YOUR NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE COMPLETED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ALL BOXES CHECKED OFF)

PROVIDE TO YOUR FACULTY LEADER, ASAP

DR. SNYDER’s COSTA RICA CHECK LIST:

 (PLEASE- COMPLETE AND CHECK OFF EACH ITEM AND RETURN TO TRIP LEADER)

* Please read carefully your name as it appears on the printed itinerary, does it match your passport? If now, what are the changes?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you have a printed copy of your itinerary–flight round trip information? AND does this paper include the DELTA Record Locator Number? Write it here \_\_\_\_\_\_\_\_\_\_\_\_. If not – need to go into Delta to print out for each student. (ORBITZ Record locator does not work at the airport when checking in)
* On the day of departure, bring the printed copy of your itinerary to the airport for check in.
* Did you provide a copy of your passport to the faculty?
* Did you provide a copy of your medical information sheet to the faculty?
* Did you provide a copy of your medical insurance card to the faculty?
* Do you have your passport in your hand – for the day of departure?
* Did the faculty make a copy of their passport and place it in the emergency notebook, where we keep the confidential medical information sheets and their copies of medical insurance cards for each person on this trip?
* Do we have a copy of each student and faculty passport? (FACULTY LEADER CHECK OFF HERE)
* Does everyone know the time in which they need to be at the RDU airport on July 31st? and the location at the airport in which we will be meeting? Write down location here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do we have in one location the phone numbers for all students to call the day of travel and or a back up phone number for the day of the trip?
* PRINT OUT example of forms filled out on plane to and from USA to help with advance questions NOW
* Purchase a host gift (could bring anything small—but if we have host gifts –this goes a long way in Costa Rica)
* Print out leadership activities to do with students and community (FACULTY- Lori has one for FFA- I found online)
* Money for luggage-
* Question 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Question 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Question 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMENTS (PLEASE WRITE BELOW THIS SPACE):