

2025 TRAINING INSTITUTES

YOUTH LEADERSHIP PROGRAM

Tip Sheet for Youth & Young Adults Preparing to Travel

Task	Enter information or check mark for completed tasks
REQUIRED FORMS	
I have completed all the required forms with expectations, permission forms. These are to make sure you are able to fully participate in activities at the conference.	<input type="checkbox"/>
RESPONSIBLE INDIVIDUAL	
The name and cell phone number of the person who is responsible for my safety during my travel and stay.	
LEAVING FOR THE TRIP	
I need to leave my house to get to the airport, train, or bus station to be on time by:	
I will get to the airport, train, or bus station by:	
If I am going to the airport, etc. with someone, their name and cell phone number are:	
My plane, train, or bus departs at:	
My plane train, or bus arrives at my destination at:	

2025 TRAINING INSTITUTES

YOUTH LEADERSHIP PROGRAM TRAVEL TIP SHEET

Task	Enter information or check mark for completed tasks
DEPARTING FROM THE TRIP	
I need to leave my hotel to arrive at the airport, train, or bus station on time by:	
I will get to the airport, train, or bus station by:	
If I am going to the airport, etc. with someone, their name and cell phone number are:	
My plane, train, or bus departs at:	
My plane, train, or bus arrives at my destination at:	
<i>Travel Tip:</i> Take time to double check electrical outlets, under the bed and in the closets for items that aren't in plain sight. Oh, and don't forget your chargers!	
TRAVEL ARRANGEMENTS	
I am traveling by: (e.g., plane, train, bus)	
My transportation information is: (e.g., airline and flight number, bus line, and train number)	
I will get my ticket from:	
<i>The type of ticket I have is e-ticket, paper ticket, or other:</i>	
<i>Travel Tip:</i> It might be helpful to print an extra boarding pass.	

2025 TRAINING INSTITUTES

YOUTH LEADERSHIP PROGRAM TRAVEL TIP SHEET

DEPARTING FROM THE TRIP

I know the items that I am prohibited from carrying with me on a plane.

Note: Airline security will search your carry-on bag for prohibited items. There is always a list posted in the airport of items that you cannot bring on board. These items may include scissors, knives, weapons, sharp objects, mace, pepper spray, lighters, matches, or large amounts of liquids. Check for information on airline websites and in the security area.

I understand the process for going through security at an airport.

Note: Typically, laptop computers must be removed from carry-on bags, outer garments like jackets and sweaters must be removed, shoes must be removed, and any items that may trigger security devices must be removed from pockets (cell phones, tablets, belts, change, etc.).

I WILL BRING A PICTURE ID FOR SECURITY.

IDs can be a driver's license, passport, or other government issued identification card.

Travel Tip: Don't forget all carry-on liquids must be less than 3oz and placed in a clear quart-sized bag.

HOTEL

I have made hotel reservations and my confirmation number is:

The name, address, and phone number of the hotel that I will stay at are:

I will be sharing a room with (if applicable):

I have either a credit card or \$50 cash for a deposit when registering at the hotel to cover "incidental" charges.

Note: Most hotels require a credit card on arrival for what they call incidentals (charges to your room such as movies, minibar, food at hotel restaurants, or items at hotel shops). Take care not to place unnecessary charges to your hotel room bill.

I will make sure that my name is on the hotel room when I register at the front desk so that people can contact me.

2025 TRAINING INSTITUTES

YOUTH LEADERSHIP PROGRAM TRAVEL TIP SHEET

TELEPHONE CALLS	
I will contact a family member or caregiver by cell phone or other means when I arrive or if a crisis occurs. The cell phone number I will use to contact my caregiver is:	<input type="text"/>
I understand that a cell phone or prepaid calling card is preferable to phone calls from the phone in my hotel room, which is likely to be expensive.	<input type="checkbox"/>
COPIES OF YOUR INFORMATION	
I have left a copy of all my travel information at home with:	<input type="text"/>
WHAT TO PACK	
I checked the temperature and weather forecast for my destination and packed the appropriate clothing. <i>Note: To see what the temperatures will be, check the Internet at weather.com or a newspaper (for example, USA Today).</i>	<input type="checkbox"/>
I brought a sweater or jacket. <i>Note: Remember that hotels and conference centers are typically kept very cold so consider bringing a jacket or sweater to keep warm in the conference center.</i>	<input type="checkbox"/>
I packed clothes that will help me feel comfortable throughout the event. <i>Note: Bring clothes that help you feel like you. Youth and young adults at the conference will be rocking their own unique style. Those attending the general Training Institutes will likely be wearing business casual. You can follow this dress advice if it feels right to you. There will also be the chance for social events.</i>	<input type="checkbox"/>
I packed a bathing suit if the hotel has a pool	<input type="checkbox"/>
I brought activities for down time (e.g., books, magazines, iPod, tablet, writing materials, etc.). <i>Note: Remember that you are responsible for your own property.</i>	<input type="checkbox"/>
I brought toiletries (e.g., toothpaste and brush, hair supplies, cologne, deodorant, shaving supplies, make-up, etc.) if I don't like what the hotel supplies.	<input type="checkbox"/>
I packed contact lenses, glasses, and other eye-care related items.	<input type="checkbox"/>

2025 TRAINING INSTITUTES

YOUTH LEADERSHIP PROGRAM TRAVEL TIP SHEET

WHAT TO PACK *cont.*

Travel Tip: Make a short list of what you packed and what you need to purchase when you get there.

Travel Tip: Keep your charger, medication, and a change of clothes in a carry-on just in case your bags are delayed.

Travel Tip: If you are traveling by air, bring gum or candy for the air pressure. Your ears will thank you!

Travel Tip: Bring a few snacks for your journey. Food at the airport and hotel can be costly. Airport security does not allow pudding or peanut butter in your carry-on luggage.

Travel Tip: Pack an empty refillable water bottle in your carry-on luggage.

MEDICATIONS

I packed my medications in my carry-on bag as checked luggage may become lost or delayed in arrive at your destination.

EXPENSES

The expenses to be covered by my system of care, agency, family, or youth organization are (e.g., air travel, ground transportation to and from the airport both at home and at the meeting location, meals not provided by the conference, etc.):

I arranged for a cash advance, if possible, in what amount to cover my expenses:

I have created a budget for my funds so that I can track my expenses and do not exceed the amount that I will be reimbursed for. (You want to be sure that you don't run out of funds!)

I will save receipts to document my expenses.

2025 TRAINING INSTITUTES

YOUTH LEADERSHIP PROGRAM TRAVEL TIP SHEET

PREPARE FOR THE CONFERENCE, TRAINING, OR MEETING	
I have talked with a youth coordinator or adult about what I hope to get out of the conference, meeting, or training.	<input type="checkbox"/>
I have talked to a youth coordinator or adult about their expectations for me during the conference, meeting, or training.	<input type="checkbox"/>
I have read the agenda of workshops and activities for youth at the training, so that I can plan which activities I am interested in attending.	<input type="checkbox"/>
The training is a time for learning and sharing your experiences and expertise to help others, but there will be time for fun, relaxation, talking, and getting to know other youth. I have talked with my youth coordinator, if applicable, or other adults and youth who will be traveling from my community to make plans for out-of-conference time.	<input type="checkbox"/>
I have consulted with adults about providing supports that I may need during times when the conference is not going on.	<input type="checkbox"/>

UConn

SCHOOL OF SOCIAL WORK

INNOVATIONS INSTITUTE