



**BBYO Passport to the World**

# Pre-Trip Prep Info

Euro-Quest Mediterranean

Euro-Quest Western

Euro-Quest Continental

Ambassador to Bulgaria



**SUMMER 2011**



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



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### TABLE OF CONTENTS

---

<b>I. Passport &amp; Visa Information.....</b>	<b>2</b>	Airline Luggage Rules	
<b>II. About Your Trip Group.....</b>	<b>3</b>	About the Weather	
Group Placement & Rooming		General Packing Tips	
Traveling on a Group Program		Sample Packing List	
Formal Program Itinerary		Laundry on the Trip	
Trip Connection Add-Ons		<b>VII. Medical &amp; Travel Insurance.....</b>	<b>14</b>
<b>III. Group Flights &amp; Travel.....</b>	<b>4</b>	About Coverage During the Trip	
<b>IV. Communications on the Trip.....</b>	<b>4</b>	Extending Your Health Insurance	
Renting a Cell Phone		<b>VIII. General Pre-Trip Tips.....</b>	<b>15</b>
Friends & Family Updates during the Trip		Electrical Current	
How and When to Call		Free Time	
Email and Internet Access		Kashrut & Special Dietary Needs	
Emergency Contact Information		Medication and Contact Lenses	
<b>V. Money on the Trip.....</b>	<b>7</b>	Musical Instruments	
Bringing Extra Spending Money		Shabbat Programming	
About Local Currencies		Valuables	
Gratuities for the Guide & Driver		Vaccinations	
<b>VI. Packing for the Trip.....</b>	<b>10</b>	Water	
Luggage Advice		<b>IX. Program Rules &amp; Expectations.....</b>	<b>17</b>

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### I. PASSPORT & VISA INFORMATION

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Please check today to make sure that you know where your passport is and that it is not expired or about to expire. Your passport must be valid for the entire duration of the program. If you are traveling to Bulgaria, your passport must be valid for at least three months following your arrival in Sofia. If you are connecting to an Israel or Costa Rica program, your passport must be valid for at least six months following the date you arrive in Israel. If your passport expires before then, you may not be granted entry. So, please start the renewal process today. Info about ordering a passport is found at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

If you are traveling a USA, Canadian, or European Union member country passport, you do not need a visa to enter any of the European countries we visit (or Israel). If you are traveling on a passport from another country (e.g. Russia, Ukraine, etc.), you may need a visa. If you will be traveling on a United States Travel Document (i.e. special passport for non-citizens), you will need a visa as well. Our office is able to provide you with an official ticketing confirmation letter to assist with the issuing of any required visas or passport extensions.



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



We highly recommend that you carry a second copy of your passport with you at all times during the trip in Europe since we will hold onto your actual passport for safekeeping. Be sure to keep this passport copy in your wallet or backpack at all times as a back-up form of identification.

**Finally, please remember that the name you used to register must match exactly the spelling in your passport.** If you registered with a nickname your ticket will be printed using that name, and you may be denied boarding. Please take a moment to make sure that your registration account lists your name exactly as it appears in your passport.

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## II. ABOUT YOUR TRIP GROUP

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Each BBYO Passport group forms its own traveling community. The size of each group varies by trip date, and we will release exact group sizes towards the end of May. In the meantime, we encourage you to sign-up for your trip-specific Facebook group. If you are not sure where to find your Facebook group, please contact us directly, and we will re-send the invitation.

In terms of the staffing, each group is accompanied by two or three North American staffers, a senior group leader (from Israel), a local European tour manager, and a bus driver. In many cities we will also be joined by local guides. Trip staff names are posted online to your BBYO Passport registration account about 4-6 weeks prior to the start of the program, and you can expect to receive a phone call from your staff to personally welcome you in the weeks leading up to the trip.

### GROUP PLACEMENT & ROOMING

Some trip programs are comprised of more than one bus group for a given date – typically separated by age if so. If that is the case with your trip, we will advise you and make sure that you are placed in the same group as any friends or family members who are also registered for your program. In terms of rooming, at most locations, rooming is based on three participants per room, and occasionally, it is based on four participants per room – always in individual beds and with a private bathroom in every room. Each time we move to a new overnight location, we rotate the rooming assignments to provide a better opportunity to get to know one another better and build group bonds.

### TRAVELING ON A GROUP PROGRAM

By registering for a BBYO Passport experience you are making a commitment to fully participate in a group travel program with a demanding schedule. Each day is packed with touring, activities, and programming. In order to ensure the success of the experience for everyone, we expect you to stay on the schedule, stay with the group at all times, and contribute to the positive group dynamics of your traveling community. Although the program is intensive and has necessary limitations on free time, there is plenty of room for personal exploration, shopping, and relaxation.

