

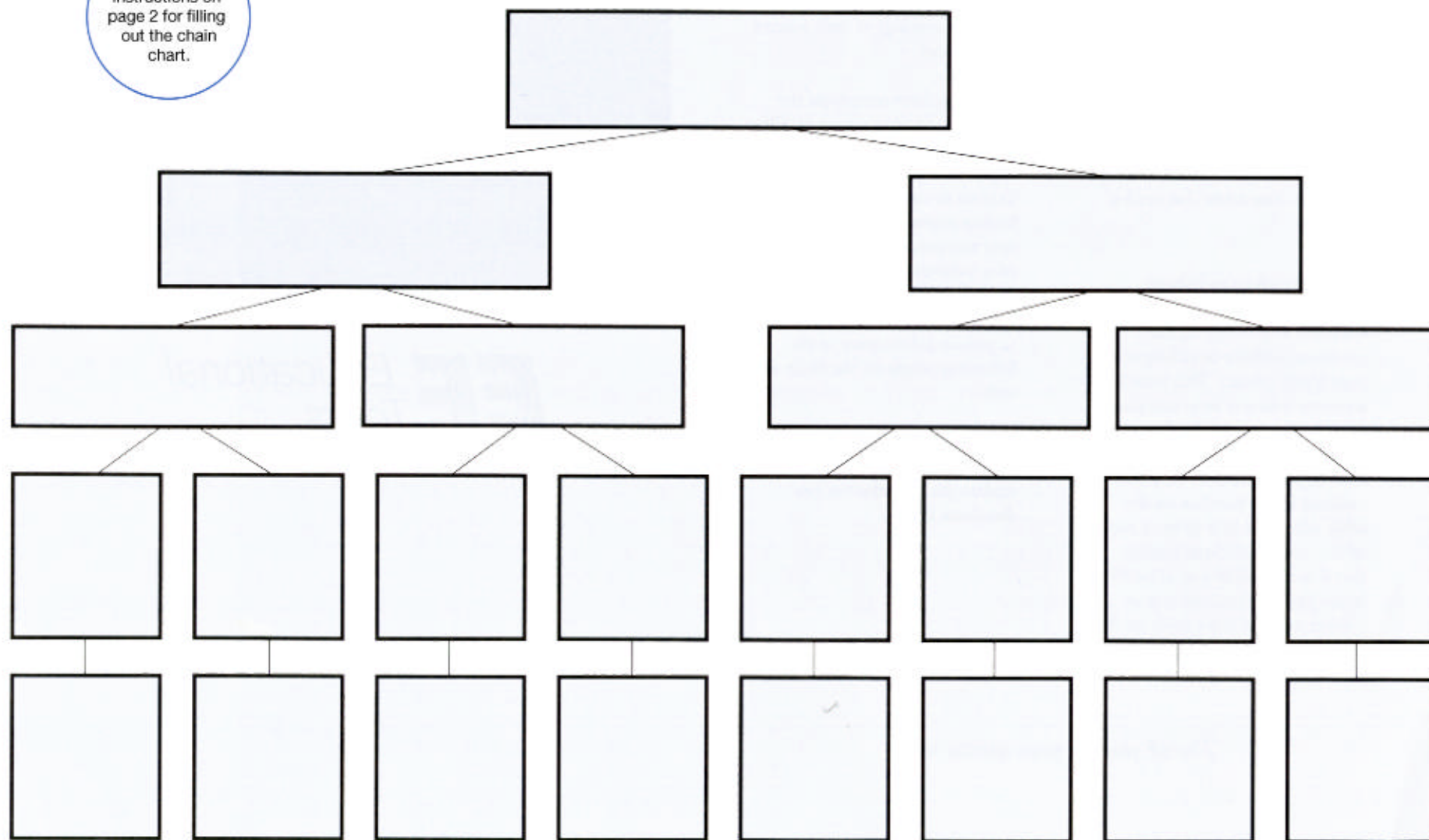
Telephone Chain Chart

Example
Please supply this
information for
each participant.



Traveller's name: *George Smith*
Emergency contact: *Kate Smith*
Contact's daytime phone: *(617) 123-1234*
Contact's evening phone: *(617) 123-1234*

Please see
instructions on
page 2 for filling
out the chain
chart.



Please type or clearly print all information.

Telephone Chain Chart instructions

On the reverse side is your group's Telephone Chain Chart. It provides a crucial communication link for you—and for EF—with all the parents or guardians of the students travelling on your trip. After you complete the chart, please ensure that copies are distributed to parents or guardians of each student. **You must also send a copy to EF.**

Complete the chart as follows:

1. Choose a responsible family member, neighbor or colleague as your initial contact. This must be someone who will be at one phone number throughout the duration of your trip. Put your contact's name and telephone number (day and evening) in the first box on the other side. Give him or her a copy of the completed chart. Explain that if contacted by you or by EF, it is this person's responsibility to contact the next two people on the chain and relay the information provided.
2. Fill in the remaining boxes with the names of each student and the names and telephone numbers (day and evening) of their parents or guardians.
3. When you have completed the chart, **please send a copy to EF immediately; then distribute copies to everyone on the chart.** Explain to each person that it is his/her responsibility to contact the next two people on the chain and relay information provided, and that if anyone is unable to reach a contact, it is his/her responsibility to pass on information to the following people on the chain as well.
4. Have a few extra copies on hand for parents at the airport, and explain the procedure as you distribute them.

Group Leader: _____

Tour name: _____

Tour number: _____

Tour departure date: _____

Tour return date: _____



Thank you for your assistance!