Captains-of-the-Day assigned alphabetically (see duties below). The Gift Team is responsible for obtaining, transporting (may seek help from fellow travelers), and distributing gifts on behalf of the group (see item 4 below).

**DUTIES:**

1. In general, help ensure the smooth running of the day’s activities. When traveling by air, help with check-in, luggage identification, keeping track of fellow travelers, etc.

2. See that all travelers are awake at least forty-five (45) minutes before breakfast/departure time. See that all luggage and passengers are aboard at proper times.

3. During travel by bus, sit in the front ready to assist the driver, guide, or instructors.

4. During the visit with each host, obtain the correct spelling and mailing address of host. After returning to the USA, send a written thank-you note expressing the group’s appreciation for the time the host spent with the group (copy also send to instructors).

5. The instructors will be responsible for giving a formal thank you to host(s) after each stop. Captains-of-the-Day should select an appropriate gift and make a brief presentation to the host(s).

6. After all stops, take a “head-count” to assure no one is left behind. Should be 30 of us from the USA.

7. At an appropriate time, lead the group in a discussion after each stop. What is new, exciting, and different from USA? This is important because some may have difficulty in hearing the host.

8. Assist with room check-ins and check-outs. Because you will be waking travelers in the morning, assist in room check-ins the day before you serve as Captains-of-the-Day.

9. Assist in deciding meal arrangements and timing of stops when the group’s input is sought.

10. Assist bus driver in keeping bus livable.


**PLEASE BE COOPERATIVE WITH CAPTAINS-OF-THE-DAY**