



ODD FELLOWS AND REBEKAHS Pilgrimage for Youth



TOUR LEADER

2024 APPLICATION

Application Deadline November 1st

Also Required if Application Selected:

Copy Front and Back of Medical Insurance Card

Current Color Photo _____

Tee-Shirt Size (Circle One) S M L XL 2XL 3XL

Full Name (First, Middle, Last) _____ Birth Date _____
 Male Female (minimum age – 30)

Address _____ City _____

State/Province/Country _____ Postal Code / Zip Code _____

Phone: Home _____ Cell _____

Email _____ Nickname _____

Marital Status: Married Single Divorced Widowed Children: Yes No How Many? _____

Order Affiliation: _____ # of Years _____

Youth Work: Order related: _____

Other Qualifications and Experiences in leading Youth Groups: _____

Other related activities and interests: _____

Present Occupation: _____

Skills that may be helpful in the Program (music, drama, etc.): _____

Other helpful information: _____

Do you smoke? Yes No Are you capable of doing a lot of walking and climbing? Yes No

Will you cooperate with the leaders of the Program and other adult co-workers? Yes No

Will you refrain from the use of alcohol, illegal drugs, tobacco and offensive language/behavior while serving as a tour leader (24 hours/day)? Yes No

Application must be in Program Office by November 1st.

Application approved by Jurisdictional Chair: _____ (signature)

Jurisdiction of: _____ Date: _____

Application Subject to Approval by Pilgrimage for Youth Board of Directors

Application Approved / Denied (circle one) by Board of Directors Date: _____

PROOF OF INSURANCE

Must have medical insurance and written proof of medical insurance for Out of Country travel.
Two Copies of Front and Back of Medical Insurance Card required.

Name of Health Plan Provider _____
Policy # _____ Insurance Company Phone _____
Policy Holder Name _____ Relationship (if applicable) _____

EMERGENCY CONTACT

Person to notify in case of emergency:	Alternate Emergency Contact:
Name: _____	Name: _____
Relationship _____	Relationship _____
Phone: Home: _____	Phone: Home: _____
Cell: _____	Cell: _____
Work: _____	Work: _____
Email: _____	Email: _____

PHYSICIAN STATEMENT

** Required if Selected **

Date of Examination _____ Name of Physician (please print) _____
Address: _____ Phone _____

Height _____ Weight _____ Blood Pressure _____
General Health: _____
Previous Sickness Requiring Hospitalization: _____
Operations: _____ Injuries: _____

(PLEASE PRINT LEGIBLY)

Medical conditions currently under treatment: _____
Medication(s): Name of Medication(s): _____
Type of Medication(s): (tablet, liquid, capsule or inhaler) _____
Dosage: _____ Time and Frequency: _____
Possible side effects: _____

Mental disorders or convulsions: _____
Any evidence of Rheumatic Fever _____ Diabetes _____ Fainting Spells _____
Allergies: _____

The following physical condition should be noted (if applicable)
Eyes _____ Heart _____
Lungs _____ Neurological _____
Skin _____ Musculoskeletal _____
Other _____
Any Limiting Conditions? _____

I certify that I have examined the Applicant and find her/him to be in good physical condition.

Physician Signature _____ Date _____

MEDICAL WAIVER

The following medications will be in possession of the Applicant (PLEASE PRINT LEGIBLY):

PERSONAL

Do you require special meals for health or religious reasons?

Yes No If yes, please explain and suggest suitable foods. _____

PRIVACY STATEMENT

The information contained in this form is used by management of the program to select and administer the program. Except in case of medical emergency, information will not be disclosed to third parties. In the case of medical emergency, information may be released to attending medical personnel. Furnishing this information is voluntary, but failure to do so may prohibit participation in the Program.

CONSENT AND RELEASE

I hereby authorize The Independent Order of Odd Fellows Pilgrimage for Youth Inc. to photograph and/or videotape me or contract to do so and to publish or broadcast such photograph(s) or video(s) of me through various media, including the Internet or multimedia products.

I understand and agree that The Independent Order of Odd Fellows Pilgrimage for Youth Inc. or its agents are not responsible for the misuse or alteration of any such photographs and/or videotapes by third parties.

I hereby release The Independent Order of Odd Fellows Pilgrimage for Youth Inc. and any of its officers, agents, employees or servants from any and all actions, claims, loss or causes of action arising from the use or misuse of such images.

