



In order to ensure the most accurate processing of your application form, please print clearly in the spaces we've provided, using capital letters only. You may also choose to sign up for your tour online on our website at www.cha-tours.com.



Signature required for processing (see reverse)

Co-Counselor Application

Title: ☐ Mr. ☐ Miss ☐ Ms. ☐ Mrs. ☐ Sr. ☐ Dr. ☐ Bro. ☐ Rev. ☐ Prof.

First Name as it appears/will appear on your passport (No nicknames - used to issue your airline ticket)

Middle Name(s) as it appears/will appear on your passport (used to issue your airline ticket)

Last Name as it appears/will appear on your passport (used to issue your airline ticket)

Sex: ☐ Male ☐ Female

Date of Birth (required for all participants):

Month Day Year

Mailing Address: (Give specific street name & house number as not all CHA mail is delivered by the U.S. Postal Service.)

City

State

Zip Code

Home Telephone (Use digits only)

Work Telephone/Cellphone (Use digits only)

Primary E-Mail Address

Do you have a valid passport? ☐ Yes ☐ No **If yes, provide passport number:**

Issuing Country of Passport: _____ **Passport Expiration Date:**

Important: Your passport must be valid for a minimum of six months after your return date, or you may be denied boarding by the airline. (See CHA's "Important Information" for passport requirements.)

Month Day Year

School/Group Name & Address: (Give street name & house number as not all CHA mail is delivered by U.S. Postal Service.)

City

State

Zip Code

School Telephone (Use digits only)

☐ I am a first-time CHA teacher-counselor.

☐ I have previously organized CHA tours.

☐ I have previously organized tours with other educational tour companies. Company name(s): _____

Name of Group Counselor (leader of your group): _____

Selected Tour Name: _____ **Catalog Year/Page No.:** _____

Requested Departure Date:

Month Day Year

Return Date:

Month Day Year

U.S. Departure City: (choose one city from those listed on tour page or on website) _____

☐ I will be requesting different return flights from the rest of the group. (Please refer to CHA's "Important Information" for Flexi-Flight details and additional cost and contact CHA for the necessary forms.)

CHA Office Use Only:

Tour Code Group Code Chap Code DCS SS T/E C/D L/O \$

As a CHA Co-Counselor:

■ I certify that I and my tour participants have read, understand, and accept the policies and provisions in the "Important Information Terms & Conditions" and "Student Code of Behavior" as published in CHA's current-year tour catalog and "Tour Enrollment Booklet." I also certify that I will read and adhere to the procedures outlined in all subsequent instructional booklets sent to me by CHA, especially CHA's "Tour Planning Guides Part 1 and 2" in which my specific pre-departure and on-tour responsibilities will be further clarified.

■ I understand that my responsibilities before my trip include assisting the Group Counselor coordinating with CHA's U.S. representatives, the timely collection of tour payments from travelers, and the organized distribution of all information given to me by CHA on behalf of my group including pre-departure materials and electronic airline tickets.

■ I understand that it is my responsibility to assist the Group Counselor in ensuring that my participants fulfill the tipping requirement for tour directors, long-distance drivers and/or stewards on cruises as described in CHA's current-year "Important Information Terms & Conditions."

■ I understand that I am responsible for assisting the Group Counselor in maintaining a fair, positive and harmonious atmosphere during our trip. I will cooperate with our CHA Tour Director, Local Guides and Bus Driver as well as the counselors from other schools. I also understand that it is my responsibility to be flexible, adaptable and assist in finding solutions (along with our Tour Director and other CHA local staff) to any operational glitches which may arise, rather than react negatively, thereby detracting from the enjoyment of the tour for my group and other travelers.

■ I understand that it is my responsibility to assist the Group Counselor in overseeing and monitoring the behavior of my participants during our trip according to the standards and guidelines outlined in CHA's "Student Code of Behavior" as published in CHA's current-year tour catalog and "Tour Enrollment Booklet." This responsibility cannot be passed on to the CHA Tour Director, other members of CHA's overseas staff, or leaders of other groups traveling on the motorcoach as it is my responsibility as a Co-Counselor (under the direction of the Group Counselor of my group). I understand that if I were not to perform these duties, I may be called upon by CHA and/or the parents of my tour participants for a complete explanation as to the non-adherence to these regulations. I will also establish with other teacher-counselors on my tour a common approach to the implementation of CHA rules regarding behavior (such as curfew times, punctuality for tour activities, non-drinking policy, etc.)

■ In cases where the Group Counselor is unable to perform his/her on-tour duties due to illness or other unexpected circumstances, it will be the responsibility of the Co-Counselor(s) to take over the duties of chaperoning students while the tour is in progress.

■ I understand that teacher-counselors must not engage in any unauthorized excursions (excursions which are operated without the approval of CHA). For such unsanctioned activities, CHA cannot provide any insurance, as CHA cannot be held responsible for activities unauthorized by the company; thus, the organizers of such activities may incur personal liability if a mishap or accident should occur. I understand that Tour Directors and Bus Drivers must also adhere to this policy. (A complete list of authorized optional excursions is available on the tour pages of our website.)

Your Signature:

(Use your legal name as given on reverse side.)

Date: _____

Please mail or fax to: CHA Educational Tours, 325 Chestnut Street, Suite 205, Philadelphia, PA 19106 • Tel: 1-800-323-4466 • Fax: (215) 923-5583