

# Fellowship Travel: Study/Volunteer Abroad Travel Specialists

*Your One-Stop Travel Shop  
That's Right Around the Corner!*



[www.fellowship.com](http://www.fellowship.com)



# Health & Safety Tips

## #1: Smart Traveler Enrollment Program (STEP)

It's important to stay informed about what's happening in your destination. Events over the past few years have shown us that you never know when a travel advisory may be issued. Make sure to check with the state department before you travel to see if there are any warnings in affect.

We recommend registering U.S. passport holders with the Department of State's Smart Traveler Enrollment Program (STEP). STEP allows you to enter information about your upcoming trip abroad so that they can send you updates regarding the status of your destination. <https://step.state.gov>

Note: If you have group members that are not U.S. passport holders, they will need to register with their home country.

Also, make sure you know where the embassy or consulate is located. Don't forget embassies for non-US citizens.



# Health & Safety Tips

## #2: Protect Your Travel Documents

All travelers should pack a color copy of their ID page of their passport & all credit cards. Make sure to keep them separate from the real ones. Tip: Scan your passport & credit cards (front & back) & email them yourself.

Make sure that all members of the group store their passports in the hotel safe to minimize opportunity for loss.

## #3: Vaccinations

You will also want to check with the Center for Disease Control three to four months before your trip. This will give everyone in your group ample time to get the recommended vaccinations.



# Health & Safety Tips

## #4: Thieves & Pickpockets

Unfortunately, thieves prey on travelers in cities around the globe. They often look for Americans believing many are rich.

**Be aware:** They strike while the traveler is focused on something else. Look out for gypsy kids & people who seem out of place, like individuals holding cameras, but never taking pictures. Make sure bags are zipped & your arm & hand are holding it securely; hidden pockets (on your body) are best for money & passports.

**Be on guard in heavy crowds:** Pickpockets gravitate toward crowds – in subways or even museums these days. When people are being jostled by crowds, they're less likely to notice "the lift."

**Be savvy:** Never keep all your money or credit cards in one place. That way, if something's stolen, you won't be completely stuck.

Never leave your bags unattended (hung on the bathroom door, on the ground at a pay phone, etc.)



# Health & Safety Tips

## #5: Have a Plan

Make sure every knows what to do in case of emergency, including: the location of the nearest fire exit, where to meet up, the buddy system, how to contact you or another leader, etc.

It's also good to check that everyone has a map of the area, a list of key phrases in the native language & a business card with the name & address of where you're staying.

**Note:** Most hotels have an on-call physician available for their guests.



# Before You Go

There are a million suggestions we could give you, but here are the top 10. You can visit our web site [www.fellowship.com](http://www.fellowship.com) for more ideas.

## #1: CHECK YOUR NAMES!

Airlines require that the name on the ticket match the traveler's passport exactly. Avoid last-minute delays by making sure these are correct at the start of the process.

## #2: Travel Documents

Make sure you have the necessary visas (remember to double check for anyone not holding a US passport) & that everyone is holding a passport that will be valid 6 months after travel & have enough pages available.

## #3: Travel Insurance Information

Make sure you have the phone number & policy number of your travel insurance. If you have an emergency, you'll need to have that information handy.

## #4: International Cell Phones

Most carriers don't work outside the US. Make sure your students are able to keep in touch with you & family at home.



# Before You Go

## #5: Laws & Customs

We also suggest doing some research about the laws & customs of the country you're visiting. We've all heard the stories about people who've traveled to foreign countries & been thrown in jail for breaking a law they didn't even know existed. Now, that's an extreme case, but no one wants to see the more common scenario either – making a faux pas & insulting a citizen of your host country. (Nixon's peace sign didn't mean that to everyone.)

Research on things like jaywalking, hand gestures, tipping, appropriate attire, etc. could be invaluable for your students.

## #6: Re-check Baggage Restrictions

Airlines are frequently changing their baggage policies. Make sure your group knows how many bags they are allowed & their size/weight limit, so you don't get hit with last-minute fees.

## #7: Confirm Your Flights

Check your tickets & re-confirm your flights before you go to be sure your itinerary hasn't changed. Some airlines require advance check-in for both the outbound & return flights.



# Before You Go

## #8: Anything Can Happen ... Be Prepared

Make sure you bring along extra money for things like airport departure taxes that aren't included in your ticket cost. It's also good to pack a first aid kit (tums, gum, etc.). And, remind your group to pack prescriptions, a change of clothes & anything valuable in their carry on.

## #9: Arrive Early!

I'll say it again. Anything can happen when you're traveling with a group.

## #10: Make Sure You Have Emergency Numbers

Does your agency have a 24-hour emergency help line? If your group has a flight cancellation, forced overnight, or other issue, you'll want an experienced agent standing by to be your advocate with the airline.

You'll also want to make sure you give your agent puts your contact info into the record so the airline will be responsible for contacting you if there's a change in the schedule.



# Can We Help?

## Who We Are

- FTI was founded more than 30 years ago, specifically to assist non-profit organizations (educational & humanitarian).
- Over the years, the company's size & expertise have expanded. FTI specializes in various types of group travel, including:
  - Short-term study abroad
  - Volunteer travel
  - Service learning
  - Faculty, alumni, & student tours



# FTI's a One-Stop Shop

## Services include:

- ✓ Air transportation
- ✓ Study abroad tours
- ✓ Service learning/volunteer packages
- ✓ Stopovers in connecting cities for international flights
- ✓ Transfers, accommodations & meals
- ✓ 24-hour emergency assistance
- ✓ International calling & WiFi
- ✓ Online tools (Booking Engine & GFC)
- ✓ Printed brochures to help promote your trip



# Questions?

For more information on our travel packages & services, visit us at [www.fellowship.com](http://www.fellowship.com) or check us out on YouTube & Facebook!

