



**PARK AVENUE**

*Formerly Bokoff Kaplan Travel*

456 West Main Street

Norwich, CT 06360

800-888-5275

rotary@bokoffkaplan.com



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*Formerly Bokoff Kaplan Travel*

# ABOUT OUR AGENCY AND THE ROTARY DEPARTMENT

- Over 65 years in the travel industry
- Full-service agency offering leisure, corporate, group and meeting travel services
- Over 30 years arranging Rotary Youth Exchange travel and documentation
- Three full-time agents dedicated to Rotary Students and their parents



# SERVICES PROVIDED TO ROTARY STUDENTS

- Step-by-step, easy to follow instructions for completing visa or residency permit documents
- Air tickets that meet Rotary requirements
- Toll free number for students and parents to receive advice and ask questions
- Extended hours of operation during the summer months



# HOW TO REGISTER



- Go to our website:  
[www.bokoffkaplan.com](http://www.bokoffkaplan.com)
- Click on the tab for “Youth Exchange”
- Click on the link for “Registration”

# WHAT IS A VISA?



A visa is official permission from a foreign government to enter that country and stay for a specified period of time

- Requirements vary country by country and consulate by consulate
- Consulates have the ability to change visa requirements and fees at any time
- Send us documents as you complete them



# PERSONAL APPEARANCE

VS.

## APPLICATIONS ACCEPTED BY MAIL

### PERSONAL APPEARANCE

- Student sends photocopies of ALL documents by fax or email
- Once agent reviews, student is sent info for setting appointment/going to Consulate
- Under 18 must be accompanied by adult
- May be requested any time

### APPLICATIONS BY MAIL

- Student sends ORIGINALS of ALL documents, including passport by courier
- Once agent reviews, documents are sent to the appropriate Consulate
- Agent will notify student of any problems or when visa is approved and received back

# RECEIVING DOCUMENTS ONLINE

- Email with individual username and password will be sent after student registers online
- CHECK YOUR ACCOUNT OFTEN FOR UPDATES



## Student Home Page.

For questions or information on our student travel program contact Sheila at 860-886-0511 x108

### Your Registration

First Name Sheila

Last Name Lorson

Email sheila.tedandmax@gmail.com


Address 456 West Main St

City Norwich

State Connecticut



### Your Messages

Status	Message	My Read Date	Comments			
 Read, See comments for additional actions.		12/30/2010 7:57 AM	<table><thead><tr><th><u>Posted By</u></th><th><u>Comment</u></th><th><u>Posted Date - Time</u></th></tr></thead></table>	<u>Posted By</u>	<u>Comment</u>	<u>Posted Date - Time</u>
<u>Posted By</u>	<u>Comment</u>	<u>Posted Date - Time</u>				

Internet



100%

## Student Message Page.



### The Message

#### Your Downloads

ARG\_MIA\_ALL\_AGES\_10.pdf

Message Date 12/30/2010

### Comments

   0  of 0   0 Items 10  /Page Go

Member

Comment

Comment Date Time

### Send a Comment to your agent.

Comment

# COMPLETING DOCUMENTS

- Read through everything before beginning to fill out any papers
- Use your full name as it appears on your passport
- Pay close attention to samples



# DOCUMENTS

- Some documents will require notarization; if you do not know a notary public look for one in the yellow pages ([www.yellowpages.com](http://www.yellowpages.com))
- If biological parents do not reside together, two separate forms may be completed and notarized separately
- Many (but not all) Consulates require submission of the applicants birth certificate **WITH A RAISED SEAL**. If you only have one original birth certificate it is a good idea to get another certified copy now ([www.vitalchek.com](http://www.vitalchek.com))

- Sign all documents in blue ink
- Print out a copy of all documents you complete to keep at home
- Use your document checklist



# ADHERE TO DEADLINES!



# PASSPORT

- ALL students will need a valid passport in order to travel
- Must be valid for at least 6 months from your expected date of return
- Sign full name in blue or black ink only