### FORMAL PROGRAM ITINERARY



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



Confirmed itineraries for each trip group with all relevant hotel contact information will be posted online and emailed to you approximately four weeks prior to your departure date. Please note that even the confirmed itineraries will be subject to some change on the ground. We will do our best to notify parents and participants in advance if changes are necessary.

### TRIP CONNECTION ADD-ONS – ISRAEL, COSTA RICA & THE WESTERN USA

Participants on most Europe trips have the option of adding a 2- or 3-week experience in Israel, Costa Rica, or the Western USA as part of their summer travels. The exact dates and details vary by trip. Learn more at <http://passport.bbyo.org/destinations/compare/> or by contacting us directly. If you are interested in connecting your travel experience, please let us know no later than May 7, 2011 as space will be limited.

### TRIP CONNECTION ADD-ONS – EUROPE

Participants registered for the 2-week Euro-Quest Mediterranean #1 program or the 2-week Euro-Quest Western #2 program have the option of linking the two trips together for a combed 4-week pan-European journey called Euro-Quest Continental (June 28 – July 25). If you are interested in switching to the Euro-Quest Continental group, please let us know no later than May 7, 2011.

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## III. GROUP FLIGHTS & TRAVEL

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We have already distributed information about each group's individual flight plans along with instructions for meeting the group. This information is also posted online as part of your BBYO Passport registration account at (login @ <https://passport.bbyo.org/destinations/tripbuilder/>). Please contact us if you need help accessing the document or if wish us to re-send it.

***NOTE: Please remember that the deadline to sign-up for the supervised airport hotel stay-over on either end of the program is April 30, 2011.***

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## IV. COMMUNICATIONS ON THE TRIP

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### RENTING A CELL PHONE

A cell phone rental service is available to all BBYO Passport participants through our partner, Global Cellular/IsraelPhones. We highly recommend signing up for a cell phone rental in advance of the trip as a way to stay in touch on the road in Europe. Also, because our trip staff has access to all Global Cellular/IsraelPhones cell phone numbers, it is also an important back-up communication tool. Exact rental rates are as follows:

#### Phone Rental Rates (includes tax)

\$3/Day	Rental fee for cellular phone
\$1/Day	Insurance covering normal damage to your handset



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



*(does not cover water damage or extreme damage)*

- \$15 Shipping fee (phone is mailed to home address in North America)
- \$100 Deductible on first claims outside of covered damage and for lost/stolen phones  
*(2nd claim is \$175)*

### Usage Rental Rates (including tax)

*The cost to use the phone differs from country to country as follows, and there is a minimum pre-paid usage fee of \$25:*

Zone 1: Incoming Calls & Incoming Text Messages	FREE!
Zone 1: Outgoing Calls – Local & International / Calls to GlobalSIM customers	39¢ / 29¢ per minute
Zone 2: Incoming Calls and Incoming Text Messages	FREE!
Zone 2: Outgoing Calls – Local & International / Calls to GlobalSIM customers	49¢ / 29¢ per minute
Zone 3: Incoming Calls & Incoming Text Messages	FREE!
Zone 3: Outgoing Calls – Local & International / Calls to GlobalSIM customers	55¢ / 29¢ per minute
Zone 4: Incoming Calls & Incoming Text Messages	FREE!
Zone 4: Outgoing Calls – Local & International / Calls to GlobalSIM customers	59¢ / 29¢ per minute
Zone 5: Incoming Calls & Incoming Text Messages	20¢/minute
Zone 5: All Outgoing Calls	75¢/minute
All Zones: Outgoing Text Messages	55¢ each

### Zone Countries

- Zone 1: Austria, England, Poland
- Zone 2: France
- Zone 3: Czech Republic, Slovenia
- Zone 4: Belgium, Holland, Hungary, Italy, Spain
- Zone 5: Bulgaria, Gibraltar

### Cell Phone Ordering Information

**Please complete your reservation at least 14 days prior to departure day online at this specific link:**

[www.israelphones.com/bbyo.htm](http://www.israelphones.com/bbyo.htm)

To receive your assigned number/s and toll free number in advance, log on to [www.israelphones.com](http://www.israelphones.com) 1-3 business days before departure date. Select "my number" and insert your confirmation number. If you have any further questions about the mobile phone rental, please call the Global Cellular/IsraelPhones office at 1-866-8ISRAEL or email [info@israelphones.com](mailto:info@israelphones.com).

BBYO Passport has partnered with Global Cellular/IsraelPhones in order to provide cell phone service to our participants in a manner where our staff has access to the cell phone numbers during the trip. BBYO Passport is not responsible for any lost or damaged phones, and we ask that all cell phone-related questions be communicated directly to Global Cellular/IsraelPhones.



