

Point-Person/Escort Checklist

Washington, DC

(free trip-deposits)

The afternoon before the trip

The Point Person will get the money from Rebecca Usher (ELI Business Office) and have it for the escorts on the day of the trip. Escorts will not need to pick up the money themselves. Each bus will have an envelope with the amount needed for the number of students on that bus. This is one reason why students **may not change buses** on trips.

On the day of the trip

1. **Arrive at the ELI a half hour before departure time** (7:30AM, in the case of a 8:00AM trip) ready to board students 15 minutes before departure. The Point Person will give you sign-up sheets and student materials at the ELI. Cell phone numbers information will be included with the student materials. If the bus hasn't arrived 15 minutes before departure time, the Point Person should call Delaware Express dispatcher at 1-800-648-5466.
2. Once the bus has arrived, reserve your own seat first, near the bus driver, so that you can communicate with him. At this time, allow students to get in and choose their seats. Check each student against your list (this is easier if you ask to see their student ID—however, this is optional). We recommend checking off students as they board with a single slash in the “Depart” column check-box. Student’s names appear on the sign-up sheet for a certain bus; however, there is no seat number or assigned seating. **They may not change to another bus¹.**
3. **No students who are not signed up for the trip on the sign-up sheets may be added on the day of the trip.** This is an insurance requirement and is not open to debate, modification, or negotiation. No wait-listed students may get on the bus at the last minute (day of trip) or anyone else not officially on the list.
4. At 10 minutes before departure time, the escort of each bus takes roll:
 - a. starting at the **BACK** of the bus, ask each passenger for his/her receipt. Use the name on the receipt to look up his/her name on sign-up sheet. Mark the check-box in the “Depart” column with a second line for each student on the sign-up list (for most students, this will result in an “X” in their check-box).
 - b. Once you have started this process, do **NOT** let any late-arriving students pass by you in the bus aisle until you have checked their receipt (this really does help to make sure you have signed off all receipts/students, since these students will have a single-line, “/” through their check-box). As you check each person in, give the deposit back to students who have their receipt when you check off their name **ON THE BUS** (not at the door). **You must collect their receipt and put it in the money envelope. If they do not have a receipt with them they must go to Dru on Monday with their receipt for the deposit.** Please make a note in the comments column on your list of which students did not have receipts and therefore did not get a refund on the bus. **Only the person’s whose name/bus # is on the receipt may be given the refund.**
5. When the whole bus has been checked, count the passengers and be sure the number of checked-off names equals the number of bodies on the bus. The Point Person should make sure that all escorts have the bus driver’s cell phone and bus number before the bus departs Newark.
6. If students who have signed up have not arrived, wait 10-15 minutes but no more. After this time, take off without them.
7. Once the bus is on the road, **pass out the “How do I get Home” handout** and go over it with the students. This is very important. Stress to the students that missing the bus and having to get home on their own

¹ The rule against students changing buses is for insurance purposes. In the event of an accident, ELI needs to be able to provide a list of the students who were on a bus. If escorts allow students to change buses, the lists in the ELI office will no longer be accurate.

can be expensive. Pass out the DC maps and tourist information (you may want to point out that the location of the Smithsonian Castle is marked on their maps).

8. As the bus approaches the Castle, get on the loud speaker to remind/announce to the students the following:
 - a. exact place (bus driver will tell you) and time the bus will depart DC
***** (Be at the bus by 5:15PM ready to leave at 5:30PM)
 - b. Give them your cell phone number (just in case)
 - c. If there is more than 1 bus, stress that passengers **must** return to the **same** bus that they rode up on.
 - d. Remind them that the bus cannot wait for late passengers. If they miss the bus, they will have to find their own transportation home. If they change their plans about returning on the bus they must notify you on your cell.
 - e. Advise that the Post Office Pavilion has a Food Court with reasonable prices (2-3 blocks from the Castle stop - on the DC map).
9. In the evening, meet at the Castle at the announced time.
10. The buses should plan to pick up 15 minutes AFTER the time the students are expected to arrive to avoid parking problems. When the bus(es) arrive, get on the same bus that you rode up on and remind students to do the same.
11. Using the same sign-up sheets, return to the back of the bus and ask for people's names. Check off names in the "Return" column of the passenger list. Check to make sure that all names that were checked in the "Depart" column are checked in the "Return" column.
12. Once this is done, do a head count and make sure you have all expected students on your bus. If you are missing anyone, check with the other students (who may know them) and the other escort(s) to find out if they may have changed buses. **No buses should depart on schedule unless all students are accounted for.**
13. If a passenger is missing, wait 15-20 minutes or as long as the bus driver can. The drivers are sensitive about this issue. After a reasonable wait (no more than 20 minutes), take off with or without the student. Use your best judgment on this as we don't like to leave any student behind.
14. It is normally on the driver's itinerary to pass by both Christiana Towers and ELI. We are also including a quick stop at Park Place en route. Even if it isn't, ask if he/she would be willing to make these stops.
15. Once back at the ELI, students unload and walk home or meet their homestay rides. The Point Person should stay with the students until all stragglers meet their rides.