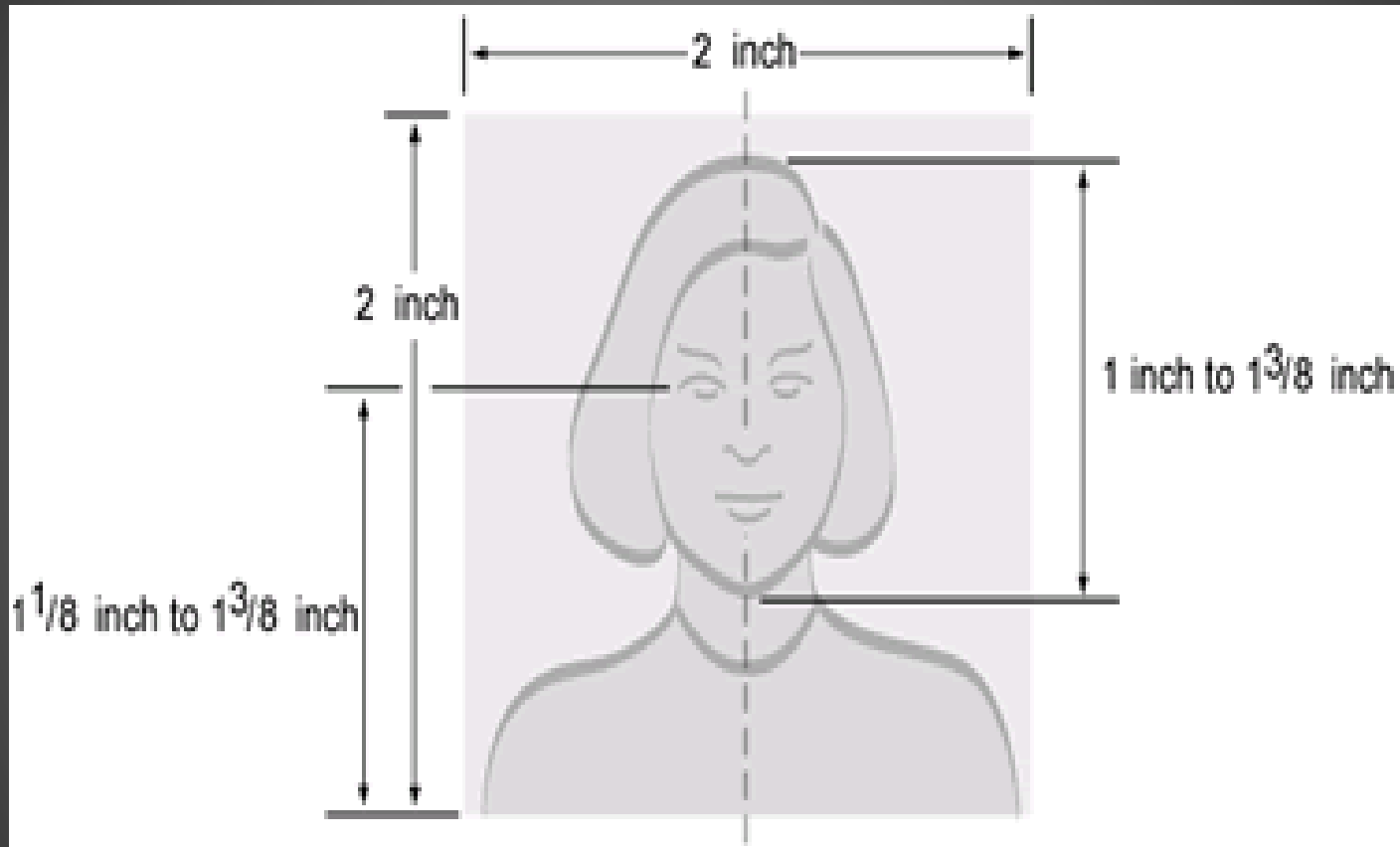


# PASSPORTS



- Parents should have a valid passport in case an emergency arises
- Always send passports through traceable mail

