

# Tips for Successful Student Travel Experiences



Jason Albrecht

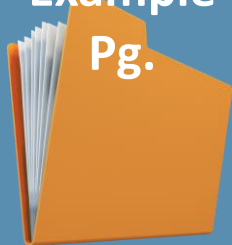
# Today's Agenda

- ❖ Personal introduction
- ❖ Getting to know this group of teachers
- ❖ Importance of international travel
- ❖ Why we selected Explorica
- ❖ Pre-trip preparations and details
- ❖ On-tour strategies for success
- ❖ Post-trip ideas for growing your program
- ❖ Closing – travel success defined



## London Training Tour 2022

Example  
Pg.



Example sheets are  
provided in your packets  
when you see this symbol

All the information from this meeting can be found at: [globalxpedititions.weebly.com](https://globalxpedititions.weebly.com)





# Who is this person at the front of the room?

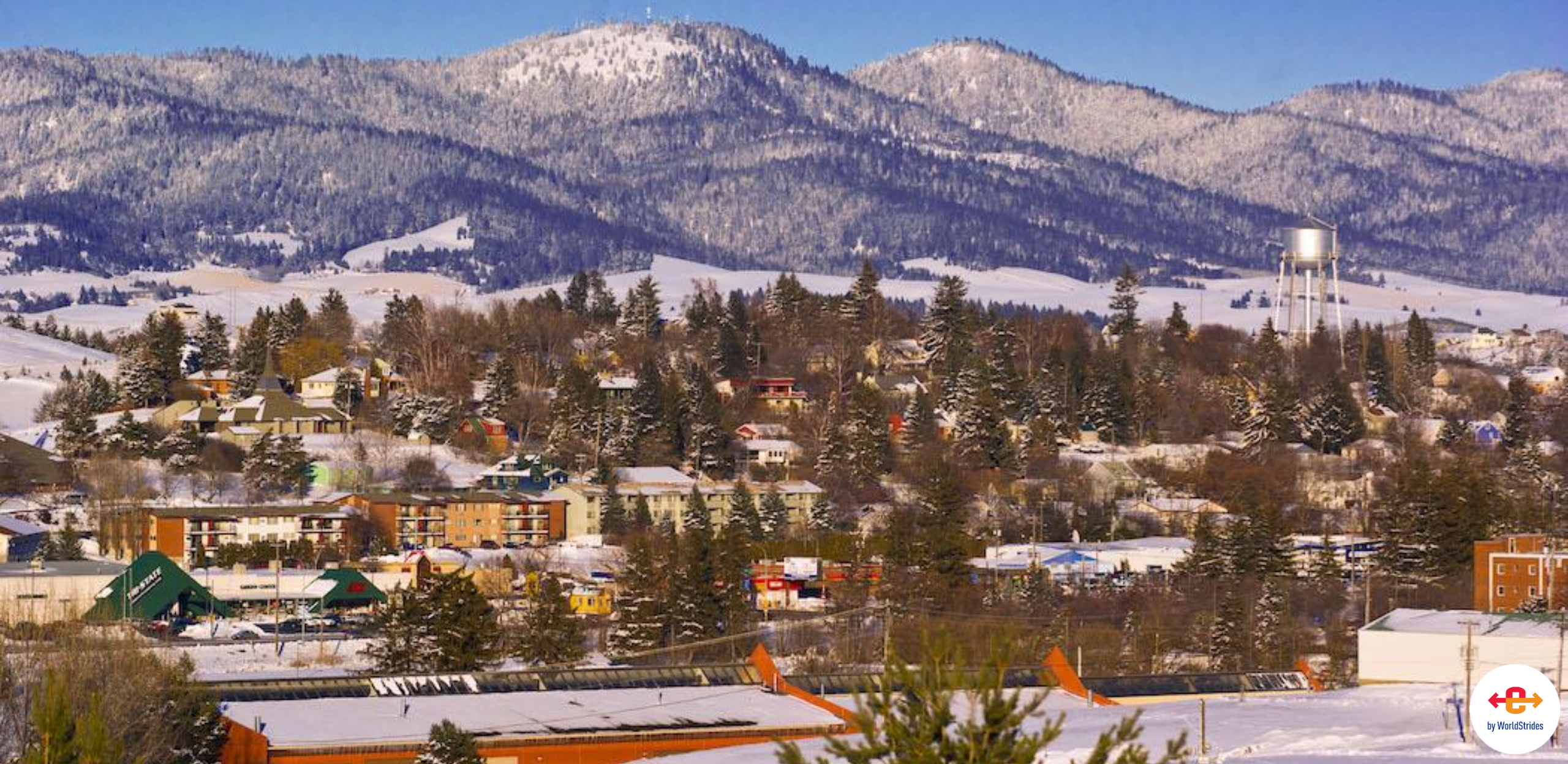


## Jason Albrecht

- ❖ 29 year middle school social studies teacher
- ❖ Department chair
- ❖ Father of two
- ❖ Former coach and travel enthusiast



# From Moscow, Idaho (my hometown)





Italy 2012



China 2013



France/Spain  
2014



Japan 2015



Greece 2016



Bavaria 2017



UK 2018



# Where is Explorica taking your group?

Paris, the Loire Valley, and Strasbourg, France  
June 20 - June 30, 2022

March 7th, 2022 at 7 - 8pm

France 2022

\*Note - this trip is not affiliated with Moscow Middle School or the Moscow School District. It is an independent student/parent educational opportunity.