After the trip:

1. Return the sign-up sheets with all notes to the Point Person who meets the returning buses at ELI. If there is a later question about a refund or other circumstances, Dru will check these sheets for notes from the escorts. If there are any deposits remaining, return them also to the Point Person upon return. He or she will keep them safely until Monday AM and give them to Dru with student names/information on sheet.

NOTE: If a special program is included on this trip, the itinerary may need to change somewhat to meet the objectives of that group. **Consult with the group coordinator.**

NB: In the event of any emergency, please call the point person for this trip (9/11/2015) - Mikki Washburn (cell: 484-667-9709) or Ken Hyde (cell: 302-354-7569)

Revised: 02/05/14 [ken hydel]

Point Person/Escort Checklist

New York City

(non-deposit trips)

On the day of the trip

1. Arrive at the ELI a half hour before departure time (6:30am, in the case of a 7:00am trip) ready to board students 15 minutes before departure. The Point Person will give you sign-up sheets and student materials at the ELI. Cell phone numbers information will be included with the student materials. The Point Person should make sure that all escorts have the bus driver's cell phone and bus number before the bus departs Newark.
If the bus hasn't arrived 15 minutes before departure time, the Point Person should call Delaware Express dispatcher at 1-800-648-5466.
2. Once the bus has arrived, reserve your own seat first, near the bus driver, so that you can communicate with him. At this time, allow students to get in and choose their seats. Check each student against your list (this is easier if you ask to see their student ID—however, this is optional). I recommend checking off students as they board with a single slash in the "Depart" column check-box. Student's names appear on the sign-up sheet for a certain bus; however, there is no seat number or assigned seating. They **may not change** to another bus².
3. If any students show up wanting to go on the trip but not having a pre-paid receipt, we are no longer allowed to sell them tickets on the day of the trip. We must regretfully tell them "no."
4. At 10 minutes before departure time, the escort of each bus takes roll:
 - a. starting at the BACK of the bus, ask each passenger for his/her receipt.
Use the name on the receipt to look up his/her name on sign-up sheet. Mark the check-box in the "Depart" column with a second line for each student on the sign-up list (for most students, this will result in an "X" in their check-box).
 - b. Once you have started this process, do NOT let any late-arriving students pass by you in the bus aisle until you have checked their receipt (this really does help to make sure you have signed off all receipts/students, since these students will have a single-line, "/" through their check-box).
5. When the whole bus has been checked, count the passengers and be sure the number of checked off names equals the number of bodies on the bus. If students who have signed up have not arrived, wait 10-15 minutes but no more. After this time, take off without them.
6. Once the bus is on the road, pass out the NYC maps and tourist information (you may want to point out that the location of the Empire State Building is marked on their maps)
7. As the bus approaches the Empire State Bldg., get on the loud speaker to remind/announce to the students the following:
 - a. exact place (bus driver will tell you) and time the bus will depart NYC
(Be at the bus by 6:45PM ready to leave at 7:00PM)
 - b. Give them your cell phone number (just in case)
 - c. If there is more than 1 bus, stress that passengers **must** return to the **same** bus that they road up on.
 - d. Warn them that the bus cannot wait for late passengers. If they miss the bus, they will have to find their own transportation home (*the average train ticket to Newark, DE from NYC is about \$75.00*). If they change their plans about returning on the bus they must notify you on your cell.
8. In the evening, meet at the Empire State at the announced time.

² The rule against students changing buses is for insurance purposes. In the event of an accident, ELI needs to be able to provide a list of the students who were on a bus. If escorts allow students to change buses, the lists in the ELI office will no longer be accurate.

9. The buses should plan to pick up 15 minutes AFTER the time the students are expected to arrive to avoid parking problems (buses are not allowed to hang around the Empire State Bldg. very long). When the bus(es) arrive, get on the same bus that you rode up on and remind students to do the same.
10. Using the same sign-up sheets, return to the back of the bus and ask for people's names. Check off names in the "Return" column of the passenger list. Check to make sure that all names that were checked in the "Depart" column are checked in the "Return" column.
11. Once this is done, do a head count and make sure you have all expected students on your bus. If you are missing anyone, check with the other students (who may know them) and the other escort(s) to find out if they may have changed buses.
No buses should depart until all students are accounted for.
12. If a passenger is missing, wait 15 minutes or as long as the bus driver can. (if the driver gets a traffic ticket, it is she/he, not the bus company, who is responsible for paying for it and tickets in NYC are very expensive! The drivers are sensitive about this issue). After a reasonable wait, take off with or without the student.
Use your best judgment on this as we don't like to leave any student behind.
13. It is normally on the driver's itinerary to pass by both Christiana Towers, Studio Green, INNternationale, and ELI.
14. Once back at the ELI, students unload and walk home or meet their homestay rides. The Point Person should stay with the students until all stragglers meet their rides.