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



### ***Important Note for Participants on Connected Experiences***

If you are on a connected trip that includes Israel, Global Cellular/IsraelPhones provides two different phones for Europe and Israel. For teens starting in European and ending in Israel, the European phone is delivered to your mailing address at home before the start of the program and is collected in Israel on arrival and swapped for an Israeli phone. If you are on a trip that starts in Israel and ends in Europe, the European phone will be delivered to you in Israel and will need to be mailed back to the Israel Phones office in New York after the end of the trip. The rental rates and terms are also separate for Israel and Europe and can be found online at the BBYO link for IsraelPhones (see above).

### ***Bringing a Cell Phone from Home***

Teens are also permitted to bring their personal cell phones with international coverage on the trip in place of renting a cell phone through Global Cellular/IsraelPhones. If you chose to bring a personal phone, the program is not responsible for damage or lost devices, and we ask for a record of your personal phone number in advance.

### ***Cell Phone Use is a Privilege – Not a Right***

BBYO Passport program staff regards cell phone use on the program as a privilege. Participants will NOT be allowed to use their phones during group programming time. Participants must exercise discretion when using the phones (i.e. respect sleeping roommates, etc.). If necessary, program staff reserves the right to suspend or even terminate a cell phone rental if usage privileges are abused.

### **FRIENDS & FAMILY UPDATES DURING THE TRIP**

BBYO Passport uses “Smug Mug” to post pictures for each trip group during the summer. Anyone can access the pictures online at <http://bbyopassport.smugmug.com/> during the trip. Parents of participants automatically receive email notifications whenever new pictures are posted or whenever we have an update to share from trip. Additional friends and family members can sign-up to receive these same updates by filling out a short online form at this link:

<http://passport.bbyo.org/enrolled/group/signup>

### **HOW AND WHEN TO CALL**

For parents and friends who wish to contact a participant during the trip, keep in mind that Europe is 5-7 hours ahead of Eastern Standard Time depending on the country:

- England: **+5 Hours**
- France, Holland, Belgium Italy & Slovenia: **+6 Hours**
- Bulgaria & Israel: **+7 Hours**

Since our groups usually return to the hotel around 8:00pm each evening (local time), this is the best time for calls. Hotel phone numbers will be included as part of the confirmed itinerary. However, not



## BBYO PASSPORT TO THE WORLD PRE-TRIP PREP INFO / Summer 2011



every hotel has a full service reception desk or phones in the individual bed rooms. If you want to make sure that your teen is reachable abroad, a cell phone rental is the **ONLY** practical solution.

### **EMAIL & INTERNET ACCESS**

A handful of the hotels where we stay will have internet stations available which participants are welcome to use during free time – usually for an additional fee. However, often there are only one or two such stations available, and many eager customers. It is best not to expect participants to have online access during the program. We strongly suggest not bringing a laptop on the program or any expensive communication devices as the risk of theft or damage is very high.

### **EMERGENCY CONTACT INFORMATION**

The BBYO Passport emergency phone number is 1-216-832-8059, and is handled by the Sr. Program Director, Lane Schlessel. The emergency phone number applies to ALL trips, regardless of location. The emergency number is **ONLY** meant for use in the event of a true emergency. To help alleviate any confusion about what is or is not an emergency, we have provided a few examples below:

#### Emergency Situations

- Family health emergency which requires immediate booking of a return flight home
- Urgent medical or safety situation

#### Non-Emergency Situations

- Concerns about child's fatigue or social adjustment
- Requests for flight extensions
- Fax confirmation requests
- Request for children to be featured in online photos
- Security concerns (email updates will be sent in such scenarios)

Please keep in mind that all non-emergency issues should be channeled only through the North American office. The BBYO Passport office in North America will be open throughout the summer from 9:00am EDT to 5:00pm EDT from Monday through Friday. If you have a question or wish to express any kind of general concern, feel free to call 1-800-698-1002 or e-mail us at [info@passport2theworld.org](mailto:info@passport2theworld.org). Calls and emails will always be returned promptly.

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## **V. MONEY ON THE TRIP**

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### **BRINGING EXTRA SPENDING MONEY**

The group flight, sleeping accommodations, all meals, in-country transportation, basic health insurance, and all program activities are covered by the core program fees. The only spending that is your responsibility will be snacks, bottled water, laundry, souvenirs, gifts, hotel internet usage, and



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



gratuities for the guide and driver. We estimate that \$200-\$400 is more than sufficient to cover all such expenses (not including gratuities). There are a number of ways to bring money abroad:

### **HOW TO BRING MONEY ABROAD**

There are a number of ways to access and use money abroad. Please read this section carefully, and keep in mind that BBYO Passport will not be able to facilitate money transfers to participants during the trip, so please plan accordingly.

