



# GETTING READY FOR SUMMER

**PRE-TRIP MANUAL**

**Stand UP Chicago**

**Stand UP DC**

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### **CONNECTING TWO SUMMER EXPERIENCES?**

You will receive a separate guide  
for each program along with details  
on how the connection works.



## PROGRAM CHECKLIST

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We hope you will take the time to review this document in its entirety.

Please ensure that you have:

- Arranged travel to/from the departure airport or the pre-approved meeting point and submitted your travel plans to us at [www.bbyopassport.org/login](http://www.bbyopassport.org/login)
- Signed up friends and family to receive updates during your trip (parents will automatically receive the updates!) [www.bbyopassport.org/updates](http://www.bbyopassport.org/updates)
- Purchased a group travel insurance policy (optional) [www.bbyopassport.org/insurance](http://www.bbyopassport.org/insurance)
- Joined the program Facebook group – for teen participants only
- “Liked” BBYO Passport on Facebook – this is where we will post photo albums over the summer!
- Reviewed the Program Rules & Expectations together as a family
- Reviewed the packing advice in this document
- Made a plan for accessing spending money during the program
- Submitted all forms in your registration account at [www.bbyopassport.org/login](http://www.bbyopassport.org/login)

## GROUP ESSENTIALS

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### GROUP COMPOSITION

Each group forms its own traveling community and the size of each group varies by program date. We will release more details approximately 3-4 weeks prior to your departure. In the meantime, we encourage you to sign-up for your program-specific Facebook group (teens only). It is a great way to connect with fellow travelers before the program and beyond. Please note that not all teens will join the Facebook group before the trip, so the Facebook group will not be a good representation of the number of teens on your program. Don't be afraid to start the conversation by introducing yourself to everyone!

#### **Note on Connections:**

Some teens from your program may continue on to another BBYO experience, while others do not. When joining a new program, you may see some familiar faces from your previous experience. However, there may be new faces too! Our staff is well trained to make sure this transition is as smooth as possible.

**Staff Tip:** Keep a running list of questions ready for when we call! We want to be as helpful as we can, and we know sometimes our calls can catch people off guard.

### STAFF COMPOSITION

Each group is accompanied by a team of *madrachim* (counselors) and a tour guide. Staff names are posted approximately 3-4 weeks prior to your departure, and you can expect a staff welcome call leading up to your departure!

### ROOMING PLAN

Standard accommodations are based on 2-4 teens per room, always with individual sleeping accommodations. The teens will be in a set room for the duration of the program, allowing them time to feel situated and comfortable throughout the experience.

**Teen Tip:** Joining your trip's Facebook group is a great way to "meet" other teens before the program even starts!

### PROGRAM ITINERARY

The projected itinerary is announced 3-4 weeks prior to departure. Please note that even the confirmed itinerary will be subject to change on the ground. We will do our best to notify parents and teens in advance if necessary.

### **KEEPING FRIENDS & FAMILY UPDATED DURING THE PROGRAM**

Parents of teens will automatically receive email notifications including updates from the road and a link to new pictures posted from the group. Additionally, friends and family will be able to sign-up to receive these same updates by filling out a short online form: [www.bbyopassport.org/updates](http://www.bbyopassport.org/updates)

**Parent Tip:** “Like” BBYO Passport on Facebook. There will be an album for your child’s specific program. Even if someone does not have Facebook, the link to the album can be shared with and viewed by anyone!”

### **KASHRUT & DIETARY NEEDS**

All meals provided on the program will be vegetarian when dining as a group. On rare occasions when Kosher facilities are available, we take full advantage. Most BBYO Passport experiences include “pizur” meals where participants have the opportunity to use a cash allowance to buy their own food. Kosher meals during pizur time is subject to what is available locally and to the teens’ personal choices. Teens with special dietary situations should make sure their medical dietary restrictions are reflected in their account information.

If possible, our group will make a stop at a grocery or convenience store. We recommend that teens pick up snacks and food for later on in the program. When traveling you may encounter new foods and not all will be to your liking, so we ask teens to be flexible and have snacks and alternatives on hand just in case.

### **SHABBAT PROGRAMMING**

Shabbat is a special time and can be an amazing opportunity for rest and reflection. Friday nights and Saturdays will include prayer, informal discussions and various Shabbat programming. Where possible, we try to include visits to local synagogues. Often times our best or only option is a traditional Orthodox service. Even if this is not part of your tradition, it is an opportunity for a rich cultural experience and can be meaningful, too. When possible, we strive to provide a number of alternative options for celebrating Shabbat, and teens are encouraged to take a leadership role in how the experience is shared with the group.