After the trip:

2. Return the sign-up sheets with all notes to the Point Person who meets the returning buses at ELI. If for any reason the point person is not at the ELI when you arrive, place your sign up sheet in Wendy's mailbox inside the ELI. If there is a later question about a refund or other circumstances, Dru and Wendy will check these sheets for notes from the escorts.

NOTE: If a special program is included on this trip, the itinerary may need to change somewhat to meet the objectives of that group. **Consult with the group coordinator.**

NB: In the event of any emergency, please call the point person(s).

Revised: 08/11 Ana Kim]

Guidelines for Point Person

Evening of Fun

1. Faculty assignments/tasks from Sign-Up Sheet:

Set Up: (2 people to help arrange the Student Lounge, set up the food when it arrives, put up signs designating rooms for events, etc.)

Activity/Room Leaders (please sign up to lead a specific activity or room; room leaders should plan to help set up their room [set up starts at 5:30pm] and to help take it down at the end of the evening):

Photobooth Room (1-2 people to be the camera operator; must take responsibility for packing up the props neatly at the end of the night):

Music Room (bring a musical instrument to play/share with students):

Dance Room (1-2 people to DJ and manage music, main responsibility is making sure that all student groups get a chance to play their music and dance):

Board Games (help with games like chess, go, backgammon, Scrabble, etc.):

Card Games (help with games like poker, Uno, Belotte, or Whist):

Other Games (help with games like mah-jongg, tangrams, Settlers of Catan, etc.):

Movie Room (1 person to select a movie to show students and have a learning activity prepared to go with it):

Ping-Pong Room (help organize table tennis games or a tournament):

Plan-Your-Own Room (propose an activity for a room and lead the room--previous rooms have included the Knitting Club, an Origami Room, etc.):

Help with cleanup (2 people, from 8:45pm to 9:15pm):

2. Notes:

Food for the event (set up in the Student Lounge): Jeanne ordered pizza and soda from Papa John's – for the Session III event we had a significant amount of pizza left over – suggest that the quantity ordered be reduced. All of the other snacks (apples, fruit snacks, granola bars) were consumed; students indicated that they would have preferred water to soda; suggest pitchers of water rather than plastic bottles of water. Check with Jeanne about need to purchase drink cups/plates/napkins.

Decorations and Signage: Signs for each activity are saved on H: drive. Helium balloons were used also to mark the rooms (purchased 36 helium balloons from Fulton Paper in the principal colors of international flags – cost was about \$35.)

There are also some flag cards/decorations which were used (stored in Mikki's office)

Activity Rooms:

Movie Room—do not use 224; advertise that the movie will have a vocab and culture discussion about the movie beforehand (This is required to be able to legally show a movie at school.); **plan to start at 6:30** (when the evening starts at 6PM); **have popcorn** for the movie (microwave pop corn); **previous movies have included “17 Again”.**

Dance Room—best room is 201; advertise in advance that students should bring their favorite music (flash drive or player); advertise that students can teach dances; instructors need to monitor so that one culture/music does not monopolize the evening.

Knitting Club—very popular; find out which teachers could lead this event in advance; Ken has some yarn and knitting supplies.

Card Games: Ken has several decks of playing cards which can be used for the evening; encourage students to teach each other games

Chess/Go/Backgammon—Check with Ken for Chess and Go; ELI may want to consider buying at least one Backgammon board; Mahjongg is now available.

Music—students listened but did not really participate; may be better to have a karaoke machine; musicians may want to choose to play songs students are more familiar with (Beatles, Michael Jackson, etc.); may want to teach songs to students; **may** just need better advertisement so students know they can bring their own instruments.

Photo Booth—**use Room 204. This is a big hit!** – check with Ken for gear that students can use to dress-up in.

Origami—tried this for the Session III event **and it only worked because we** had Japanese students volunteer to staff the room; Mikki has simple instructions for origami and cut colored copy paper into squares; **Ken has origami washi and instructions for more complex forms;** May work better if we have a purpose for the craft (maybe one of the CAP cohorts could take this on – origami animals could be sent to a Children's Hospital?)

General Notes: It was necessary to designate one room for a “coat room” (Winter Session Eoff) – students were advised only to leave their coats (keep cell phones/keys with them)