



# Resources for Travelers

*(Spring 2010 Revision)*

*\*\*Important: Read this information ASAP:  
it will save you money, spare you hassles, and  
help keep you safe during your travels.\*\**

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### **IMPORTANT!**

This package can be downloaded at  
[www.LEAPNOW.org/downloads/resources.pdf](http://www.LEAPNOW.org/downloads/resources.pdf)

# YOUR LEAPNOW PLACEMENT

It is vital that you understand the relationship between yourself, LEAPNOW and the organizations or persons that you are placed with. LEAPNOW is your connection to the placement - a place where you can find out about many different options and then get placed at the programs that interest you. (*Only our LEAPNOW year-long and semester programs are directly administered by LEAPNOW*). Thus, once you are placed with a person or program, we find that relationships stay clearest and everything works better if you start relating **directly** to the program itself, rather than relating indirectly to the program through LEAPNOW.

Volunteer placements should be treated as jobs. You make a commitment to work for a certain period of time, and the way you perform has a direct impact on whether we can place future LEAPNOW volunteers. Thus, we ask that you treat placements in a professional way. As with a job, you should be fully aware of what you are committing to before making a commitment, once “hired” you should make sure that you are properly trained and oriented, and if you experience problems or conflicts, you should work them out by communicating with your “boss.” If for any reason you need to leave before the time you agreed upon, do it in a responsible way – communicating and making sure that you are not leaving the organization “in the lurch.”

Once you are placed the responsibility for your experience shifts to you and the sponsoring organization. Throughout your time off, you are ultimately responsible for your own well-being – this takes the following forms:

1. **Prior to Placement:** Do research for the country you will be visiting, look at the websites we provide for you. Make sure that you are well-informed about a program – what you will be doing, who you will work with, what will be expected of you and what you would like to receive from the experience. Make sure you know about that country and city that you will be visiting, the climate, the customs, and the people, for your own comfort and well-being when you are there, as well as the comfort and well-being of the native peoples. Assess what components are necessary to keep you happy.
2. **Once you are placed:** Communicate with **the program sponsor** to make sure that you understand the following (at least):
  - transportation - where you need to get to, if you will be picked up, etc.
  - food and housing
  - special clothing and equipment needs
  - immunizations needed, if any
  - what you will be doing and what kind of work schedule you will have
  - your address and phone number there
  - access to telephone and email
  - anything useful that you might be able to bring from the United States
  - anything else that has a bearing on your well-being and happiness
3. **Before you begin working at a placement:** The key words are preparation and completion. Make sure that you have completed anything you need to in order to be away from your life in the United States for the duration of your placement: financial arrangement, college paperwork, employers, parents, boy/girlfriends, etc.
4. **Once you arrive and start at your placement:** It is critical that you communicate with your program sponsor – if they don’t know there is a problem, they won’t try to fix it – the squeaky wheel gets the grease! It is your job to let them know your needs, to refuse to do anything that puts your safety or health at risk, and to let them know about things that aren’t working for you, as quickly as possible.

# IMPORTANT TRAVEL DOCUMENTS

While traveling, the following documents constitute your “valuables”– just about anything else you can get by without or easily replace.

**As a general rule, these should be kept on your person at all times.**

We recommend that you purchase a small zip pouch that can be hung around your neck, or a money belt (most outdoor gear stores and good hardware stores have them). Don’t make the mistake of putting them in your luggage or in a small carrying bag – both of which can be easily stolen or cut into. Once you arrive at a program location, they are likely to have a secure place to safely store your valuables. **Don’t let these items out of your control!**

**Passport:** Your passport is your most basic travel document and form of identification. **If you don't have one, apply for a passport as soon as you know that you will be traveling outside the U.S.** If you have one, make sure that it is valid for 6 months beyond the end date of your trip. Here are some useful guidelines for getting and taking care of your passport,

- You can apply for passports from passport agencies in major cities, many Federal and State courthouses, some municipal offices, and many post offices. It generally takes 4-5 weeks to get your new passport— though you can pay extra to expedite the process. The US State Department has a travel website that gives comprehensive information about passports and visas: <http://www.travel.state.gov>. This site has downloadable application forms and passport office locations.
- Make at least one copy of the identification page of your passport and keep it somewhere separate from your passport. Having a copy will facilitate the replacement process should this prove necessary. Remember to write your home address in the space provided, so that if it is lost, it can be returned to you. Be sure to fill out the emergency information page of your passport before you leave the U.S.