RULES AND REGULATIONS

The Independent Order of Odd Fellows Pilgrimage for Youth program has been in existence since 1949. During this time, certain rules and regulations have been adopted to ensure the safety and enjoyment of all participants. These rules include, but are not limited to, mandatory curfew, no activities which might cause destruction of property, no alcohol, illegal drugs, tobacco or offensive language/behavior.

It is important that while every consideration will be given, should the Applicant disregard any rules or regulations **he/she will be sent home at their own expense.**

I have read this Tour Leader 2024 Application in its entirety and understand if selected a background check will be ordered.

Applicant Signature _____ Date _____
*** Background Check will be ordered if application selected. ***

The Odd Fellows and Rebekahs Pilgrimage for Youth Inc. will not discriminate against any individual on the basis of disability, ethnicity, gender, race, sexual orientation, religion or other social identity from the full and equal enjoyment of its services, unless the individual possesses a direct threat to the health and safety of others, or him/herself, that cannot be eliminated by a modification of policies, practices, or procedures by the provision of auxiliary aids or services, nor exclude any individual because of the individual's association with a person of disability, ethnicity, gender, race, sexual orientation, religion or other social identity.

Odd Fellows and Rebekahs Pilgrimage for Youth, 6223 Six Mile Rd., Danville, WV 25053.

Tour Leader Guidelines - 2024

The following attributes are essential for a successful Tour.

A 3-ring Binder will be sent to a US Tour Leader on each bus, tour bus leaders should familiarize themselves with the information contained in this binder.

Cell Phones – Cell Phones are required for Tour Leaders and must be usable in the United States and Canada.

You may have to purchase a prepaid phone. Inform the Executive Director of your cell phone number.

Delegate Information – A binder with a copy of each delegate's registration packet will be provided for the Tour Leaders to carry with them at all times. Review prior to the start of the tour and note a special needs/medications/medical conditions of delegates.

Membership – Tour Leaders must be either Odd Fellow or Rebekah members with a minimum age of 30.

Identification – A valid PASSPORT is required for everyone participating in the program. *Make sure all passports are signed.*

Demeanor – Tour Leaders are required to conduct themselves in a manner that is always worthy of respect. It is vital to the overall success of this event that Tour Leaders display proper organizational skills at all times. This will enhance the day-to-day activities and add to the smooth transition of the daily itinerary changes.

Discipline – Tour Leaders must be consistent in their diligence to work toward the common goal at all times. Maintaining a sincere and friendly relationship between other leaders, delegates and staff members throughout the Tour is a dire necessity. This is a non-smoking, drug and alcohol-free tour. Anyone unwilling to cooperate in the entire program and/or refusal to follow the rules will be sent home immediately at their expense.

Financial – It is the responsibility of the Jurisdiction or the Tour Leader to pay the Tour Leader Fee and for transportation to and from the starting point of the Tour. Transportation fee to and from starting point of tour shall be arranged in conjunction with the Program Executive Director.

Humor – A healthy sense of humor is a gift, and part of the attitude that makes the best Tour Leaders. It is necessary that the Tour Leaders possess the ability to live in close proximity with a variety of people for extended periods of time. The ability to show compassion of young people in a cheerful, yet disciplined manner, is an important commitment that all Tour Leaders must fulfill.

Knowledge – A good understanding of the visited sites is helpful.

Loyalty – The Tour Leaders on each bus will, at all times, extend their loyalty and cooperation to each other in order to guarantee the success of the Tour. The trip is one of enjoyment, educational fulfillment and friendship. Being cooperative is a must.

Physical – The Tour demands that each participant be able to withstand long hours of supervising young people while maintaining a cheerful attitude. At times there may be insufficient sleep due to the responsibilities. Tour Leaders must be in good physical condition and healthy. There are days when you will walk long distances.

Performance – Tour Leaders have serious responsibilities that must be met on a daily basis. One of the primary duties is to see that all delegates conduct themselves in an orderly manner at all times. Tour Leaders must provide an example of acceptable behavior. Tour Leaders must remain calm at all times.

Security Check Points – These may occur during any tour of a site, example: 911 Museum, United Nations Building, Washington DC, Ottawa, Philadelphia sites. If sites will not allow backpacks, cell phones, bottled water, etc., someone may have to watch over these items until that tour is over or if the bus is close by, return and place on the bus, but do not miss any assigned timed tour or event.