As a program, we do not drive on Shabbat and we do not oblige or encourage teens to break the rules of Shabbat, which they observe. We do however require that teens carry items on Shabbat, such as water bottles. At the same time, what teens do during non-programmed time on Shabbat

is their own personal decision. We only ask that everyone be mindful and considerate of each other's practices.

## **PROGRAM RULES & EXPECTATIONS**

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BBYO is a teen leadership organization, and as such, we place great trust and responsibility on our teens. By agreeing to participate in the program, you are agreeing to abide by the terms of our Release Form ([www.bbyopassport.org/release](http://www.bbyopassport.org/release)) and the BBYO Code of Conduct ([www.bbyopassport.org/conduct](http://www.bbyopassport.org/conduct)). **We encourage you to review these conduct guidelines as a family before the start of the program:**

### **DISCIPLINARY APPROACH**

For the sake of creating a 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 grounds for removal from the program. A single infraction may result in immediate separation from the group. BBYO Passport staff reserves the 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 program dismissal, the parents of the dismissed teen 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 fee will be refunded, and any scholarship funds awarded will need to be reimbursed in full to BBYO or the issuing agency. 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.

#### **Cause for Removal**

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

All behavioral matters will be dealt with on the program through a series of steps. These steps may include 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 misconduct and disciplinary consequences. Any specific questions related to disciplinary rules and regulations should be directed to BBYO Passport's Executive Director, Aaron Robbin ([info@bbyopassport.org](mailto:info@bbyopassport.org)).

### **Curfew & Rooming**

To fully appreciate the program, a good night's sleep is essential. A curfew will be enforced at the discretion of program staff. Teens are expected to abide by these curfew rules. Hotel rooms are assigned on a single-gender basis. Teens are not allowed to be in any other room other than the one they are assigned to without permission from the staff at any time during the program.

### **Drugs & Alcohol**

Possession, consumption, and/or the purchase of drugs and/or alcohol will not be tolerated on any BBYO Passport program and can result in immediate dismissal. Neither is sharing, selling or otherwise dispensing prescription medication. 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.

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

### **Leaving the Program without Authorization**

As part of our general approach to safety and security, teens 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 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.

### **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 teen. 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. We need every teen's cooperation to ensure that the program to be fully experienced.

**Social Cohesion**

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 teen has a responsibility to treat his/her fellow teens with respect and decency. We aim to create an atmosphere where everyone on the program is made to feel welcomed and comfortable, and each teen plays a role in making this possible. These same principles apply to virtual and social platforms before, during and after the program.

**Weapons**

The purchase or possession of a weapon, or an item that may be construed as a weapon is not allowed during the program, and any such items will be confiscated.

**Mobile Device Use**

Cell phone use is a privilege, not a right. Use of communication devices during programmed time is not permitted. During other times, teens 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 these privileges are abused.

**Respect for Property**

It is expected that teens will behave responsibly and with respect regarding belongings and property throughout the program. Should property be damaged or defaced by a fellow teen, those responsible will be held accountable for payment of damages. Please note that there is also a fee at many hotels for lost room keys.

**Tattooing & Piercing**

Such activities during the program are forbidden and will result in disciplinary action or dismissal from the program. Tattooing and piercings can be unsafe in foreign countries, and any resulting medical complications would not be covered under the program's medical insurance policy. Teens will be required to remove any piercings that they acquire during the program.

**Tobacco & Marijuana**

Purchase or possession of tobacco and marijuana products are not allowed regardless of age – neither is purchase or possession of smoking paraphernalia. This policy includes, but is not limited to, electronic cigarettes and water pipes.

## **SAFETY & WELLBEING**

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### **MEDICATION**

Teens are responsible for carrying and self-administering their own medication. With the exception of over-the-counter treatments, our staff is not allowed to hold or administer prescribed medication, with the exception of an EpiPen, and cannot be responsible for ensuring that prescribed medication is taken. If you have special requests (i.e. refrigeration requirements), please note them on your health forms. Teens are never allowed to share or dispense prescribed medication. Some medications must be taken at the same time every day. Please take into account the time difference and consult your doctor if necessary.

See our “packing for the trip” section for tips when travelling with medication.

### **VACCINES**

BBYO Passport requires its teens to be up-to-date with most vaccines recommended by the American Academy of Pediatrics and the Center for Disease Control.

Please review our policy at: [www.bbyopassport.org/immunizations](http://www.bbyopassport.org/immunizations)

### **SECURITY PRECAUTIONS**

As a program, we take a number of precautions to reduce security risks. We also ask our teens to follow the security-related guidance below:

**Be aware of suspicious objects** and be careful not to leave behind personal items that may be confused with a suspicious object.

**Follow staff instructions.** We travel with licensed guides who are trained in security procedures, and we depend on everyone following staff instructions.