#### **A) Pre-Paid Debit Cards – Payoneer**

Payoneer provides a pre-paid debit card which will be mailed to you at home prior to the start of the program. Through the use of Payoneer, participants will have the ability to withdraw funds from ATMs around the world as well as charge items to the card wherever Mastercard is accepted. Parents can load money to the card through Payoneer's website, and can monitor/replenish the account online as necessary. Additional advantages of Payoneer are:

- No need to travel with large amounts of cash and minimal interference with the program logistics – no need to go to a bank to exchange cash and/or travelers checks.
- Trip staff carry spare cards which can be easily activated with the current balance of funds if the original card is lost
- An umbrella organization that ensures the money – MasterCard® means that there is no personal liability for unauthorized purchases. Should unauthorized purchases be made, a call to Payoneer's customer support initiates the chargeback process from MasterCard®.
- Simple fee structure (detailed on Payoneer website)

If you plan to use a Payoneer card, be sure to complete the order within 30 days of the program start. To sign-up, go to this link and follow the online steps at [www.teenraveldebitcard.com](http://www.teenraveldebitcard.com)

#### **B) Other ATM / Credit Cards**

You may also choose to use your personal ATM card or credit card abroad. If so, please keep in mind the following advice:

- If your ATM card has a Visa or MasterCard logo imprint, there should not be problem withdrawing money. Other ATM network cards may work, but we encourage you to check with your local bank to be certain.
- Some participants have experienced difficulty withdrawing money from savings accounts. We strongly recommend that ATM cards be linked to checking accounts only to prevent any potential difficulties during the trip. Additionally, we recommend contacting your bank to let them know you'll be using your ATM card abroad. This will ensure that your bank does not suspect your ATM card has been stolen or its security compromised.



## BBYO PASSPORT TO THE WORLD PRE-TRIP PREP INFO / Summer 2011



- Major credit cards are also accepted throughout Europe and work well for larger purchases. Additionally holders of these credit cards may withdraw funds at the foreign currency counters of affiliated banks or at certain ATMs (expect high fees).

### **C) Cash Money**

USA and Canadian dollars are not accepted abroad, so if you intend to bring cash with you, either plan to exchange it to local currency before you depart for the trip (recommended) or at the airport upon arrival. There will be very few opportunities to exchange funds during the trip itself. Bringing some back-up cash is a good idea, but we do not recommend it as a primary solution for having spending money.

### **D) Traveler's Checks**

Participants should NOT travel with traveler's checks since our staff collects participant passports at the start of the program. It is very difficult to retrieve them in order to cash traveler's checks. For the same reason, parents should not expect to be able to send money orders (e.g. Western Union) if more money is needed.

### **ABOUT LOCAL CURRENCIES**

Although most countries in Europe have adopted the Euro as their currency, there are still some exceptions. The following is a list of countries we visit and their corresponding currency.

#### ***Euro-Zone Countries***

- Euro-Quest Western – Holland, Belgium & France
- Euro-Quest Mediterranean – Italy & Slovenia

All of the above countries use the Euro exclusively. Each Euro is worth about \$1.45 in US dollars. Conversely, each USA dollar is worth about 0.68 Euros. Euro coins come in units of 1 (~\$1.45) and 2 (~\$2.90) as well as much smaller coin denominations. Euro bills come in units of 5 (~\$7), 10 (~\$15), 20 (~\$30), 50 (~\$72), 100 (~\$145) denominations. One important thing to keep in mind is that Euro coins come in much higher values than what we are used to in North America. Practically speaking, this means you need to watch your coins carefully. Also, although each Euro is nominally worth more than each US dollar what you can buy with the local currency is a different matter altogether. As a general rule, you may notice that most things in Europe cost about 10% to 15% more than what you may be used to in North America.

#### ***England (Euro-Quest Western)***

The British currency is the Pound Sterling, and each Pound is currently worth the equivalent of about 1.65 USA dollars. Conversely, each USA dollar is worth about 0.60 Pounds. Pound coins come in units of 1 (~\$1.65) and 2 (~\$3.30) as well as much smaller coin denominations ("Pence"). Pound bills come in units of 5 (~\$8), 10 (~\$16), and 20 (~\$33). In terms of what things will cost in England, you will find most goods to cost at least 15% to 20% more than what things typically cost in North America.



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



### ***Bulgaria (Ambassador to Bulgaria):***

The Bulgarian currency is the Lev, and each Lev is currently worth the equivalent of 75 USA cents. Conversely, each USA dollar is worth about 1.35 Levas. Leva coins come in units of 1 (~\$0.75) as well as much smaller coin denominations (“stotinki”). Leva bills come in units of 2 (~\$1.50), 5 (~\$3.75), 10 (~\$7.50), 20 (~\$15), 50 (~\$38), and 100 (~\$75) denominations. In terms of what things will cost in Bulgaria, you will find that things in Bulgaria cost about half of what they cost in America.