Skill – Tour Leaders must maintain a high level of skill in the proper completion of arrangements made by the Executive Director. This includes lodging, meals and accurate record keeping of all expenditures and a prompt report being sent to the Executive Director upon the completion of the Tour. A harmonious atmosphere must prevail at all times among the Delegates and the other Tour Leaders.

The **Web** can be a good tool for you and the Delegates. Each hotel has a link to its web site which may give you a location map which usually has suggestions for nearby restaurants. It may also have links for areas where

meals are scheduled or where you will be touring. Use this to familiarize yourself with your trip before you leave.

Room Checks – It will be mandatory that Tour Leaders make nightly bed checks, even if you awaken sleeping delegates. Never allow mixed gender in a hotel room. **Delegates may not swap rooms.**

Communication – Communication between delegates and tour leaders is a must. Sometimes the delegates will be away from the bus or the tour leader, so in an emergency there must be contact. Your cell phone number should be given to the delegates and bus driver. The tour leader needs the phone numbers of the bus driver. All of the delegates need to understand that they can text the tour leader when he/she is needed.

Money – One question may be regarding the check for delegate bus travel expenses a US tour leader will receive from the Pilgrimage program. These funds are not for use in New York City.

- What do I do with this check? – Cash it. The check you receive is not to be used for things such as: prepaid hotel rooms, prepaid meals. Do not worry about Canadian Funds; the places you may visit in Canada will take US currency.
- Items such as: water, ice, band aides, etc. may be purchased with these funds.
- How do I carry this much money?
 - The hotels along your route may have a safe – use the safe. Otherwise carry the funds in a briefcase, carry-on luggage, your person, or obtain and use a prepaid credit card. Ask if you can pay one lump sum at a restaurant or places you may need to pay for.
 - The program has budgeted Delegates: \$10 Lunch; \$15 Dinner when a meal is designated as “Tour Leader Choice”. Sometimes costs are above these amounts, use your judgment, try to stay within your budget.
 - **DO NOT give any funds to the delegates at the beginning of the tour.** Distribute as needed when you stop for a meal. Otherwise you may have delegates that have no money the last few days of the trip if you give them meal funds at the beginning of the tour.
- To make distribution of meal money easier, you can (before you leave home) put the money for each delegate in envelopes by day and meal. Idea: Use bank receipt envelopes to divide funds per meal.
 - Hotels along your route will have breakfast for the delegates. If delegates grumble about the hotel breakfast, this is not an excuse to either complain to the hotel or give them money for breakfast. Put this in your report so next year’s plans may be changed. Some meals will be provided by prepaid vouchers or furnished by lodges / jurisdictions. Do not give delegates money for these meals.
 - Make sure delegates flying home at the end of the Tour have personal funds to purchase a snack at the airport, if not, provide \$10.00 and note this expenditure on your expense report.

Lodging and Meals – All lodging has been pre-arranged and pre-paid by the Executive Director. As noted on the itinerary some meals have been previously pre-arranged and pre-paid by the Executive Director. If any problem arises with any arrangements, contact the Executive Director immediately. Keep a copy of the bill from each hotel or meal and turn in at the end of the tour.

Program Staff – While your responsibilities are many and important while on the road, in New York City your role changes slightly. The Executive Director and Staff are the primary leadership position with the tour bus leaders following the directions of the Executive Director and Staff. You may be assigned various tasks for specific locations and events. Monitoring delegate safety and rule compliance is of utmost importance. Any concerns should be addressed to the Executive Director.

Tour Leaders Choice for Meals – These may be three of the most frightening words for a tour leader. How do you feed a bus load of people when you are not familiar with the area? No matter where you choose to eat, you will have a few delegates that will want to eat somewhere else; it is your choice so stick with it. Have all delegates sign for any funds given for meals. If you are paying a bill for all delegates at a restaurant, the delegates do not need to sign, you keep the receipt to send in with your accounting at the end of the tour.

- You may ask your bus driver if he/she is familiar with the area. The driver may have good suggestions. In some cases, you might call ahead and make reservations if needed. This is not one of the bus driver’s job requirements.

