the other participants or who violates stated guidelines or rules which are presented during the registration process.</p>

</div>

<h3>What are some of the safety procedures used by Students on Tour?</h3>

<div>

<p>Students on Tour recognizes safety as our highest priority. The following are a few of the procedures we have in place:</p>

<ol>

<li>Students on Tour uses established and vetted motorcoach vendors, hotels, restaurants, and attractions.</li>

<li>We also follow all established federal guidelines outlined for motorcoach operators.</li>

<li>Each participant is provided with a program badge and lanyard to wear throughout the tour. This badge is preprinted with the Students on Tour 24-hour toll-free emergency hotline number that participants or first responders can use to contact our office in cases of emergency.</li>

<li>Students are not allowed to be without adult supervision.</li>

<li>At hotels, through-the- night hall monitor security is provided via bonded and licensed operators.</li>

<li>Hotel orientation is given to review stairs location and evacuation procedures.</li>

</ol>

</div>

<h3>What type of transportation is used on Students on Tour Education Programs?</h3>

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<p>Students on Tour uses newer model motorcoaches that meet all federal transportation guidelines. These deluxe motorcoaches are equipped with large windows, comfortable upholstered seating, a restroom, air conditioning, and a public address system. Most also include WIFI and electric outlets.

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For groups using air transportation, our Travel Coordinator diligently shops for tickets that will take into account both the group’s budget and schedule.</p>

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<h3>What are the hotels like?</h3>

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<p>Students on Tour uses several tiers of hotel properties. For groups choosing to stay in downtown locations, we use hotels such as Hyatt, Embassy Suites, Holiday Inn, etc.

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<br>

For groups wishing to economize, we use nice suburban properties such as Hyatt Place, Holiday Inn Express, Country Inn and Suites, etc.

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<br>

We choose properties that are in safe locations and are clean with up-to- date modeling.</p>

</div>

<h3>How many participants are assigned to each hotel room?</h3>

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<p>Typically there are either two adults or four students in each room. Generally speaking, every room will have two large beds. Adult couples and single occupancy participants may have a single king-sized bed.

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The Organizer determines room assignments.</p>

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<h3>Tell me about the meals that will be included.</h3>

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<p>Breakfasts are typically provided by the hotel.

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<br>

Because lunches are usually at the participant&#39;s expense (not included in the price of the program), they take place in areas that offers various options (food court, cafeteria, town square).

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<br>

Dinners are hot meals that may be served as a buffet or a plated meal. There are always a variety of choices, including vegetarian and gluten-free options.

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</div>

<h3>What if someone in my group has a serious food allergy?</h3>

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<p>While Students on Tour takes a number of steps to accommodate food requirements and dietary restrictions, it is impossible for us to <em>guarantee</em> specific food availability or uniquely-prepared foods for those with special dietary needs.

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<br>

For those children who have serious food allergies or complex food requirements, we encourage parents to include snacks and extra meal money to purchase specially-prepared foods. An adult participant will be expected to be able to accommodate for their own special dietary food requirements while on the program.

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<br>

The Organizer should be informed of any special dietary needs and, if necessary, share information with Students on Tour.

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Students on Tour will not be able to provide a list of eating establishments prior to program departure.</p>

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<h3>I have a student who is physically disabled, are they able to join the program?</h3>

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<p>Yes, Students on Tour follows all ADA guidelines. For example, if a student requires a wheelchair lift on the motorcoach, we will arrange for that.

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During the registration process, there is a place to indicate the need for a special service.

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</div>

<h3>How are payments made?</h3>

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<p>Both registration and payments are completed online. Payments can be made by Visa, MasterCard, Discover cards or by PayPal. Checks and money orders are also accepted.

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<br>

The deposit is paid upon registration. The remaining program cost is divided into two approximately equal payments: one to be paid ninety (90) days prior to trip departure and another at sixty (60) days prior to trip departure. Scheduled payments need to be made on time in order to avoid a late charge. Participants can make additional payments any time as long the scheduled payments are up-to-date.