*Finally, it’s worth noting that the values of foreign currencies are constantly changing, and it’s a good idea to check the values again right before your trip to get the most up-to-date information.*

### **TIPPING THE GUIDE & DRIVER**

Tipping the guides and drivers is encouraged. In addition to being customary, you will soon realize that the professional in-country staff is working round-the-clock to ensure the success of the experience. Gratuities are a small way to say thanks. Please bring an envelope containing tip money to the airport – we suggest \$100. The North America trip staff will collect this money at the start of the trip and it will be held onto for safekeeping and distribution at the end of the program. It is not customary to tip the North American trip staff.

*NOTE: If you are taking part in a connected experience, we suggest bringing \$150 for staff gratuities*

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## **VI. PACKING FOR THE TRIP**

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### **LUGGAGE ADVICE**

Packing for a traveling based program can be a challenge. On the one hand, you do not want to pack too many things or else you will get weighed down schlepping your heavy luggage on/off the bus and to/from your hotel room. On the other hand, laundry is only available sporadically, so you definitely do not want to pack too little either.

- We highly recommend that you only bring one main piece of luggage to check onto the plane (duffel bags and rolling suitcases work best) and one full size carry-on bag or rolling suitcase.
- Be sure to bring at least one change of clothes, toiletries, and any prescription medicine in your carry-on bag in the unlikely event that your checked luggage gets delayed.
- We will be providing a BBYO Passport luggage tag at the departure airport. Make sure to fill in your name, address, home telephone number, and email address. Fix it to whatever piece of luggage you check-in.
- In addition to the luggage tag, it is also a smart idea to attach some kind of easy identifier such as a colored ribbon to your checked luggage as well.



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



- BBYO Passport will be providing a light-weight draw-string backpack which participants will receive at the airport before departure. This backpack is ideal way to store small items and water while we are traveling each day.
- Finally, before packing, please review the updated restrictions listed by the TSA at [www.tsa.gov](http://www.tsa.gov)

### AIRLINE LUGGAGE RULES

The luggage rules on all trans-Atlantic flights between Europe and the United States are as follows:

- Checked Luggage: One checked bags at no more than 50 pounds each and no more than 62 inches each (length + width + height)\*
- Carry-on Luggage: One carry-on size bag + one personal hand-held item

#### ***\*Special note for teens on Euro-Quest Continental or Ambassador to Bulgaria + Israel Trips***

Your program includes a flight within Europe/Israel, and the luggage allowance on such flights is one piece of checked luggage weighing no more than 44 pounds.

Please note that luggage rules are subject to change at airline discretion, and additional airline fees will apply if a teen checks luggage exceeding airline rules.

### ABOUT THE WEATHER

When deciding what to bring on the trip, the most important thing to keep in mind is the weather, which varies by region in Europe:

#### Euro-Quest Mediterranean – Italy & Slovenia

The weather throughout Italy and Slovenia is a typical Mediterranean climate – dry heat, cool evenings, and little to no rain. Temperatures will typically be in the 80's and 90's. Because of the dry nature of the heat in the Mediterranean, the sun is deceptively strong, and you should plan to bring plenty of sunscreen and a good hat for outdoor touring.

#### Euro-Quest Western – Holland, Belgium, France, and England

The weather in Western Europe is usually mild-to-warm and mostly sunny. Day time temperatures range from the 60's to the low 80's. Evening temperatures in the summer can be as low as the 50's. Rain is common in the summer, especially in London, so plan accordingly.

#### Ambassador to Bulgaria – Bulgaria

The weather in Bulgaria is hot, sunny, and mostly dry – especially in the southern part of Bulgaria. Day time temperatures can reach the 80's and 90's and evenings will be in the 60's. Rain is rare, but especially possible in the northern regions.



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



### GENERAL PACKING TIPS

- The clothing that you pack should be light weight and comfortable in hot temperatures – and easily hand washed for repeat use between scheduled laundry pick-ups.
- Whenever we plan to be outside for an extended period of time, participants will be **required** to wear a hat, a shirt with sleeves, and sunscreen. You will also be required to carry sufficient water.
- Because the evenings can turn cool quickly, and we will not always be able to return to the hotel to change before an evening activity, it's important to always bring a day-pack with you on the bus with a windbreaker, long-sleeved shirt, or light sweater.
- Pack comfortable walking shoes. We will be doing a lot of walking, and having comfortable shoes will go a long way. Wearing flip flops is fine for down time, but not when we are on the move. Athletic sandals like Tevas or Chacos are fine most days.
- We will be visiting some Jewish and Christian religious sites in Europe where "modest" clothing is more appropriate. As long as your shoulders and midriff are covered at these sites, you will be fine.
- Finally, to create a more special Shabbat atmosphere, it is tradition to wear clothing on Friday nights and Saturday days that is nicer than what we wear the rest of the week. Of course, this is a casual program, so we are talking about nothing more than "casual dressy" clothing.

