



Technical Assistance Partnership

A Collaboration between American Institutes for Research and National Federation of Families for Children's Mental Health

1000 Thomas Jefferson St., NW, Washington, DC 20007 ■ tel 202-403-6827 ■ fax 202-403-5007
web ■ www.TAPartnership.org

Youth Preparing to Travel

A Tip Sheet for System of Care Communities

Details about how you are going to travel

Not knowing the travel process and details can create anxiety, so get all of your information in advance.

- When should you leave? When will you return home?
- How early do you need to arrive at the airport, train station, or bus terminal?

Leaving for the trip:

I need to leave my house by _____.

Departure time is _____.

Arrival time is _____.

Departing from the trip:

I need to leave my hotel by _____.

Departure time is _____.

Arrival time is _____.

I will return home by _____.

- How will you travel? If by air, train, or bus, how do you get your ticket?

I am traveling by _____ (for example, airplane, United Airlines).

My flight number is _____ (for example, flight 611).

My ticket is _____ (for example, with my leader, an e-ticket).

- How will you get to the airport, train station, or bus terminal? Finding someone to ride with will make the trip easier.

I am riding with _____.

The phone number is _____.

- What is the contact information (name, telephone number, etc.) for the person who is responsible for your safety during the trip (for example, youth coordinator, project director, lead family member)?

My contact/responsible person during the trip is _____.

Room # _____ Cell # _____.

- If you have never traveled before, what will the experience be like on a plane, train, or bus? (Know the step-by-step procedure, so there are minimal surprises.)



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- What can you carry with you and what should you be ready to have the carrier handle?
- Make sure you have a clear understanding of the process of going through security.
- What will security (airplane) look for in your carry-on luggage? (There is always a list posted in the airport of what you cannot bring on board.) Items may include: scissors, nail clippers, nail files, tweezers, razors, knives, any sharp object, mace, pepper spray, lighters, and strike-anywhere matches are not allowed in carry-on luggage.
- What is the name, address, and phone number of the hotel where you will be staying?

Name of Hotel is _____.

Address of Hotel is _____.

Phone # and Room # of hotel are _____.

- What is the confirmation number for your reservation?

My confirmation # is _____.

- How will you get from the airport or train station to the hotel?

I will get there by _____.

- Most hotels require a credit card on arrival for what they call incidentals (any extra expenses charged to your room, such as movies). What should you do if you don't have a credit card?

- How will you be able to contact a family member or caregiver when you arrive or if an emergency should arise? Your program should provide you with long-distance access for at least one call home per day. Be sure to understand the process for paying for these calls before you leave home. You may get a prepaid calling card. Instructions for using the card are on the back of the card; ask for help if you need it.

- Leave a copy of all your travel information at home in case someone needs to get in touch with you. And when you arrive at the hotel, ask the front desk to be sure your name is on your room so your family can be connected to the right room if they call you.

Checklist of what to pack

This list needs to be individualized, but everyone needs some of these items.

- Don't forget a picture ID!**
- Appropriate clothing for the weather where you are going. To see what the temperatures will be, check the Internet at weather.com or a newspaper (for example, USA Today).
- Bathing suits (check if the hotel has a pool).
- Appropriate shoes (for walking if there are activities outside of the hotel).



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SAMHSA

- Medications.
- Activities for down time (for example, books, magazines, writing or drawing materials, card games, hand-held video games, iPod). Be careful! You are responsible for your own property.
- Toiletries (for example, toothpaste and brush, hair supplies, cologne, perfume, deodorant, shaving supplies, makeup, shampoo, and conditioner—if you don't like what the hotel provides).
- Contacts, glasses, or other eye-care-related items.

Expenses covered by your system of care

You should receive a cash advance prior to your travel for both ground transportation (to and from the hotel and airport) and meals during travel and on site.

- Ask if you need to save receipts or otherwise track the money you spend.
- Make sure you talk with your responsible adult so that you have a clear understanding of what expenses will be covered and what expenses will not be covered during your travel.

What to expect in participating in a training

- You have been selected to participate in the training because **you are a leader** who will learn from others and teach others.
- Talk to your youth coordinator or adult who asked you to participate about what you hope to get out of the training. Ask what their expectations are for you during the training.
- Try to get the agenda of workshops and activities for youth at the training, so you can plan which activities you are interested in attending.
- Make sure that you have all permission slips signed before leaving, so you can participate in off-site activities.
- 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.

For additional information or assistance contact
 Reyhan Reid
 Youth Resource Specialist
 Technical Assistance Partnership for Child and Family Mental Health
rreid@air.org



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