**Visas:** A visa is a stamp in your passport that allows you to enter a foreign country. As soon as you know what country you will be going to, find out if you need a visa, and make sure to apply early enough to get the visa before you depart. Visit the State Department web site ([www.travel.state.gov](http://www.travel.state.gov)) to find out the entry requirements for each country you'd like to visit. **In many cases, you have to send in your passport to get a visa, so it is very important to get your passport as soon as you know that you will be traveling out of the U.S., and get any needed visas as soon as you know what countries you will be visiting.**

***IMPORTANT: As a general rule, it is very important when speaking with any embassy or consular personnel that you NOT mention the word "work," even to say "volunteer work". LEAPNOW students generally travel on tourist visas, which is legal as long as you are not earning money in the country you are placed in. Using the word "work" can tremendously complicate the visa process. When in doubt, just say, "I am traveling as a tourist for X months."***

**Airline Tickets:** The rule with airline tickets is that the rules change, so it is very wise to shop around. We see wide variation in the prices people pay to get to the same destination. In general to get good airfares:

- Plan as far ahead as you can. Tickets are cheaper when purchased far in advance of the date of departure.
- You are more than welcome to use our travel agent Karen Chieppa. We have worked with Karen for the last 9 years and she has always found wonderful tickets. We can give you her contact information as soon as we have confirmed dates for your flight.



#### **Useful Memberships:**

- **International Student or Youth Identity Card :** The ISIC is an extremely worthwhile travel document for students. For a small fee the ISIC provides you with lower airfares, basic sickness and accident insurance, national and worldwide hotel and pleasure discounts and discount phone rates and voice mail worldwide. For more information and purchase, visit <http://www.isic.org/home.aspx>
- **International Youth Hostel Card: IYH** offers discounts at youth hostels worldwide and will pay for itself within 4-5 night-stays at hostels. The cost is \$25 for people between the ages of 18 and 54. IYH's website has a complete listing of member hostels world wide so you can determine if membership will be useful in the countries you are traveling to and it is even possible to place advance bookings online. To get more information and order, visit <http://www.hihostels.com/web/membership.en.htm> and click on the appropriate link.
- **Eurail:** Though it is devoted exclusively to rail service, the old standby Eurail is worth mentioning. Eurail makes it possible to buy either a Eurail ticket permitting time-constrained roaming over European rails, a point-to-point reduced fare train ticket between any 2 points in 27 European countries, or a Eurailpass or Europass which allow travel on many different lines throughout a number of European countries. Many pricing options exist for package deals. Visit <http://www.eurail.com/> for details. Similar services are available in Australia and New Zealand. Note that these passes generally must be purchased before arriving in Europe, so be sure to plan accordingly.

**Money:** We recommend that you take money primarily in the form of traveler's checks, which you can then turn into small amounts of cash as needed. It is also a good idea to take along a credit card for emergency use. Though ATM and debit cards may not be practical in all countries, they can be useful in some, so it would probably be worth having one with you. Look around for the best deal on traveler's checks – for example, if you are a AAA or credit union member you can get them without a fee. Make sure that you leave a record of your checks at home, and keep a record of those you use – SEPARATE FROM YOUR CHECKS! In an emergency, you can have money wired to you abroad through Western Union offices for a fee.



## SOURCES OF INFORMATION FOR TRAVELERS:

### **Governmental Resources:**

The U.S. Department of State issues Consular Information Sheets for every country of the world. They include such information as location of the U.S. Embassy or Consulate, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Areas of Instability." Visit the US embassy and Consulate web sites at <http://www.state.gov/travel/>.

The CIA World Factbook (<https://www.cia.gov/library/publications/the-world-factbook/index.html>) is a valuable resource for comprehensive statistical accounts of the economies, militaries, weather, currencies, transportation, geography, and more for every country in the world.