### SAMPLE PACKING LIST

Everyone travels differently, and while we do not require that you follow this list exactly, please use it as a guideline for deciding what to pack.

#### What we highly recommend

- 7-10 t-shirts
- 4 pairs of shorts
- 2 pairs of jeans or khakis
- 10 pairs of underwear & socks
- 2 long sleeve shirts
- 1 windbreaker or lightweight sweater/sweatshirt
- 2-3 bathing suits
- 1 beach towel
- 1-2 nicer outfits for Shabbat and special occasions  
*(khakis and polo shirts or casual button-down shirts for boys; skirts & blouses, casual dresses or nice slacks for girls)*
- 1 pair of sneakers/walking shoes/athletic sandals for touring and outdoors activities



## BBYO PASSPORT TO THE WORLD PRE-TRIP PREP INFO / Summer 2011



- 1 hat for protection from the sun (no visors)
- Sunscreen (SPF 15 or higher)
- Toiletry bag with enough of what you need for the whole trip (including prescription medications)
- Travel-side shampoo/conditioner (available at most hotels, but best to have a back-up)
- Photocopy of passport (inside cover page with photo/passport numbers)
- Extra copy of any prescriptions in case medicine is lost during trip
- Small flashlight
- Digital camera\*
- Small travel umbrella (not necessary on Euro-Quest Mediterranean)

### **What we suggest**

- Sunglasses
- Travel pouch for carrying passport copy, wallet, etc. when we are on the move
- Bug spray
- Small bottle of Woolite and stain remover for personal washing in between scheduled laundry days
- Frisbees, cards, etc.
- MP3 player\*
- Camelback water carrying device (or similar) – Recommending 3-liter/100 oz variety
- Travel journal
- Various sized zip lock bags for holding valuables on water hikes or in wet clothing
- Electric converter & adapter for anything that needs to be plugged in
- Kippah for Shabbat (traditional for males)

### **What we do not recommend**

- Linens and pillows
- Luggage that is not easily carried
- Expensive jewelry or other valuables
- Heavy backpack
- Heavy hiking boots
- Laptop or expensive electronics

*\*While we encourage you to bring an MP3 player and basic digital camera, please remember to bring appropriate electricity converting devices so that you do not “fry” your devices. Also please pay special attention to keeping such valuable items in a safe place at all times. BBYO Passport and its tour providing partners are not responsible for any lost or stolen items. Participants are responsible for their possessions and valuables at all times.*



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



### LAUNDRY ON THE TRIP

Laundry will be available once every 7-9 days (with the exception of Ambassador to Bulgaria where laundry is not available). Laundry is done on an individual basis by participants. Participants can expect to pay approximately \$10-\$12 per load depending on the weight of the clothing. Participants should be sure to label clothing in advance that will be sent to the laundry service. BBYO Passport and its tour providing partners are not responsible for any clothing lost or damaged by the laundry service.

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## VII. MEDICAL & TRAVEL INSURANCE

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### ABOUT COVERAGE DURING THE TRIP

BBYO Passport program fees include basic medical insurance that covers treatment and medication for of any non pre-existing medical conditions. What this means is that the policy covers treatment for issues like a stomach bug, a sprained ankle, or dehydration without any out-of-pocket expenses or paperwork. The policy does not cover any medical conditions for which a participant is already being treated for or for which treatment has been received in the past. This exclusion rule also applies to any psychological care as well as care for any medical matter stemming from a pre-existing condition. For this reason, participants are required to come on the program with their own medical insurance policy which includes coverage for short term travel abroad. **In the event that a participant needs to be treated for a pre-existing condition during the program, the parents of the participant will be solely responsible for any associated costs.**

### TRAVELERS'S INSURANCE

We encourage all Passport participants to purchase travelers insurance in advance of the program. Travel insurance is valuable for situations such as:

- Last minute cancellation due to personal illness or family illness. Note: Some policies also allow for any-reason cancellation coverage.
- Cancellation of connecting flight due to weather delays, etc.
- Medical insurance coverage for pre-existing conditions. Note: Passport programs do not cover pre-existing conditions
- Lost luggage and other services

BBYO Passport recommends Travel Insured International as a reputable provider of travel insurance. A negotiated group discount policy is available to BBYO Passport participants. To learn more and purchase insurance, go to: <http://passport.bbyo.org/enrolled/insurance/>



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



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### VIII. GENERAL PRE-TRIP TIPS

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#### **ELECTRICAL CURRENT**

The electrical current in Europe is 220 volts, which is twice the voltage used in North America. The electrical plugs also are different, with two rounded prongs that are separated slightly further apart than their two North American flattened counterparts. Therefore, you will need a voltage converter if you are bringing electronic or electrical items (unless they have a built-in one) as well as an adapter for plugging in your items. If you are unsure of which plugs to purchase, check with your local electronics or travel store.