Olá to Hola  
Portugal/Spain  
June 17- June 27, 2019

Portugal/Spain 2019

\*Note - this trip is not affiliated with Moscow Middle School or the Moscow School District. It is an independent student/parent educational opportunity.



# Getting to know this group

Where are you traveling to?



How many trips have you taken with students?

TELL  
us  
about  
*You!*

How many students are you taking?



What age group are you taking?  
Are parents coming?



# Importance of International Travel

- ❖ Learn and understand first-hand about people and societies around the world
- ❖ Provides valuable world experience and personal growth opportunity for students that can in turn be applied in their high school and college classes
- ❖ Creates strong friendships that only a shared travel experience can provide
- ❖ Helps students appreciate and understand where they live in a whole new light





# Why is Explorica our choice for student travel?

Flexibility

Consistency

Partnership

Creativity

Customization

Rewards

Delivery!



# Preparations for Success

*Efficiency and team work are the keys to success. Prepare ahead of time to maximize your overseas experience.*





# Build a Travel Team

As your program grows, consider adding the following as *free spots*:

- ❖ Another like-minded program leader (former group leader)
- ❖ Nurse/Medical Professional/Counselor
- ❖ Fundraising Coordinator
- ❖ Social Media Guru/Photographer

You can also assign some of these roles to your paying travelers



# Pre-Trip Preparations – Topics

## The “On-the-Go Binder”

Communication

Medical and contact  
information

Packing light

Travel and counting  
groups

Passports, bank cards,  
and phones



Set a calendar

Team development  
and dynamics

Rules and  
Expectations

Fundraising and  
social media

Mug shots



12 months out



# Create a Calendar of Events

Example  
Pg. 1

Make sure your calendar includes:

- ❖ Group meetings
- ❖ Fundraisers
- ❖ Departure dates



**Note:** Travelers' calendars fill up quick ... get your schedule out first!

12 months out

# Team Development and Dynamics



## Get your travelers together:

- ❖ Plan all-group meetings
- ❖ Organize events with adults
- ❖ Challenge/ropes course/team building days

## Purpose:

- ❖ Create bonds and pre-trip relationships!!!





12 months out



# Rules and Expectations Sheet

Example  
Pg. 2

## Set and discuss clear expectations:

- ❖ Share these with your students
- ❖ Share these with your parents

## Create a “Rules and Expectations” handout:

- ❖ See sample in your packet

### GlobalXpeditions Travel Rules and Expectations

**Travel Company's Role:** The travel company we select is responsible for coordinating all logistical aspects of our travel adventure. They will plan our breakfasts and dinners, transportation, accommodations, excursion information, and much more. They will also provide local knowledge about our destination and will be available 24/7 to assist the group in any way that is needed.

**Trip Advisors' Role:** Our job as trip advisors is to set our behavioral expectations for the group (see below). We will also oversee all trip supervision and discipline (if needed) and we will stay behind in the rare case of an emergency (i.e., medical issue, a passport is lost or stolen, etc.). Lastly, we will ensure that every student and trip participant is fully supported while abroad.

**Adult Role:** All adult trip participants, besides the travel staff and the trip advisors, fall into this category.

- The most important role of the adult participants is to be supportive and always encouraging to all students and ALWAYS model good behavior.
- Adults must act as strong role models for the student participant. Please adhere to the following rules while on the trip:
  - All adults are expected to attend ALL group activities and programs unless otherwise approved by the trip advisors. No adult is to leave the group and venture out on their own while on tour.
  - The use of substances that are illegal in Idaho are forbidden on this tour (To be clear, even if something is legal in another country but is not allowed in Idaho, it is forbidden on this tour). Excessive use of alcohol or intoxication is also strictly prohibited.
  - While in the airports, our group will sit together and meet at the gate 30 minutes prior to boarding, about 1 hour before takeoff, to ensure that everyone is ready to travel.
  - Everyone is required to be punctual and make every bus, plane, checkout time, etc. Punctuality is



12 months out



# Fundraising and Social Media

## How to be successful raising money:

- ❖ Use Explorica fundraising page
- ❖ Set goals and monthly targets
- ❖ Teach the two types of fundraising

