



www.infiniteforest.com

Travel Planner

Infinite Forest's Eco-Tours are about making memories that last a lifetime through adventure, education and experience. It is not only about taking home pictures, but taking knowledge and stories to share with friends and family. The experience encourages the traveler to continue learning about the world outside themselves.

Welcome to Infinite Forest's Travel Planner. Whether traveling as an individual, family, group or school this planner will serve as a helpful aid in planning your adventure.

Our goal is to make your adventure run smooth and safe. Traveling is about experiencing new places, peoples, and adventures and we want you to get the most out of your trip. If there are questions that still linger after you have read through Infinite Forest's Travel Planner please contact us by e-mail or telephone. Our professional experience allows your upcoming experience to be infinitely educational and memorable.

THE PLANNING PROCESS –

Decide you want to go.

Review our web site and our information brochure. Talk with friends and family that have traveled to similar locations on the planet. Consider whether the experiences we offer are consistent with your objectives.

Choose the dates you want to travel.

Choose the dates as soon as possible so that we can start the planning process. This also allows parents and teachers to start to save up and/or raise funds. Trips are available year round. However, if you are a teacher organizing a school trip spring break and summer travel usually coincide with schools.

In order to be school sponsored teachers will need to get permission from the school or school board. Most of the time this is done without difficulty because it is an educational trip. We will be more than happy to answer any questions about safety, insurance, rules, activities, credits and regulations. If the school can not sponsor the trip teachers often choose to go ahead and organize a trip independently. Either way, know that Infinite Forest is fully insured and you can feel comfortable and secure in traveling with us.

Choose an itinerary or build your own customized itinerary.

Our itineraries are packed with the perfect mix of adventure, education and down time to make your trip more than memorable. If you want to substitute activities, or if there is something special you want to do we can make that happen within your budget. Review all of our options.

We are happy to make your air arrangements.

Air travel can be tricky sometimes. Costa Rica has various peak seasons so pre-booking is usually required.

Collect payments and registration forms.

We will send you our registration form and waiver to distribute and collect from all those traveling. We will also send you clear payment schedule. It is the organizers responsibility to collect payments from each traveler and forward us one check (from the school, group, family or personal account). We require a \$200 per person exchangeable, non-refundable deposit early in the planning process. Final payment is due 10 weeks before the departure date. It is very important to send us all forms by their due dates. We send a checklist to make things easier for you. *If cancellation is necessary before the final payment a percentage of the trip cost will be charged to participants. No refunds will be granted after final payment is received.*

Make final preparations and solidify details.

Once everything is in place and all the details realized including your itinerary, flight arrangements, accommodations, and activities, refer to our final packet link on our web-site. This includes a detailed description of the itinerary, a complete packing list, and pre-trip information. Now that everything is in place the adventure soon begins.

MORE INFORMATION FOR TEACHERS —

Recruiting students.

We help making this part easy for teachers by sending you a promotional packet that includes necessary materials to get students interested. Teachers need to decide which group of students they wish to target. Some teachers open the trip to all students, while others focus on Spanish students, biology students, surf clubs, or Science club members. This is entirely up to the teacher. Recruitment ideas include:

- Promoting the trip during school announcements or assemblies.
- Organizing a viewing of Infinite Forest's video picture DISC.
- Sending a letter to all parents (we have a sample to send you).
- Putting an ad in the school newsletter.
- Hanging posters around the school (included in promotional packet).
- Asking other teachers to make announcements and/or play the DVD in the classroom.
- Playing the DVD during lunchtime breaks.
- Have the students and parents check out [HYPERLINK http://www.infiniteforest.com](http://www.infiniteforest.com)
- Organizing fundraising efforts.

This can be a super fun, creative, and educational experience for all involved. The earlier you start the better. Schools and groups can win support from local businesses as well as fundraise. From selling fair trade coffee, to dinners, to bake sales, to auctions and so on, the options are endless. Contact us for more information on contacts for fundraising.

Leaving a tip:

It is customary to leave a tip to your guide and driver. This is normal in the tourism industry as a showing of personal appreciation. You need not tip any of the activity personal unless you feel they gave an extraordinary service. The amount to tip your guide and driver is up to you as a client or group. However, we suggest on groups of 15 or more, \$3 a day per person. Two thirds go to the guide and one third to the driver at the end of the trip. Tips are not mandatory, but they are a wonderful gesture.

We are always available to answer any questions you have and to help make your preparation flow smoothly. Soon you will be on your way to meet your guides and make memories that will last a lifetime!

FYI —

Why is the returning of paperwork one of the most important aspects of the trip?

For us here at Infinite Forest to insure that your trip runs smoothly we need to have everything in place well before you arrive to Costa Rica. Even the slightest delay can set us back weeks. This is why we need all paperwork and forms returned by or before the specified date given.

Other things teachers may need:

Teachers need to decide the rules before the trip gets on the road. Most of the time it is as simple as “School rules apply” since teachers are essentially taking the classroom on the road. But some teachers prefer to have the students sign a document to insure that rules are followed. This also makes sure that parent’s and students are in accordance with the rules.

We have forms for picking out Chaperones and can offer a syllabus for meeting with parents and students before the trip takes off.