

Transportation Plan For Students **Traveling To** The 2025 Thousand Oaks Youth Leadership Conference (TOYLC):

1. On Monday, June 16th, all Cadets will fly to Burbank Airport on *Southwest Airlines*. Departure airports will be Oakland, San Jose (Mineta), or Sacramento, depending on where you live. **Cadets will not be accompanied by TOYLC staff on their flight to Burbank.**
2. Parent and students are required to review the *Southwest Airlines Young Travelers Terms and Conditions* posted on the www.toylc.com website or at [Young Travelers 12-17 years old | Southwest Airlines](#).
3. Airline tickets will be bought in groups based on school affiliation and departure airport. Each flight group will have one designated Cadet or Parent to check-in the entire group. Check-in for Southwest flights is done online 24 hours prior to scheduled departure time.
4. Cadets, Parents, and/or Instructors must arrange transportation to the departure airports.
 - a. Each group will have a parent or instructor designated as the airport Point of Contact (POC), who will account for all Cadets and ensure they check-in and have their boarding pass before proceeding to security. POCs may request a gate pass from the ticket counter if they wish.
 - b. The most senior Cadet in the group will be appointed as the Cadet-in-Charge (CIC). She or he will be responsible for the group at the gate, during boarding, and upon arrival at Burbank.
5. **Flight Check-In:** When the first person in each group checks-in for their flight, they will be asked if they want to check-in for the entire group. **They should answer “Yes.”** That way, all the cadets in the group will get successively numbered boarding passes. LTC Chris Taddeo, Northern California Regional Director, must be notified when check-in has been accomplished.
6. The earlier you check-in, the higher priority boarding passes you'll get, which means better seat selection for the Cadets. Since seats on Southwest are not assigned, this will enable the Cadets to sit together.
7. The designated “check-in person” should set an alarm for Sunday morning (June 15th) and check-in exactly 24 hours before departure time. By delaying check-in even 15 or 20 minutes, the group may end up with low-priority boarding passes, which means the Cadets will be choosing from leftover middle seats and won't be able to sit together.
8. After the group is checked-in, each Cadet is responsible for printing his or her own boarding pass or downloading it onto their phone.
9. On the morning of departure (June 16th), airport POCs will contact LTC Chris Taddeo, Northern California Regional Director, from the airport as soon as all cadets are (*or are not*) accounted for.
10. Young travelers, age 12 to 17, still need ID at the airport to check-in, check bags, and proceed through security. Acceptable forms of ID include driver's license, passport, or school ID card.
11. Cadets may check one or two bags at no cost, and bring a carry-on bag that will fit under the seat in front of them. Before flying, Cadets and parents should visit the TSA website for security screening information and unacceptable carry-on items. (<https://www.tsa.gov/travel/security-screening>)
12. CAPT Ralph Scaffidi, a member of the TOYLC Staff, will greet and account for the Cadets at Burbank and load them onto buses for the ride to Cal Lutheran University in Thousand Oaks. Upon arrival at Burbank, group CICs will call Mr. Scaffidi for instructions on where to meet the bus.
13. Cadets are responsible for keeping their parents informed about their progress during their travel to Burbank and Thousand Oaks. Parents may also track flights using the Southwest mobile app.

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Transportation Plan For Students **Returning From The 2025 Thousand Oaks Youth Leadership Conference (TOYLC)**:

1. Students will be briefed at the conference on these instructions and other pertinent transportation/flight requirements.
2. Parent and students are required to review the *Southwest Airlines Young Travelers Terms and Conditions* posted on the www.toylc.com website or at [Young Travelers 12-17 years old | Southwest Airlines](#).
3. On the morning of departure (June 20th) and throughout the day, LTC Chris Taddeo, Northern California Regional Director, will be the liaison coordinating all return student flights: parents/guardians are to contact him for any necessary information.
4. **Flight Check-In:** Designated Check-in people will also be asked to check-in their group again on Thursday (June 19th) for the return flight through the same process as stated in paragraphs 4 and 5 above. LTC Chris Taddeo, Northern California Regional Director, must be notified when check-in has been accomplished.
5. The designated “check-in person” should set an alarm for Thursday morning (June 20th) and check-in exactly 24 hours before departure time. By delaying check-in even 15 or 20 minutes, the group may end up with low-priority boarding passes, which means the Cadets will be choosing from leftover middle seats and won’t be able to sit together.
6. After the group is checked-in, each Cadet is responsible for printing his or her own boarding pass or downloading it onto their phone. **Students will be reminded at the conference.**
7. Young travelers, age 12 to 17, still need ID at the airport to check-in, check bags, and proceed through security. Acceptable forms of ID include driver’s license, passport, or school ID card.
8. Cadets may check one or two bags at no cost, and bring a carry-on bag that will fit under the seat in front of them. Before flying, Cadets and parents should visit the TSA website for security screening information and unacceptable carry-on items. (<https://www.tsa.gov/travel/security-screening>).
9. CAPT Ralph Scaffidi, a member of the TOYLC Staff, as well as other members of the staff, will ensure each returning student is seated onto buses for transportation from Cal Lutheran University in Thousand Oaks to Burbank Airport.
10. TOYLC staff will account for all Cadets and ensure they check-in and have their boarding pass before proceeding to security,
11. The most senior Cadet in the group will be appointed as the Cadet-in-Charge (CIC). She or he will be responsible for the group at the gate, during boarding, and upon arrival at Oakland, San Jose, or Sacramento Airports.
12. Cadets are responsible for keeping their parents informed about their progress during their travel home. Parents may also track flights using the Southwest mobile app.
13. Parents are responsible for picking-up their child upon arrival of the flight at the airport.
14. Students remain in the custody of TOYLC staff until such time their flight is physically airborne: additionally, TOYLC staff will remain at the Burbank Airport until such time all flights have a confirmed departure. In the event of flight delays or cancellations, TOYLC staff will coordinate with parents/guardians for appropriate actions to ensure the safety and well-being of students, and coordinate alternate flight arrangements as required. **Parents and guardians will incur any and all costs in the event of flight delays and/or cancellations.**

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