

TIMELINE FOR PLANNING YOUR EXCHANGE

AT LEAST ONE YEAR PRIOR TO TRAVEL

- Assess interest in your community.
- Obtain approval from your school administration.

ONE YEAR PRIOR TO TRAVEL

- Find a German partner school and contact your partner teacher.
- Establish travel dates.
- Clarify terms of exchange (ongoing).
- Reserve block of seats (ongoing) or contact travel agent (ongoing).
- Make preliminary arrangements for excursions in Germany.

NINE MONTHS PRIOR TO TRAVEL

- "Informational" parent meeting. Establish communication with interested parents.
- Parents organize fundraising.

EIGHT MONTHS PRIOR TO TRAVEL

- Students may apply, are selected and paired with partners.
- Student correspondences begin.

SEVEN MONTHS PRIOR TO TRAVEL

- Prep sessions with students (ongoing).
- Discuss behavioral expectations.

SIX MONTHS PRIOR TO TRAVEL

- Students apply for passports.

ONE MONTH PRIOR TO TRAVEL

- Final parent meeting
- Confirm arrangements with travel agent.
- Collect copies of students' documents.
- Complete financial arrangements.
- Confirm reservations for excursions.
- Secure insurance.

DURING TRAVEL

- Enjoy!
- Send a postcard to administrators.

AFTER RETURN

- Encourage students to correspond with host families.
- Thank program supporters.
- Report to administrators/school board.
- Evaluate program via GAPP questionnaire (optional).

THREE MONTHS PRIOR TO GERMAN STUDENTS' ARRIVAL

- Prepare for their visit.
- Organize parent committees for field trips and activities.
- Do initial PR work.
- Arrange school visit of German group.

DURING THE VISIT OF THE GERMAN GROUP:

- Monitor and adjust!