#### **FREE TIME**

Each BBYO Passport program is relatively short, and you will find that each day is jam-packed with must-see's and must-do's. Typically, free time during the day is limited and is allowed only in certain areas that are deemed safe by our staff.

#### **KASHRUT & SPECIAL DIETARY NEEDS**

All meals provided by the program in Europe are either kosher or vegetarian. Additionally, some meals in Europe will be provided according to the "pizur" system (aka – allowance for purchasing your own meal at a local eatery), and you are encouraged, but not required, to purchase food that is consistent with the program's kashrut standards. All meals on Shabbat in Europe will be kosher. People with special dietary situations (i.e. lactose intolerance, vegetarian, etc.) should contact us in advance to make proper arrangements for the flight and during the program.

#### **MEDICATION AND CONTACT LENSES**

If you are taking prescribed medication, bring enough for the duration of the program as well as an extra written prescription record in case you misplace/lose your medicine. Take all medication on the plane with you in your carry-on luggage. Do NOT pack any medication with your checked-in luggage. The same is true for contact lenses and prescription glasses. Be sure to check TSA's restrictions on traveling with medication and liquids at:

<http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>.

Participants are responsible for taking their own medication during the trip. Keep in mind that while staff has a list of all medications taken by participants, staff members will not legally be allowed to assist in administering any medication for participants. If you have special requests (i.e. refrigeration requirements), please note them on your health forms and feel free to contact the office as well to confirm. Finally, please be advised that participants are never allowed to share, dispense, or sell medication. Violation of this policy is grounds for program dismissal.

#### **MUSICAL INSTRUMENTS**



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



If you are musically inclined and willing to bring your instrument (with all of the hassle and risks involved in flying with it), by all means, feel free to do so. There will be plenty of occasions to show off your skills.

### SHABBAT PROGRAMMING

Shabbat is a special time on the BBYO Passport program. Since there is no driving on Shabbat, it is our best chance to sit back as a group and reflect on the prior week's activities. Friday nights and Saturdays will include plenty of time for informal discussions and some much needed rest. Where ever possible, we try to include visits to local synagogues to give you a flavor of how Judaism is observed in different parts of the world. Often times are best or only option is a traditional orthodox service. Even if it is not what you are accustomed to, it is an opportunity for a rich cultural experience and can be a very meaningful way to celebrate Shabbat.

The BBYO Passport program also provides a number of alternative options for the celebration of Shabbat, and participants are encouraged to take a leadership role in planning these programs. As a general rule, nothing in the BBYO Passport program will oblige or encourage participants to violate the rules of Shabbat. At the same time, what participants do during non-programmed Shabbat time is a personal decision so long as it is within the overall rules of the program. We only ask that participants be mindful and considerate of the various levels of religious practice of everyone around them. It is very important that everyone feel comfortable on Shabbat regardless of Jewish background.

### VALUABLES

Theft is not uncommon in any place where a large number of tourists congregate, and there have been many instances in the past. Accordingly, we encourage you to leave items of value at home and to carefully keep track of anything valuable that you do bring on the program. As a general rule, hotel rooms should always remain locked. However, even a locked hotel room should not be considered a secure area unless a locked safe is available. If it is possible to bring a locking suitcase, we recommend it, although it is not a solution by itself. Ultimately, participant property is the sole responsibility of the participant.

### VACCINATIONS

There is no need for vaccinations or immunizations against diseases prior to visiting Europe beyond the normal vaccinations routinely received against childhood diseases in North America. Please ensure that you have up-to-date tetanus shots.

### WATER

Proper hydration is essential during a trip of this nature. Expect to be drinking two large bottles of water a day. You can expect that the staff will be constantly reminding you to drink, drink, drink!! But ultimately you must take this responsibility on your own shoulders. The water in Europe is properly



## BBYO PASSPORT TO THE WORLD PRE-TRIP PREP INFO / Summer 2011



treated and is perfectly safe to drink. Some North Americans find that it has a "taste." Bottled water is widely available and inexpensive, and you will have many opportunities to purchase it. Similarly you will be able to refill your own water bottles with tap water frequently. If you would like to get fancy, you can always bring a Camelback type hydration device.

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### IX. PROGRAM RULES & EXPECTATIONS

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As a Jewish leadership organization, BBYO sets a high standard and expects a great degree of self-discipline. While our staff is professionally trained to deal with issues relating to individuals and to the group as a whole, please remember that we also place trust and responsibility on the shoulders of our participants. By signing the program waiver form each teen has agreed to abide by the BBYO Code of Conduct, which we encourage teens and parents to review prior to the start of the program at <http://passport.bbyo.org/BBYOCODE.pdf>. These rules go into effect at the airport prior to the departure of the group flight and extend throughout the program, including the Host Family Weekend.