If you're planning to travel in Europe, the European Union ([http://europa.eu/index\\_en.htm](http://europa.eu/index_en.htm)) is worth a look. Their website has links to all EU member countries as well as all kinds of EU policies, statistics, and the status of the Euro (Europe's new currency).

**Newspapers:** The International Herald Tribune is a joint venture of the New York Times and the Washington Post and is the most widely read international newspaper. It is a good source of news once you've arrived at your destination. Visit their web site at <http://www.iht.com/frontpage.html>.

**Guidebooks:** There seem to be as many guidebooks as there are countries, which is probably appropriate. Each caters to a different audience and to different parts of the world.

Check out some of our favorites:

- **Lonely Planet Guidebooks** (our favorite series); <http://www.lonelyplanet.com/>
- **Rick Steves** has been publishing a guide for traveling in Europe cheaply for years; <http://www.ricksteves.com>
- **Let's Go** always has lengthy listings of hotels, restaurants, and cultural sites aimed at students; [www.letsgo.com](http://www.letsgo.com)
- **Rough Guides** present a younger perspective on popular budget traveler's haunts around the globe; [www.roughguides.com](http://www.roughguides.com)
- **Moon Books** carries many international guides though well known for its insights on traveling in the States.

If you're in the market for more general travel literature to prepare you for your sojourn, or looking for a retailer of these guides, the Intrepid Traveler bookstore in New York has myriad titles available for order online. You can find their website at [www.IntrepidTraveler.com](http://www.IntrepidTraveler.com). And [www.AdventurousTraveler.com](http://www.AdventurousTraveler.com) also carries a wide selection of excellent travel books.



## INSURANCE

**HEALTH:** We recommend that all LEAPNOW travelers have health insurance while traveling and doing LEAPNOW programs. You can take care of health insurance needs in one of the following ways:

- Remain with your current health insurance carrier – make sure that you will be covered while out of the country.
- Purchase insurance to provide coverage that supplements your usual insurance.
- Purchase special health insurance plans for travelers. Contact information for various carriers is:  
[Insuremytrip.com](http://Insuremytrip.com) – provides a useful comparison of various insurance companies

Access America -- (800) 284-8300 <http://www.accessamerica.com/>  
Health Care Abroad (Wallach & Co.) –<http://www.wallach.com/>

If you'd like information on the realities of taking care of yourself abroad, be sure to check out the following Internet resources on our website:

- The **Centers for Disease Control** publishes country by country, or regional information relating to disease and health issues. It can be an excellent starting point for deciding which immunizations you need for a country or region. Check them out on the web at: [www.cdc.gov](http://www.cdc.gov).
- **The World Health Organization** is a subsidiary of the United Nations that monitors trends in medical and health issues worldwide. Check out their homepage ([www.who.int](http://www.who.int)) for a discussion of some of the current international health issues.
- **The International Association for Medical Assistance to Travelers** ([www.cybermall.co.nz/NZ/IAMAT](http://www.cybermall.co.nz/NZ/IAMAT)) offers membership including a world-wide directory of IAMAT physicians, risk guides to various international diseases and viruses, and other useful medical information.

**TRIP CANCELLATION:** This type of insurance can be useful if trip plans suddenly change due to illness, etc. For more information, go to: [insuremytrip.com](http://insuremytrip.com) or ask Karen Chieppa of Global Vision Travel (see ticketing above) for recommendations.

## Tips for Travelers:

1. Leave copies of your itinerary, passport data page and visas with family or friends at home, so that you can be contacted in case of an emergency.
2. Make sure you have insurance which will cover all your emergency medical needs while you are overseas.
3. Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, while in a foreign country, you are subject to its laws!
4. Do not leave your luggage unattended in public areas and never accept packages from strangers.
5. While abroad, avoid using illicit drugs or drinking excessive amounts of alcoholic beverages, and associating with people who do.
6. Do not become a target for thieves by wearing conspicuous clothing and expensive jewelry and do not carry excessive amounts of cash or unnecessary credit cards.
7. Deal only with authorized agents when you exchange money or purchase art or antiques in order to avoid violating local laws.
8. When overseas, avoid demonstrations and other situations that may become unruly or where anti-American sentiments may be expressed.