**Stay together as a group.** This is a supervised program, and we depend on our teens to stay together as a group at all times.

**Dress conservatively.** In the interest of maximum cautiousness, we recommend not dressing in a recognizably Jewish way and generally choosing clothes that are culturally neutral.

**Pick pocket alert.** Pick pocketing is a relatively common occurrence in large metropolitan areas, and we recommend protecting your valuables at all times when we are in public.

**Avoid mosquitoes.** Mosquitoes are a common summertime annoyance that can spread a number of viruses. Be sure to pack mosquito repellent, and we recommend consulting the Center for Disease Control for additional tips at: <http://bit.ly/2tYCOFu>

## **EMERGENCY CONTACTS**

Our emergency phone number is 1-202-643-2296 and is handled by one of our team members. A BBYO staff member in North America will be answering emergency calls 24-hours a day. Please only use the emergency phone number when there is an emergency as described below:

### **Emergency Situations**

- Family health emergencies
- Urgent medical or safety situation

### **Non-Emergency Situations**

- Concerns about fatigue or social adjustment
- Requests for flight extensions
- Requests to be featured in photos
- General security concerns (email updates will be sent in such scenarios)

Non-emergency issues should be communicated to the North American office, open 9:00am to 5:00pm EDT during the workweek. Simply call 202-537-8091 or email [info@bbyopassport.org](mailto:info@bbyopassport.org).

## ARRIVAL AND DEPARTURE PROCEDURES

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Details about how to meet the group, and how to make your travel arrangements are announced by the end of April and posted to your registration account at [www.bbyopassport.org/login](http://www.bbyopassport.org/login).

The BBYO Passport t-shirt that you will receive just before the program should be worn on the first day of the program. We recommend that teens travel with their personal cell phone and a portable charger in case they need to contact a member of our team. Please be sure that your cell phone number is listed in your registration account.

### WHAT HAPPENS IF YOU ARE DELAYED

If you are delayed on departure day and will not meet the group on time, please immediately send an email to [info@bbyopassport.org](mailto:info@bbyopassport.org) so that we can make arrangements locally for you to meet the group (if necessary). Additional fees may apply.

**Parent Tip:** The optional group travel insurance policy includes coverage for missed connections and travel delays. It is a great value, and I recommend that every parent purchase it for their child. ”

### RETURNING HOME

Departure times can be found in your registration account at [www.bbyopassport.org/login](http://www.bbyopassport.org/login). Our staff will be on hand at our local accommodations to facilitate pick-ups and at the airport to escort teens to security and direct them to their flights upon request. Flights out of Washington DC should be booked from Ronald Reagan Washington National Airport (DCA) and flights out of Chicago should be booked out of Chicago O’Hare International Airport (ORD).

### UNACCOMPANIED MINORS

Each airline has their own rules for mandatory "unaccompanied minors," and additional fees do apply. If your teen is 15 years or younger, then please refer to your chosen airline for information, and contact us well in advance (2-3 weeks) if special arrangements need to be made with our staff.

## **MONEY MATTERS**

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The accommodations, all meals, transportation, and all programming activities are covered by the core program fees. The only spending that is your responsibility will be snacks, bottled water, souvenirs, etc. We estimate \$100-\$150/week is sufficient.

### **Tips for Bringing Money**

- Because IDs are frequently checked when making credit/debit card purchases, we recommend only bringing a credit/debit card issued in the name of the teen.
- We will not have access to ATMs on a daily basis, so please plan accordingly.
- Inform your bank of your travel plans to avoid a security hold on your account.
- Even if you plan to bring a debit/card as a primary source for purchases, we recommend traveling with at least \$100 in cash as well.

**Parent Tip:** Remind your child to keep their money and credit cards in separate, safe places. If for example, they lose their wallet containing all their cards and cash, BBYO will not be able to transfer spending money to them.

## GETTING INSURED

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### MEDICAL INSURANCE

Our USA-based programs do not include medical insurance. Teens are required to come on the program with their own medical insurance policy that includes coverage for short-term travel. If a teen needs to be treated for a pre-existing condition, the parents of the teen will be solely responsible for any associated costs.

### TRAVEL INSURANCE

All teens are encouraged to sign-up for a travel insurance policy to protect their investment and plan for the unexpected. We have partnered with Travel Insured International to provide a discounted group travel insurance option. The cost of the travel insurance policy is based on the total cost of the program and other domestic travel expenses. Plan coverage information is available online at [www.bbyopassport.org/insurance](http://www.bbyopassport.org/insurance). Insurance can be purchased in your registration account at [www.bbyopassport.org/login](http://www.bbyopassport.org/login). Policies may be purchased up until the date you make full payment for the program.