- Since you will have your itinerary before you leave home for meals not previously arranged, you can also do a little research on the internet especially for evening meals. Many of the hotel websites have a list of nearby restaurants or you may search for buffets close to your hotel. You might confer with your bus driver or hotel the day before your arrival about those choices.

Traveling to Canada – The bus driver may be able to give you good instructions as to how to act and what to say at the border crossing.

- Delegates need to know that the proper answers to questions are: “Yes or No, Sir or Ma’am” whatever the case may be.
- Do not volunteer answers or explanations, just answer to the point.
- You need to tell your delegates **No Pictures** during the time of crossing. The border officers do not want their pictures taken. Everyone must have their cell phones off and in their pocket.
- Passports – The day of the border crossing, every delegate shall show you his or her passport and check it is signed **before getting on the bus that day**, that way you know that everyone has their passport in possession and not packed in the suitcase under the bus. Before getting to the place of crossing, have every delegate hold up his or her passport.
- The more you prepare for a border crossing the fewer problems when you get there.

Laundry – If delegates need to do some laundry, one person from each room could do laundry for the whole room using washers and dryers at the hotel if this is okay with the hotel. You should not allow more people washing than washers available. Boys one night and girls the next works well. This way the necessary laundry can be done with the least disruption to the hotel and its guests. If this does not work out, make arrangements to use or go to a laundry after evening tours. Check with the bus driver to see if they will take you. Remember everyone pays for their own laundry, not from program expenses.

Medical Situations – If a medical situation occurs, take care of the situation first. When able; call the Executive Director to inform of the situation. Keep notes of what occurred and how resolved, turn in notes with end of tour report. You and the Executive Director will discuss the best way to handle the situation and contact of the parents/guardians. At no time may you dispense medication.

Comfort on the Bus –

- Remember, you are in charge of the tour route and schedule, not the bus driver. Developing a good relationship with your driver will make your trip a lot more fun and successful. Route changes must be approved by the Executive Director.
- Exchange telephone numbers with the bus driver.
- You will find that water is the most needed item. Lodges along the way may provide you with cases of water when you stop for lunch or dinner. If the lodges ask if you need anything, please tell them bottled water, they may even go purchase water for you. Stop by a store (Wal-Mart maybe) along the way if necessary for bottled water; keep water on board your bus. If the bus driver attempts to sell anything to the delegates, inform the Executive Director immediately.
- Most bus drivers have a few rules of their own.
 - Sit while the bus is moving.
 - Keep the bus clean – they provide garbage bags on the bus (one in front and one in the back).
 - Keep the water bottles off the floor and secured in the seats so they do not come crashing to the front during a stop.
- **Suggested Tour Leader rules of the Road.**
 - Delegates load the luggage and clean up the inside of the bus.
 - **No one may remain on the bus when the group is touring.**
- When traveling, the driver may stop regularly for rest stops. Place trash bags front and back to help keep the bus clean and free of hazard. A couple of delegates could be assigned to pass the bags around when it is safe.
- Another point that you should be aware of is that not all the bus drivers on the tour have been on our tour before. The drivers are assigned by the bus company. They are experienced, professional drivers

and deserve respect by everyone on board. *Gratuities for the bus driver are not required*, however, if given, no Pilgrimage funds may be used.

- In order to help your driver, remember where you are to be picked up.

Last Day Loading – When you are preparing for your last day, load the luggage in the cargo hold according to the airline stops at the airport. This way you will not have to unload the bus to find everyone’s luggage at the first stop. Your bus driver can help you with this situation.

Report after Tour is Over – Tour Leaders are required to provide a written report after the tour is over. Critique the tour, your experience will provide vital information that may be used for future tours. An Expense Report accounting for all expenditures of funds with any balance remaining is required and is returned to the Program Office. Keep all original receipts in the folder provided in the 3-ring binder to return with your accounting. Return the 3-ring binder of delegate information, due to privacy laws you may not keep it. **All these items shall be returned to the Program Office within 10 days at the end of the trip. (3-ring Binder, Expense Report, Remaining Funds, Receipts, Written Report)**

Remember: this is an educational experience, not a vacation or a shopping excursion for either Tour Leaders or Delegates.

The important job you do is appreciated by the Board of Directors and the Executive Director of the Pilgrimage. Thank you.

Executive Director
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_____ (host site contact)
Phone #