



# AMBASSADOR LEADERS STUDENT TRAVEL TIP SHEET



## BEFORE DEPARTING

- ✓ **Make sure your parents have a copy of this sheet.**
- ✓ Ensure that you have all of your Ambassador Leaders documents including your assignments, name badge, and lanyard.
- ✓ Check that you have your boarding pass and identification.
- ✓ Bring money in case you need something during your travels.

### **If you are purchasing the unaccompanied minor (UAM) service:**

- ✓ Review current TSA guidelines on [www.tsa.gov](http://www.tsa.gov).
- ✓ Confirm that you are traveling as an unaccompanied minor (UAM). If this service is purchased, contact your airline directly and inform the Ambassador Leaders program office upon confirmation.
- ✓ UAM fees vary by airline and are required on both outbound and return flights. Check with your airline prior to departure regarding payment for this service. Please ensure that you have enough money on hand to pay for the UAM service and baggage fees on your return flight. You may also check with the airline to see if you can pay these fees up-front.
- ✓ Wear all UAM credentials provided by the airline throughout the flight.
- ✓ Feel free to ask the flight attendants any questions you may have about the boarding and disembarking procedures.



## DURING YOUR TRAVEL

- ✓ Drink plenty of water.
- ✓ Bring a snack.
- ✓ Bring a book or magazine, for the airport and plane ride.
- ✓ Feel free to ask the airline staff if you need any clarification or directions.
- ✓ Contact the program office at 509.396.5551 if your flight is delayed or canceled.



## UPON ARRIVAL

- ✓ For non-UAMs, exit the airplane and follow the signs to the Baggage Claim area.
- ✓ Collect your baggage and make your way to the **designated meet up location**. Check in with an Ambassador Leaders' representative who will be wearing an Ambassador Leaders navy t-shirt and green lanyard.

### **If you are traveling as a UAM, remember this is a paid service through the airline:**

- ✓ You must be accompanied by airline personnel or an Ambassador Leaders representative at all times.
- ✓ Wait to be escorted off the airplane by a gate agent.
- ✓ An Ambassador Leaders' representative will be waiting at the gate to receive you. The approved representative is required to sign a form confirming that he or she has received you.
- ✓ Do not leave the gate before making contact with the authorized Ambassador Leaders' representative.



## RETURNING HOME

- ✓ If you purchased the Airport Pickup and Drop-off Service, you will be transported in a group to the airport. Make sure you are greeted by an Ambassador Leaders' representative at your terminal. Do not exit the vehicle unless there is a representative present.
- ✓ Make sure to examine all of your baggage and personal belongings so you don't leave anything behind.
- ✓ If you did not purchase the unaccompanied minor service, you may check-in on your own. Make sure you have enough money to pay any baggage fees.
- ✓ Remember, TSA guidelines limit the amount of each carry-on liquid, gel, and aerosol to 3.4 oz. or smaller containers that will fit in **one** quart-sized bag.
- ✓ At the gate, listen for flight announcements in case there are changes to your flight.
- ✓ Call your parents and keep them updated should any of your flight information change.

### **If you purchased the unaccompanied minor (UAM) service:**

- ✓ An Ambassador Leaders' representative will escort you to the check-in counter from the curb.

## WHAT IF?

### **Q: What if I lose my boarding pass?**

**A:** If you have not gone through security, return to the check-in counter and ask the airline staff to print another copy for you. If you are already through security, proceed to your designated gate and ask the airline staff to print you another copy.

### **Q: What if I miss my flight or a connecting flight?**

**A:** Proceed to the nearest ticket counter for your airline and ask for assistance. Tell them you have missed your flight and would like help in booking another flight. Call your parents and the Ambassador Leaders program office at 509.396.5551 to inform us of the change. This phone number is on the back of your name badge.

### **Q: What if my flight is delayed?**

**A:** If your flight is delayed less than one hour, it is not necessary to call anyone. The Ambassador Leaders' representative in your arrival city is tracking your flight and will make sure to greet you upon arrival. If your flight is delayed more than one hour, please call 509.396.5551 and notify the program office, then call and inform your parents of this delay.

### **Q: What if my flight is canceled?**

**A:** Proceed to the ticket counter and ask the airline staff to assist you in changing your flight. Then please call 509.396.5551 and notify the Ambassador Leaders program office of your flight cancellation and new flight information. Call your parents as well to let them know you are okay.

### **Q: What if I arrive in my host city and do not see an Ambassador Leaders representative?**

**A:** Call 509.396.5551, and the program office representative will make sure you are connected with your designated meet-and-greet staff as quickly as possible.

### **Q: What if I have not paid for my UAM status or baggage fees?**

**A:** Please tell your Ambassador Leaders' representative. He or she will help you get in touch with your parents and work out the issue with the airline.

### **Q: What if I can't find my baggage?**

**A:** Alert the representative who greeted you that your baggage is lost. He or she will assist you in reporting the missing baggage to the airline and having it delivered to your accommodations.