For the sake of creating safe and successful program experience, BBYO Passport has established a series of rules and disciplinary guidelines. Each disciplinary situation is evaluated individually, but as a general rule, infractions related to physical violence, drugs/controlled substances, alcohol, and leaving the group without authorization are dealt with on a zero-tolerance basis. A single infraction will result in immediate separation from the group and dismissal from the program. BBYO Passport staff reserves the sole right to make these decisions, and there may also be further consequences for BBYO members within their local regions after returning to North America. In the event of a program dismissal, the parents of a dismissed participant will be solely responsible for all associated fees, including the cost of special transportation to the airport, a flight chaperone if necessary, or an airline change fee. No portion of the program fees will be refunded. Given the international nature of the program, the consequences of dismissal are extremely serious, very embarrassing, costly, and disruptive to the rest of the group.

**It is our sincere hope that no one will need to be expelled from a BBYO Passport program this summer, and accordingly, we encourage parents and teens to discuss this matter carefully together before the start of the program.**

There is also a range of other behavioral matters which are dealt with on the program through a series of steps -- which may involve a staff-teen conversation, a formal warning, loss of free time or other privileges, program probation, and ultimately dismissal. Again, BBYO Passport staff reserves the sole right to make decisions related to behavioral conduct and disciplinary consequences. Any specific follow-on questions related to disciplinary rules and regulations should be directed to the BBYO Passport's Sr. Program Director, Lane Schlessel ([lane@passport2theworld.org](mailto:lane@passport2theworld.org)).



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



The following is a very partial list of our expectations for teen behavior on the program:

### Curfew & Rooming Rules

To fully appreciate the program, a good night sleep is essential. A curfew will be enforced at the discretion of trip staff. Participants are expected to abide by these curfew rules. Hotel rooms are assigned on a single-gender basis, and participants of the opposite sex are not allowed to be in the same hotel room at any time during the program.

### Drugs & Alcohol

Possession, consumption, and/or purchase of drugs and/or alcohol will not be tolerated on any BBYO Passport program and will result in immediate dismissal. Moreover, it is the policy of BBYO Passport to allow the police and justice departments of the respective countries visited to prosecute when infractions have occurred without intervention by BBYO Passport.

***NOTE: BBYO Passport staff reserves the right to administer a breathalyzer test and/or search any participant's belongings or room at any time and for any reason during the course of the trip.***

### Leaving the Program without Authorization

As part of our general approach to safety and security, participants on all BBYO Passport programs are not allowed to leave the supervision of the program at any time. There will be occasions for limited free time with travel buddies in specific areas that are deemed secure by program staff. However, the general rule is that there is no leaving the program at any time and for any reason whatsoever during the day or at night. Leaving the program without specific staff authorization is grounds for immediate dismissal.

### Smoking

BBYO Passport policy does not allow for smoking of any kind by participants regardless of age – including purchasing and/or possession. This policy includes water pipes (i.e. hookah pipes). The purchase or possession of smoking paraphernalia is not allowed on the program for any reason and will result in disciplinary action or dismissal from the program.

### Tattooing & Piercing

Such activities are forbidden during the program, including during the Host Family Weekend. Tattooing and piercing can be unsafe in foreign countries, and any resulting medical complications would not be covered under the program medical insurance policy. Any piercings or tattoos that are acquired during the trip will result in disciplinary action or dismissal from the program.

### Respect for Property

It is the expectation of BBYO Passport that participants will behave responsibly and with respect regarding belongings and property throughout the program. Should property be damaged or defaced by a fellow participant, those responsible will be held accountable for payment of damages.



# BBYO PASSPORT TO THE WORLD

## PRE-TRIP PREP INFO / Summer 2011



### Social Cohesion

BBYO Passport treats each trip as an individual traveling community. We believe in the unique power of a group experience as opposed to a collection of individual experiences. As a member of a traveling community, each participant has a responsibility to treat his/her fellow participants with respect and decency. Our aim is to create an atmosphere where everyone on the program is made to feel welcomed and comfortable, and each participant plays a role in making this possible.

### Timeliness & Cooperation with Program Staff

Behind the scenes of each BBYO Passport program is a complicated logistical plan which requires us to keep to an exact schedule. Staying on schedule requires the cooperation of every participant. It means waking up in the morning on time, not wandering from the group, and respecting the overall schedule of the program. The consequence of being late is that elements of the program will be cancelled. It is our goal to share as much of the world with you as we can, and we need every participant's cooperation to enable the program to be fully experienced.

### Cell Phone & Communication Device Use

BBYO Passport program staff regards the use of a cell phone or any communications device on the program to be a privilege. Participants will NOT be allowed to use their phones/devices during group programming time. Participants must exercise discretion when using the phones (i.e. respect sleeping roommates, etc.). If necessary, program staff reserves the right to suspend or even terminate a cell phone rental if usage privileges are abused.