



# Flying Instructions For Rotary Exchange Students on the Western Adventure Trips

## Checking In at your home Airport

Please check your flight schedule 24 hours before departure and get to the airport AT LEAST 2 hours before flight time. Longer if you are going from a major hub airport like Detroit, Charlotte, Atlanta, or Newark (2.5 hours). When checking in some airlines ask for your date of birth.

**Check in right away**, you don't need to wait for anyone. **You will need your Passport for identification** (give it to your chaperone when you get on the bus in Phoenix). Check your bags. If your suitcase weighs more than 50 lbs. (22 kilograms) you will have to pay an at least \$5 a pound penalty, so pack light. You are allowed one suitcase and one backpack on our trip. Put medicine, a packed lunch and 2 spare sets of underwear and t-shirts and some sweats in your backpack (in case your suitcase is lost).

If you check a suitcase you may have to pay \$25 per checked piece of luggage. Take enough money to cover that round trip.

**DO NOT PACK YOUR PASSPORT.** Check in can be done at kiosk at some airports. You will need your Confirmation number (or Record Locator) Number to get your boarding pass. **KEEP YOUR PASSPORT IN A SAFE PLACE.** Never put it or your Boarding Passes Down. Put them in your backpack or a safe place. Also don't pack any prescription drugs you might need in your suitcase.

Don't pack liquids in containers over 3 OZ (85grams) in your carry on. If you are packing liquids in your suitcase please put them in secure plastic bags to protect your clothing.

**A complete List of Forbidden Items and Tips** <http://www.tsa.gov/travelers/index.shtm>

## Getting Through Security

Transportation Security Agency has a great website to give you specific detailed information:

<http://www.tsa.gov/travelers/index.shtm>

Put your bags through security right after check in. If you have sharp scissors, a knife, a lighter or any sharp or forbidden items and don't know if they are allowed see TSA Website. You will be probably asked to remove your shoes, so I would wear shoes which are easy to take off. Put all metal objects, cell phones, metal belt buckles, and anything which might set off their metal detectors in your backpack. It will make going through screening much quicker. Do NOT joke while in security lines. It will hold you up.

## Finding Your Gate and Waiting for the Flights

After going through security, go straight to your gate (you can find your gate on your boarding pass and on monitors in the airport). Don't go shopping, go straight to your gate and wait for the flight. Check frequently to see if you gate has changed. If it has, go straight to the new gate. **STAY ALERT.**

## If Your Flight Has Been Delayed or is Cancelled

If your flight has been cancelled go straight to the desk at the gate and wait until they have fixed your problem. Don't leave the gate until you get it fixed. Tell them you are meeting a tour in Phoenix and you must be there. Be polite, but don't back down, urge them to fix your problem right away. Be persistent. If you are going to be very late tell them you can meet the tour in Flagstaff, Arizona later that evening. Fix the problem, then call Bill at 614-517-7702 and leave a message with the flights you will be on.

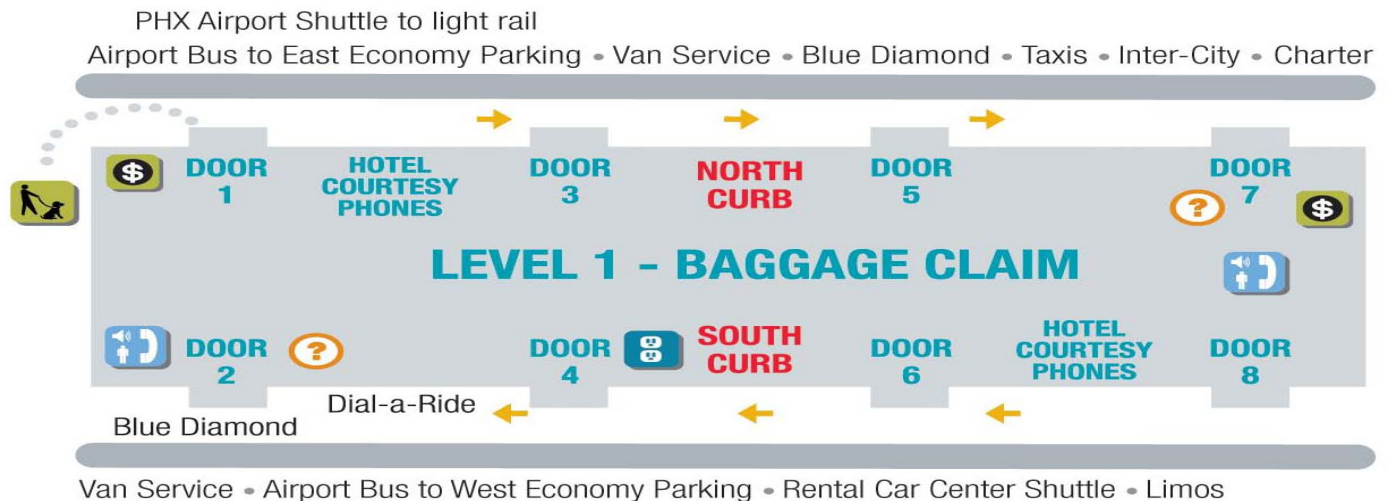
## Changing Planes on Connection Airports

Most Hub airports are huge and forbidding. In rare cases you will have to go from one terminal to another. Look at the monitors in the airport. If you have a question ask someone from your airline or airport information desk. When you get off the plane, look up your new gate and RUSH to the new gate (connection times are tight on all flights). Get to the gate, and keep an eye on gate changes and delays. Don't waste time shopping or goofing around. In Chicago, Minneapolis, Atlanta, Phoenix, Cincinnati, and Dallas it doesn't take longer than 20-25 minutes to get to your gates, even at the farthest gate from your arrival point.

## Western Trip Information:

You will be arriving and Departing at Phoenix's Sky Harbor Airport.

**Meeting at the Airport:** Your suitcases will be coming in your terminal, Get your luggage and take the free shuttle to Terminal 4. Look for Bill McMurray or one of the chaperones in the baggage area terminal 4 near Door 7. We or a team leader will be holding up a big Rotary Sign with Western Adventure on it. That person will direct you to the far end of the baggage claim where the rest of the group is waiting. .



## Important Additional Information

THERE IS NOT FOOD ON FLIGHTS AND IN THE BAGGAGE CLAIM. Once you leave the secure part of the terminal you can't eat, so grab a hamburger or better yet, bring a sandwich, some snacks and fruit or some other food in you back pack so you have something to eat. Some of you will have to wait at terminal 1 for as long as 2 or 3 hours so get comfortable. There will be plenty of exchange students to meet to kill the time.