(from the US Bureau of Consular Affairs)

# CONTACTING THE LEAPNOW OFFICE

*LEAPNOW is happy to further assist in your preparation. To be sure you stay in touch with us during your "time-on", you might find it useful to hang on to this sheet during your travels. At the very least, commit our website address to memory, since it contains all of this information.*

**Mailing Address:**

LEAPNOW  
11640 Highway 128  
Calistoga CA 94515  
CA

Phone: 707-431-7265  
Fax: 707-431-8479  
Email: [internships@LEAPNOW.org](mailto:internships@LEAPNOW.org)  
Web: [www.LEAPNOW.org](http://www.LEAPNOW.org)

Bon Voyage  
from the LEAPNOW staff !



## Appendix A: RESUME GUIDELINES

For LEAPNOW to place you, we generally need a résumé to inform us as well as potential placements about your work history, qualifications and background. This sheet is to help you put together your résumé if you don't have one. You can either format it yourself using these guidelines, or submit the information to us (either by email or on an IBM compatible diskette) organized in the order shown in the example below, and we will format it and print it for you. Please call if you get stuck, or please feel free to be creative and use your own format.

- To begin writing your résumé: Go back to high school and account for every month of time from then to the present. Don't leave anything out - then choose the items that you would like to include in the résumé to give a full picture of your work experience & qualifications. List in reverse chronological order – most recent job or qualification first.
- A résumé should be one page - don't limit yourself if you need more than one page - particularly if you are over 30.
- Alternate headings: WORK EXPERIENCE, RELEVANT COURSEWORK, OUTDOOR-RELATED EXPERIENCE, ART EXPERIENCE, CERTIFICATIONS AND TRAINING.
- Use fonts that express who you are - within reason. You might consider doing your résumé in a number of different fonts so that you have some flexibility when approaching employers. Laser print it. When in doubt, stay conservative.
- Print the résumé on heavier paper that is not white - use parchment, recycled bond, etc. - something that sets you apart from others. Appropriate paper is available at copy centers for just a few cents more than white 20# bond.

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### Sample Resume:

#### NAME

Address Boulder, CO 80303 USA

(303) 123-4567

Email: myname@isp.com

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#### EDUCATION

**B.A.** - Evergreen University, Olympia, Washington. Accepted to the class of 2002. Deferring for a year of study and travel abroad.

**High School** – Super Preppie Academy, Princeton, NJ. Graduated with honors. GPA=4.3.

#### PROFESSIONAL EXPERIENCE

**Job Title (Bold)** - Employers Name, City, State

*Date - right justified*

Brief description of organization if not self-evident. Narrative to set forth job responsibilities, any special initiative that you took, if you supervised others, budgetary responsibility, organizational responsibility. This should be written with active verbs - such as supervised, monitored, organized, implemented, etc. Do not use the word "I" - the resume should look like an objective document as if it was written about you rather than by you. Highlight what you'd like the reader to see first. The next entry is an example.

**Director** - Oshkosh Conservation Corps, Oshkosh, Minnesota

*3/88 - 10/89*

Directed a paid statewide summer job and education program for disadvantaged teenagers. Recruited, hired and supervised a staff of 21. Worked directly with state and federal resource management agencies to develop work projects. Set program goals, designed management structure and developed an integrated education program. Directed fund-raising and publicity efforts. Administered a budget of \$170,000. Recruited and hired program participants throughout Minnesota. Authored funding proposals. Responsible for liaison with funding agencies.

**Travel Agent**, World Travel, Inc., Whittier, California.

*1980 - 1986*

Planned and made travel arrangements for corporate accounts and leisure travelers, including FIT's (Foreign Independent Travel) as well as handling pre-arranged tour packages. Used American Airlines' SABRE computer system for international and domestic tickets and supervised computer training and training of new employees. Travelled in Europe, Asia, Australia/New Zealand, the South Pacific, and extensively in North America.

#### OTHER QUALIFICATIONS & ACTIVITIES

Lived in Europe & Asia for 13 years

SCUBA certified

Park Ranger - Grand Canyon Nat'l Park

German, French & Spanish speaker

Ski teacher in Austrian ski resort

Bike tour leader - western Canada

First Aid and CPR certified

Trained 5 years in Korean & Chinese martial arts

*References available upon request.*