# VISA APPLICATION PHOTOS



# APPLICATION PHOTOS (PASSPORT SIZE & QUALITY)

- Do NOT submit your own digital photos
- Do NOT submit class photos, family photos, snapshots or other “personal” photographs
- Save yourself (and us) time and go to a local drugstore, WalMart, or other retail location that takes PROFESSIONAL PASSPORT PHOTOS



# ACCEPTABLE PHOTOS

# NON-ACCEPTABLE PHOTOS



# ROTARY GUARANTEE FORM

- Your official acceptance from your host country
- This is NOT your visa application form
- Sent from the host country to Rotary in the US
- Do NOT wait for this form to arrive before sending us your other documents

Applicant Name			
<b>(D) HOST CLUB AND DISTRICT GUARANTEE</b>			
The Rotary Club of _____ will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance in the amount of US\$ _____ District _____ agrees to ensure adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.		Name of Club	Club ID #
		District #	
Club President Name		Signature	
Date (e.g., 01/Jan/2006)		Home Phone	
E-mail		E-mail	
Club Secretary <input type="checkbox"/> / YEO <input type="checkbox"/> Name	Signature	District Chair Name	Signature
Date (e.g., 01/Jan/2006)	Home Phone	Date (e.g., 01/Jan/2006)	Home Phone
E-mail	E-mail	E-mail	E-mail
<b>(E) HOST CLUB COUNSELOR (required)</b>			
Name		Address — Street	
City	State/Province	Postal Code	Country
Home Phone	Mobile Phone	Fax	E-mail
<b>(F) SCHOOLING GUARANTEE</b>			
<i>(To be completed by the school the applicant will attend in host country) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.</i>		Name of School	Date School Starts
Affix School's Stamp or Official Seal		Address — Street	
		City	State/Province
		Postal Code	Country
		Phone	Fax
		E-mail	
Name of School Official	Title/Position	Signature	Date (e.g., 01/Jan/2006)
<b>(G) FIRST HOST FAMILY (required)</b>			
Name of Host Father	Name of Host Mother	Name(s) and Ages of Other Adult(s) in Home	
Address — Street			
City	State/Province	Postal Code	Country
Home Phone	Mobile Phone	Fax	E-mail

Student: Please submit this form with the rest of the completed application to your local Rotary club or district. Your information will be shared with Rotary International. It will only be used for official RI business and not sold to or shared with third parties, unless required by law to be released.

Rotary district clubs: Please mail completed Guarantee Form to the address below.

Youth Exchange  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA

Rotary Youth Exchange Program: Guarantee -2-

# AIRLINE TICKETS

- Round trip
- Valid for one year
- Returns will changeable with one free date change. Any further changes will result in a change fee.



# ITINERARIES

- Expect longer layovers
- Airlines determine the routing
- If a group departure is available to host country, agent will always fit student's schedule to meet others traveling on same day/to final destination

# TRAVEL INFORMATION

- Itinerary and fare rules will arrive via e-mail shortly after visa or other travel documents have been received or their arrival has been guaranteed
- Read fare rules CAREFULLY and ask questions BEFORE signing and returning



# DEPARTURE PACKETS



- *Can* arrive up to one day prior to departure depending on the timeliness of receipt of documents
- Contents will include passport, baggage tags, itinerary, packing, travel and security information

# CHECK-IN BAGS

- 1 Bag at 50 pounds, 62 inches; 2<sup>nd</sup> bag at cost
- Overweight bags and additional pieces of luggage will cost extra
- Smaller US domestic and foreign planes and carriers may have different requirements



# CHECK-IN BAGS

AIRLINES RESERVE  
THE RIGHT TO  
CHANGE BAGGAGE  
ALLOWANCES AND  
FEES AT ANY TIME!



# CARRY-ON BAGS



- One per passenger plus one “personal item”
- Typical carry-on baggage allowance ranges from 26-40 lbs and no larger than 45 linear inches.

