



South Central Ambassador Tours, Inc.

2011 Reservation Instructions



Our Florida spring break trip is a great break from the winter weather and school. The summer bus adventures will take you to famous American landmarks, exciting entertainment venues and cultural icons along the East and West coast.

STEP 1: Read this document very carefully.

If there are parts that you don't understand, ask your host parents, a friend or club counselor to explain them.

STEP 2: Review the itineraries [here](#) and choose a tour.

- **Inclusions:** The tour price includes: bus travel, quadruple occupancy hotel accommodations, tour t-shirt, entrance fees to all sites and venues. For summer trips, all meals or a cash meal allowance to buy meals and tour booklet are included.
- **Exclusions:** The tour price does **not** include: round trip transportation from your host city
- **Airfare:** Do not purchase airline tickets to the departure city until instructed to do so. When a minimum number of students are registered, we will contact you with instructions for booking your travel, including flight arrival and departure times and hotel transportation plans.
- **Payment:** Acceptable forms of payment include check or money order drawn on US-based financial institution. Alternatively, we can arrange for direct wire transfer payments for the full tour cost, for a small fee. Contact us for details.
Credit- or debit card payment or checks drawn on non-US financial institutions are not accepted.
- **Reservations for Florida:** Early reservations are accepted through September 30, 2010 with a \$500 deposit. The balance of the tour fee must be paid by December 1, 2010 or you risk losing your space on the trip. Reservations submitted after October 1, 2010 must include full payment. No reservations will be accepted after January 1, 2011.
- **Reservations for summer trips:** Early reservations are accepted through December 31, 2010 with only a \$800 deposit. The balance of the tour fees must be submitted by February 28, 2011 or you risk losing your space on the trip. Reservations submitted after December 31, 2010 must include full payment. No reservations will be accepted after March 15, 2011.

****We encourage you to reserve early. In most years, the tours reach full capacity well before the deadlines and late student reservations are received after the tours are full. Please see the Reservation Form for details on our refund policy.**

STEP 3: Complete the Reservation Form [here](#).

Type directly into the online form. When finished, save a copy, print the form, and obtain signatures. Forms with missing or incomplete fields will be returned.

STEP 4: Read the Rules [here](#), print and sign the form.

Tour rules are strictly enforced as required by Rotary. If you feel that you cannot live by these rules during the tour, then you should stay home. Rules violations can result in being sent home early at the student's own additional expense with no refund of fee paid.

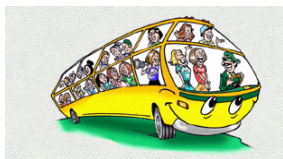
STEP 5: Complete and obtain signatures for the SCAT Parental Consent form [here](#).

STEP 6: Prepare your reservation packet for mailing.

All items below must be properly completed with the signatures and included in the reservation packet you return to us. If anything is missing, the entire packet will be returned to you. We can not reserve a place for you on a tour without a completed packet.

Here's what you need to send:

- ✓ **Reservation form** – completed with 2 signatures
- ✓ **Rules agreement** – completed with 2 signatures
- ✓ **Parental Consent form** – completed with signatures
- ✓ **Check or money order, payable to SCAT, Inc.,** – review the Payment section of Step 2
- ✓ **Copy of your insurance card** – The insurance company *must* be based in the U.S. Insurance from student's home country is not acceptable. Copies of the insurance application are not acceptable.
- ✓ **Photo FOR EACH TRIP you are taking for your ID badge** - approximately 1.5 inch face size such as school or passport photo.
- ✓ **Copy of the name page of your passport showing passport number**



South Central Ambassador Tours, Inc. 2011 Tour Reservation Form



<i>FUN-tastic Florida Spring Trip</i> 7 days March 13 - 19, 2011	<i>Western Highlights Summer Tour</i> 14 days June 8 – June 21, 2011	<i>Best of the West Summer Tour</i> 14 days June 14 – June 27, 2011	<i>East Coast Discovery Tour</i> 14 days June 17 – June 30, 2011
US \$795	US \$1,975	US \$1,975	US \$1,975
<i>Excludes roundtrip airfare to Orlando, FL minimum of 32 students</i>	<i>Excludes airfare to Las Vegas, NV and home from San Francisco, CA. minimum of 40 students</i>	<i>Excludes airfare to Las Vegas, NV and home from San Francisco, CA. minimum of 40 students</i>	<i>Excludes airfare to Baltimore, MD and home from Boston, MA. minimum of 40 students</i>

Please use this reservation form for both spring and summer trips. You only need to submit one set of documents, even if you are registering for 2 trips. A reservation will only be confirmed if payment is received for EACH tour.