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<br>

Except for the deposit, which is never more than ten percent of the tour price, the payments are made payable directly to Students on Tour&#39;s Client Trust Account, an FDIC-insured client trust account administered by an independent firm of Certified Public Accountants.

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<br>

\*In California, all payments, including the deposit, go directly to Students on Tour&#39;s Client Trust.</p>

</div>

<h3>Does Students on Tour provide any pre-program education materials?</h3>

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<p>Absolutely. A Students on Tour Explorer Workbook is provided for each student participant.</p>

</div>

<h3>What if medical assistance is needed while we are on a Student on Tour program?</h3>

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<p>In the event of an emergency, 911 is always be contacted. For non-emergency situations, we utilize other healthcare options, such as the following:

<ol>

<li>Inn-House Doctor: We partner with Inn-House Doctor, a company that provides top-level medical care in the comfort and convenience of the home, workplace, or hotel room on a 24-hour, 7-days- a-week basis.

<br>

<br>

This service is utilized via an on-call number. A physician returns the call within 15 minutes to provide the necessary pre-assessment and service plan. A licensed physician from one of the finest local hospitals then provides high-level, on-site care, as needed, in the comfort of your own hotel room.

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<br>

If this service is needed for a student who does not have a parent on the tour, Inn-House Doctor would contact the parent via telephone to receive parental consent, which is similar to how the situation would be addressed in a hospital.

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<br>

Charges vary based on services performed; there is a minimum charge of $400. Inn-House Doctor only accepts credit card payment. They do provide the paperwork needed to submit to insurance companies. Again, for those students who do not have a parent on the tour, Inn-House Doctor will work with parents via telephone regarding these matters.

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<br>

It is good to know that Inn-House Doctor will address any follow-up questions from primary physicians in order to maintain continuity of care for any patient who they see. This service is available in the Washington DC, Philadelphia, and Boston areas.

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<li>Minute Clinics: There are a number of CVS drugstores in Washington, DC, Virginia, and New Jersey that include Minute Clinics.</li>

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</div>

<h3>Can individuals register after the deadline?</h3>

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<p>When registration and payment dates have passed, an individual will be considered a late registrant. While we will do everything we can to secure space on the program, please keep the following in mind:

<ol>

<li>If airline seats have already been ticketed/released, we may not be able to secure an additional airline ticket with the group, or the ticket price may be higher (possibly considerably higher) than what was secured for the group. Consequently, there may be an additional fee for the airline ticket, and it is possible that late registrants will not fly with the group.</li>

<li>Tickets for some venues may no longer be available (e.g. Broadway, museums, etc.). At high volume times of the year especially, tickets sell out months prior. If we cannot secure a ticket for an event with the group, we will do our best to accommodate an alternative, but it may not be possible.</li>

<li>If hotel space has been released, it is likely that additional rooms will not be available. As the Organizer, you will have to decide regarding the possibility of housing late registrants in the existing group space.</li>

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Education Programs close to additional participants 15 days prior to departure.</p>

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<h3>What is Students on Tour’s cancellation policy?</h3>

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<p>Students on Tour has one of the most lenient cancellation policies in the industry!

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As each participant registers for the trip, they make a deposit equal to ten percent of the student quad occupancy price. This deposit is non-refundable and non-transferable.

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<br>

Participants cancelling at any time will be charged the amount of the deposit plus the amount of any non-refundable purchases that have already been made on their behalf (e.g. airline tickets, Broadway show tickets, or other non-refundable attractions). If no non-refundable purchases have yet been made on their behalf at the time of their cancellation, they will receive a full refund minus the deposit. Participants who cancel within 50 days of trip departure will be charged 1 ½ times the deposit and any non-refundable purchases made on their behalf.

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<br>

Anyone cancelling within eight (8) days of trip departure will not receive a refund on their investment. Our Reservations Department will evaluate each situation as needed.

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