# HOW TO PACK

- Make a list and stick to it
- Leave valuable or sentimental items home
- Pack comfortable, loose fitting clothes that match the weather and climate of your host city/country
- DO NOT PACK TOO MUCH!!!!



# IN YOUR CARRY-ON, YOU SHOULD HAVE....

- Host family and chairman's telephone number
- Prescription medications
- Toothbrush and a change of clothing

# It's time to go! Are you really a RYE-Florida Exchange Student?

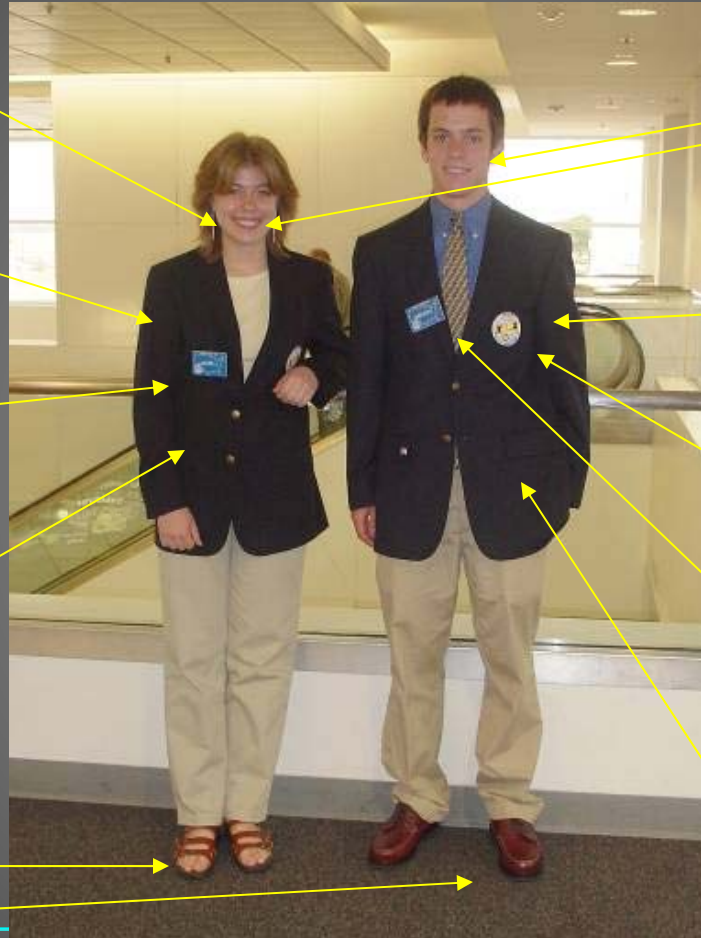
Speaks the language better than expected

Neat and appropriately dressed for best first impressions

Name badge shows that she belongs to a very exclusive group

Business cards in her pocket

Shoes! (Not sneakers or flip-flops)



Confident Rotary smiles

Rotary Blazer – it's the official uniform, with perks and privileges

Rotary Youth Exchange patch, to identify the wearer and the brand

Yes, that's a tie. And it will be on him in airports and upon his arrival

Host family and counselor contact information in his pocket

# 3-1-1 for Carry-Ons

Play Your Part →

3

**3 ounce or smaller containers of liquid or gel**

More than 3 ounces permitted in checked baggage

Container size is a security measure



1

**1 quart-size, clear plastic, zip-top bag holding 3 ounce or smaller containers**

Bag limits total volume per person



1

**1 bag per traveler placed in the security bin**

Isolating liquids speeds screening



# KEEP IMPORTANT ITEMS WITH YOU AT ALL TIMES!

- PASSPORT
- BOARDING PASSES
- CASH
- CREDIT / DEBIT  
CARDS
- PHONE CARD



# CHECK-IN AT AIRPORT

- Plan to check in 3 hours prior to flight
- Be sure baggage tags are completed with HOST families address
- Do NOT lock your suitcases for check in