FUN-tastic Florida

Please indicate your preference for each summer tour. Check NO boxes below unless a summer tour is desired.

Western Highlights Tour:	1 st choice	2 nd choice	3 rd choice	I won't consider this tour
Best of the West Tour:	1 st choice	2 nd choice	3 rd choice	I won't consider this tour
East Coast Discovery:	1 st choice	2 nd choice	3 rd choice	I won't consider this tour

First Name: _____ Last Name: _____

Name friends call you: _____ Date of Birth: ____/____/____ (check one) Male Female
month day year

Natural Parents names: _____
 Address in home country: _____
 Home country: _____ City: _____
 Telephone number in home country, including country and city code: _____

US/Can/Mex host family name: _____

US/Can/Mex street address: _____

US/Can/Mex city, state (prov), zip _____

Host family phone: (____) ____ - ____ Personal cell phone if you have one: (____) ____ - ____

Personal e-mail (required): _____

Host family e-mail (required): _____ Sponsor district number: _____

Host district number (in the U.S.): _____ District youth exchange officer: _____

Club counselor _____ phone (____) ____ - ____ e-mail _____

Fill in all blanks on BOTH pages before printing and getting signatures.

Rooming preference: you will be sharing a hotel room that contains 2 full or queen size beds with 3 other students.

I prefer to room with someone from my host district or region

I prefer to room with someone from my home country or same language

It doesn't matter who I room with

I prefer to room with: _____ / _____ / _____

READ THIS CAREFULLY TO AVOID MISUNDERSTANDINGS.

I understand that the cost of the tours indicated on this reservation form does NOT include the cost of transportation (airfare) to the starting city and back home from the ending city. I understand that while every attempt will be made to place me on the summer tour of my choice, the submitting of this reservation form, payment of the required deposit and submitting all other required documentation **does not guarantee** a position on my first choice of summer tours. I understand that my reservation can be cancelled even after being confirmed if my youth exchange program officials report that I might create discipline problems on the tour. In that event, refunds of payments will be based on the following policy:

FLORIDA TRIP REFUND POLICY: I understand that all payments made by me are fully refundable only if I notify you in by email by **December 21, 2010**. Unless the tour is able to fill the vacancy created by my dropping from the tour, requests for refunds after that date will be handled on an individual basis and will depend on the amount of prepaid expenses.

SUMMER TOUR REFUND POLICY: I understand that all payments made by me are fully refundable only if I notify you in by email by **February 28, 2011**. Unless the tour is able to fill the vacancy created by my dropping from the tour, requests for refunds during March will receive only 2/3 of total amount paid; requests received April 1 to 15 will receive only 1/2 of paid amount; requests received April 16 to 30 will receive only 1/4 of paid amount. Refunds given after May 1, 2011 will amount to only the amount of the cash meal allowance as all trip expenses will have been prepaid by that date.

Signature of student: _____ Date: _____

Signature of host parent verifying student understands terms: _____

All items must be enclosed in Registration Packet and mailed to the address below:

Check or money order payment – review Payment section of Step 2 for details.

Completed 2011 Summer Rotary Tours Reservation form

Completed Rules Agreement form

Completed SCAT Parental Consent form

Copy of US-based insurance card showing name & policy number

Small photo for ID badge – *approximately 1.5 inch face size*

Copy of name page of passport showing passport number

Chuck Frazier, tour administrator
P. O. Box 1071 Emporia, KS 66801-1071

Phone: 620-481-5105 **E-mail:** scattours@cablone.net
www.youthexchangetours.com

SCAT use only: date received _____
amount received _____