

Planning Tips for your Student Tour:



FAQs

When should I start planning my tour?

- **12-18 months in advance** allows for the best options for airfare, flight schedules and accommodations
- **6-9 months** to plan & promote a tour to students
- Early planning allows your students time to earn money for the tour through fundraising and part-time jobs

When is the best time to depart?

- **When are your students available?** Plan your departure date around sports, activities, or other trips
- **Airfare to Europe is more expensive in the summer** than in the spring
- Typically, **flights to Costa Rica are more expensive in the spring** than the summer
- Plan your departure date to allow for:
 - Make-up instructional days due to snow-day closures, etc.
 - Differences in school calendars if you choose to open your tour for other schools to join

Do I have enough participants?

- We generally begin pricing tours with **15+** paying participants, however there are many variables involved in pricing a tour
 - Tours with fewer paying participants are possible, but **costs increase as participant numbers decrease** – see suggestions on the reverse side
- A minimum of **10 people flying together is required** to secure a group air contract

How can I keep my student tour affordable?

- **Leading your own tour**, (if you are willing and able) can save a considerable amount of money, especially if your group is small
- **Utilizing public transportation & visiting fewer cities** in lieu of long drives in private coaches cuts down on costs
- Taking the **minimum number of chaperones** required by your district
- **Dinners served at the hotel** or youth hostels are more economical than eating at local restaurants every night

What are my options for a Family Stay?

- If you or your school has a connection with another school in-country (such as **GAPP exchange**), this is by far the most affordable way to arrange lodging with families
- **CETA can offer family stay arrangements** for teachers who do not have family stay contacts of their own. Availability and cost depends on destination – contact CETA for details

How can I attract more students?

- **Survey parents & students** to gauge what their expectations are for price & length of tour
- Be aware of other tours being offered by other teachers at your school
 - Your itinerary or **unique experience** may help recruit students who are forced to choose between 2+ competing trips
- **Keep parents and students informed** of the planning process, even in the earliest stages before price and dates have been finalized
- **Plan and advertise your sign-up meeting** well in advance for maximum attendance by both parents & students
- **Invite colleagues from another district** and their students to attend the sign-up meeting or promote the tour in their classrooms
- Share student comments, photos, or videos from previous trips. **Invite former student travelers** to speak about their experience at your sign-up meeting