# WEAR YOUR ROTARY BLAZER WHILE IN ANY AND ALL AIRPORTS

- It will help other Rotary students and your host family recognize you
- Customs and Immigration officials will know what you are doing in their country



# SECURITY INFORMATION

- All bags are subject to inspection
- Do not carry sharp objects such as scissors, pocketknives, or metal fingernail files in your carry on bags
- No inappropriate remarks regarding bombings, weapons or hijackings will be tolerated



# WHAT TO DO IF YOU MISS YOUR PLANE



- Remain calm and polite
- Ask to be booked on the next available flight
- Contact parents

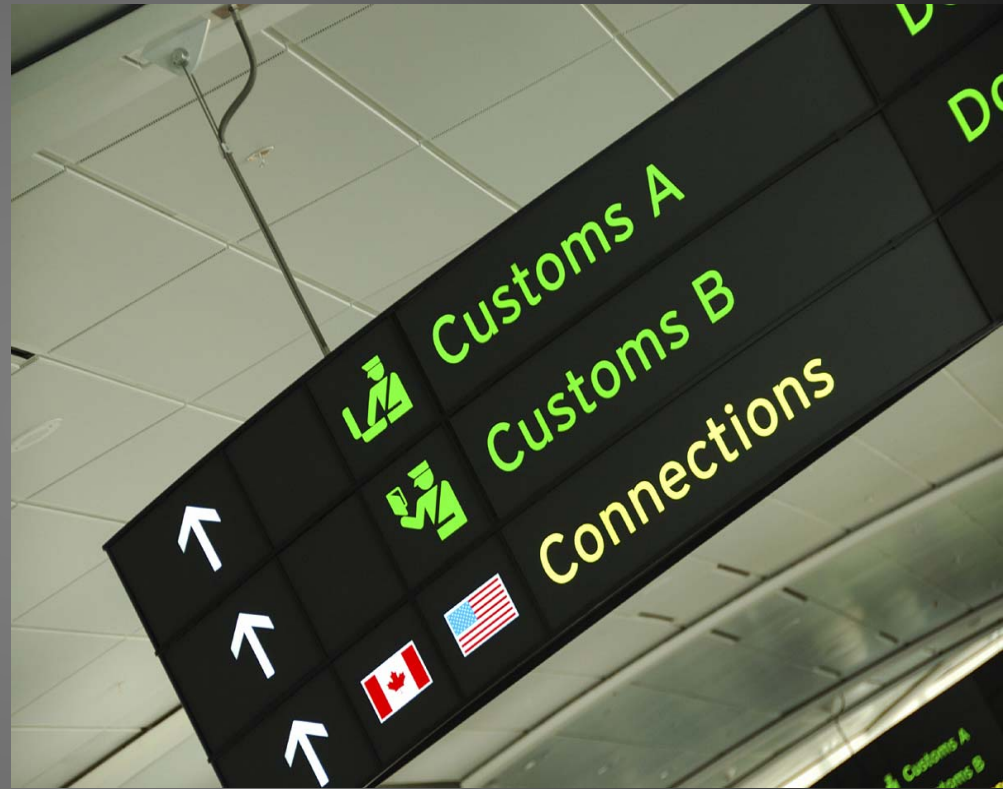
# EMERGENCY CONTACT

- Number will be given with departure packet
- Toll free in US
- Calling card needed for International
- Agent will answer from home after business hours
- Only use in case of TRUE emergency
- Agent will NOT be able to contact hosts of new arrangements or delays



# CUSTOMS & IMMIGRATION

- Be sure your immigration card is completed
- Answer questions to the best of your ability



# RETURN INFORMATION

- Email sent to parents and students that contains:
  - Return instructions
    - How to determine your date
    - Copy of Fare Rules
  - Reminder to CONTACT TZELL WITH A RANGE OF ACCEPTABLE RETURN DATES BY FEBRUARY 15<sup>TH</sup>, 2013



**1-800-888-5275**

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