## PACKING ADVICE

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### PLANNING FOR THE WEATHER

When deciding what to bring, pay attention to the weather, which varies by region:

#### **Chicago**

Daytime temperatures in July can range from the 70's to 90's in Chicago with high humidity. Nights are generally cooler, possibly even in the 60's. The clothing you pack should be lightweight and comfortable in hot temperatures. The weather in Chicago can be unpredictable, so you should plan to bring a light raincoat or umbrella.

#### **Washington, D.C.**

Daytime temperatures in Washington, D.C. can range from the 80's to the 90's with very high humidity. Evening temperatures are milder and can even drop into the 60's. The clothing you pack should be lightweight and comfortable in hot temperatures.

**Weather can vary, so please check the forecast prior to departure.**

### PACKING TIPS

When deciding what kind of luggage to bring, bear in mind you will need to load your luggage on/off the bus and to/from our accommodations. So, please try to keep it manageable, and be sure to bring luggage on wheels (we suggest a rolling duffel). Before packing, please review updated restrictions on the TSA website [www.tsa.gov/travel/security-screening/whatcanibring](http://www.tsa.gov/travel/security-screening/whatcanibring)

- Bring only one piece of checked luggage and a light backpack for daily use.
- 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.
- You will receive two BBYO Passport luggage tags along with a program t-shirt in advance. Fill out the luggage tags and affix them to your carry-on and checked luggage for identification purposes.

#### **Footwear**

We will be doing a lot of walking, and having comfortable shoes is important! Flip flops will not be allowed when we are on the move.

**Pack Appropriately for Shabbat**

To create a special atmosphere for Shabbat, it is tradition to wear clothing on Friday night and Saturday during the day that is nicer than what we wear the rest of the week. We typically attend Shabbat services on Friday night in a local synagogue – which is typically Orthodox. Plan to wear more modest/formal clothing. Jeans, t-shirts and shorter skirts are not appropriate. Again, shoulders and knees for both boys and girls must be covered.

**VALUABLES**

Theft is not uncommon in any place where a large number of tourists congregate, and there have been 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, rooms should always remain locked. However, even a locked room should not be considered a secure area. If you bring a lock for your suitcase, locking it in the room is an option. If it is possible to bring a locking suitcase, we recommend it, although it is not a solution by itself. Teen property is the sole responsibility of the teen.

**MUSICAL INSTRUMENTS**

If you are musically inclined and willing to bring your instrument, please feel free to do so. There will be plenty of occasions to showcase your skills. Please just remember that as with any other valuable item, bringing an instrument on the program is done at your own risk of loss or damage.

**LAUNDRY**

Laundry service is not included due to the length of the programs. Teens on Stand UP DC have access to the George Washington University dormitory self-service laundry machines.

**MEDICATION AND CONTACT LENSES**

If you are taking prescription 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 baggage. The same applies to contact lenses. Please review TSA's restrictions on traveling with medication and liquids at: <http://bit.ly/1JVUF58>

**SAMPLE PACKING LIST**

Please use this packing list as a guideline only

**What We Recommend**

- 9 t-shirts
- 5 pairs of shorts
- 2 pairs of jeans or khakis
- 13 pairs of underwear & socks
- 2 long sleeve shirts
- 2-3 pajamas
- 1 windbreaker or lightweight sweater
- 1 bathing suit
- 1 beach towel
- DC: 2 nicer outfits for Shabbat
- Chicago: 4 nicer outfits (for Shabbat and downtown business visits)
- Chicago: 1 outfit that can get dirty during our urban farming project
- Sturdy sneakers/walking shoes
- 1-2 hats for protection from the sun
- Raincoat or umbrella
- Toiletry bag

**Toiletries**

- Toiletry bag
- Toothbrush and toothpaste
- Soap, shampoo, razor, deodorant, etc
- Glasses, contact lens case, solution and spare contact lenses

**General**

- Bug spray
- Sunscreen (SPF 15 or higher)
- Sunglasses
- Lightweight Backpack
- Portable Charger
- Copy of prescriptions in case medicine is lost
- Flashlight
- Water Bottle
- Kippah for Shabbat if it is your custom
- Medication (in your carry-on luggage)
- Small Woolite bottle + stain remover
- Frisbees, cards, etc.
- Travel journal
- Kippah for Shabbat if it is your custom

**What We Do NOT Recommend**

- Linens, pillows or sleeping bag
- Luggage that is not easily carried
- Expensive jewelry or other valuables
- Heavy backpack or hiking boots
- Laptops or expensive electronics

**While BBYO staff may have over the counter medicine (I.e.: cough drops, Tylenol, Band-Aids etc.), it will be limited, and teens are expected to have their own supply on the program.**