

## **UVM Alternative Spring Break Trip Itinerary Information**

This is a very important planning document for both your trip and the ASB adviser. Please be sure to fill out ALL information as accurately as possible. We understand that some of this needs to be an approximation, but be as specific as possible. If you have questions please ask the ASB Directors or advisor!

**Site Leaders (First & Last Names):** \_\_\_\_\_

**Site Organization & Trip Theme:** \_\_\_\_\_

**Location of Trip (City/Town):** \_\_\_\_\_

### **Departure & Arrival Times (There & Back)**

This is very important for flying trips and helpful for driving trips. Please consider your groups' class schedule on the Friday before break, drive time in between stop over spots, factor in rest and breaks from the van, and always factor in time for unexpected weather, getting lost, etc. In other words, just because googlemaps says it takes 14 hours, expect it to take you longer. Remember, you cannot drive past midnight! Flying trips, please include flight numbers & any layovers.

**DATE(S) & TIME(S) OF DEPARTURE TO SITE (PLEASE INCLUDE HALF-WAY POINTS):** (Example: Friday, March 5<sup>th</sup> leave UVM at 1pm, arrive at half-way point at 9pm. Saturday, March 6<sup>th</sup> leave half-way point at 8am).

**DATE & TIME OF ARRIVAL AT SITE:**

**DATE(S) & TIME(S) OF DEPARTURE FROM SITE (PLEASE INCLUDE HALF-WAY POINTS):** (Example: Saturday, March 13<sup>th</sup> leave UVM at 1pm, arrive at half-way point at 9pm. Sunday, March 14<sup>th</sup> leave half-way point at 8am).

**DATE & TIME OF ARRIVAL BACK IN BURLINGTON:**

## ON THE ROAD & IN THE CITY

### **TOTAL PREDICTED MILEAGE FOR OUR TOTAL TRIP? \_\_\_\_\_**

(This should include driving to your site, driving to the workplace, around the city, and a little factored in for getting lost or other reasons ☺. (EXAMPLE: 3,600 MILES).

### **GENERAL ROUTE YOU WILL BE TAKING?**

(Example: To get to Nashville, we will drive down through Albany, NY, go out toward Buffalo, cut down into Ohio and arrive in Tennessee). **VERY IMPORTANT: Please attach directions from Googlemaps, Mapquest, or TripTix to this itinerary. These directions should be used as a general guide with additional assistance from your Driving Atlas and the van GPS.**

**WHAT TYPE OF PUBLIC TRANSPORTATION WILL YOU BE USING?** (Example: NYC Metro Subway). We ask this so that you do the research on what public transportation systems are available to you in major cities (if that is where you are). You should know where the closest stops are in relation to your site/housing.

## FOOD! YUM!

### **PLEASE ESTIMATE THE NUMBER OF MEALS YOU WILL NEED FOR YOUR GROUP AS FOLLOWS:**

- Total meals needed on the way to your site? \_\_\_\_\_  
(Example: 10 people for 2 days driving down, would need 2 breakfasts, 2 lunches, and 2 dinners each, for a total of 120 meals. We will use these meals to estimate the amount of money per meal, for a total amount of money for food).
- Total meals you need during the week? Please note if there will be meals provided by your site.
- Total meals needed on the way back from your site? \_\_\_\_\_
- **Any special dietary needs for your group? (Vegetarians, vegans? Etc.)**

**JUST IN CASE YOU SHOULD KNOW**

**Nearest Hospital: (Name, street address, phone number):**

**Nearest Airport: (Name, street address, phone number):**

**Special Medical Needs of Participants?** Use the medical sheets from your group and note the names & potentially emergent needs of any participants. (For example: Tim Gunn has an extreme allergic reaction to bee stings). This is also a great place to mention any other important needs of participants (that they share with you) (For example, Jon Stewart gets really car sick, he needs to sit in the front seat as much as possible). *Obviously, use this information between site leaders only, unless the participant shares it with the group!*

## HOUSING & WORK SITES

### HALF-WAY POINT(S) HOUSING INFO:

HOST'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

(DAY TWO OR ON THE WAY BACK?)

HOST'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

### SITE HOUSING INFO:

ORGAINATION/CHURCH: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_

### WORK SITE/ORGAINZATION

ORGAINATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_