### Full Group Fundraisers

- ❖ Funds based on effort
- ❖ Optional for kids
- ❖ Seek out local companies
- ❖ No less than 50% profit
- ❖ Builds your group dynamics



### Personal Fundraisers

- ❖ 100% Profit – the “Real \$”
- ❖ Provide students with ideas and encourage them to use social media
- ❖ Make business card templates
- ❖ Create holiday letter templates

6 months out



## Create book of “mug shots”

- ❖ Include all travelers pics

## Purpose:

- ❖ To get familiar with the group

## Share with:

- ❖ Traveling parents
- ❖ Traveling kids
- ❖ Your tour directors
- ❖ Other group leaders

# Mug Shots





6 months out



# Passports, Bank Cards, and Phones

## Passports/Vaccines:

- ❖ Must be valid six months past return date
- ❖ CDC Vaccination cards

## Bank Cards:

- ❖ Should have traveler's name on the card
- ❖ Traveler must know their numeric pin number

## Cell Phones:

- ❖ Have travelers check their phone company to find THEIR best international plan



3 months out



# Travel and Counting Group Lists

Example  
Pg. 3

## Counting Groups:

- ❖ Create counting list to quickly account for travelers when re-grouping
- ❖ Convenient to help with unforeseen changes

## Install the *Rule of 4*

- ❖ No traveler is ever solo
- ❖ Keep track of each other

## Switzerland to Spain Counting Groups

Jason and Stacy's Group

1	Jason	Albrecht
2	Jessie	Hansen
3	Ashley	Hansen
4	Mary	Martin
5	Max	Martin
6	Liam	Bacon
7	Baylee	Carpenter
8	Riley	Edwards
9	Miranda	Fenley
10	Ethan	Fenley
11	Elliana	McFarland
12	Haili	Hull
13	Dakoda	Lamebull
14	Sara	Lawrence
15	Thomas	Lawrence
16	Orion	McClory
17	Mattea	Nuhn
18	Charlie	Roesler
19	Holly	Steele
20	Kiera	Steele
21	Marcus	Swift
22	Lydia	Watson
23	Arlo	Woodland
24	Stacy	Albrecht

Matthew and Daniel's Group

1	Matthew	Haley
2	Cara	Haley
3	Kenadie	Haley
4	Lynne	Haley
5	Phoebe	Haley
6	Lorie	Quist
7	Adelaide	Quist
8	Max	Gropp
9	Saskia	Hohenlohe
10	Ella	Julye
11	Nathan	Poler
12	Edie	Sumner
13	Lilly	Loftus
14	Jessica	Loftus
15	Sawyer	Belknap
16	Lisa	Belknap
17	Genevieve	Fealy
18	Brock	Fealy
19	Olivia	Goodrich
20	Wendy	Goodrich
21	Lilly	Wight
22	Cody	Williams
23	Taylor	Williams
24	Amelia	Barker
25	Daniel	Haley

**Rule  
of 4**

We ALWAYS  
travel in small  
groups of no  
less than FOUR





3 months out



# Rooming Option List

Example  
Pg. 4

## Design your rooming options:

- ❖ Establish and organize pre-tour
- ❖ This will save YOU time and prevent headaches on tour
- ❖ Provides a check-off sheet for bed checks

### Rooming Arrangements for 2, 3, or 4 persons per room

2 per Room	3 per Room	4 per Room
Trevor D. and Aiden W.	Trevor D., Aiden W., and Josh M.	Trevor D., Aiden W., Josh M., and Zach C.
Josh M. and Zach C.	Zaiden E., Max S., and Zach C.	Isaac S., Preston B., Henry S., and Hayden C.
Henry S. and Hayden C.	Isaac S., Preston B., and Henry S.	Zaiden E., Max S., Brendan G., and Evan O.
Zaiden E. Max S.	Hayden C., Brendan G., and Evan O.	
Brendan G. and Evan O.		
Isaac S. and Preston B.		
Shelby T. and Emelia K. (always 2)	Morgan K. and Sarah C. Megan G. and. (Always 3)	Laurel H., Mia L., Elle R., and Madison B.
Laurel H. and Mia L.	Amari B., Jessica S., and Madison B.	Megan H., Sarah L., Samantha E., and Maddison G.
Elle R. and Madison B.	Eliza O., Ellie G., and Samantha E.	Eliza O. and Ellie G., Jessica S., and Amari B.
Jessica S. and Amari B.	Laurel H., Mia L., and Elle R.	
Samantha E. and Maddison G.	Megan H., Sarah L., and Maddison G.	
Eliza O. and Ellie G.		
Megan H. and Sarah L.		



3 months out

# Packing Light



**3 1 1** for Carry-ons

<p><b>3 ounce</b> or smaller containers of liquid or gel - More than 3 ounces permitted in checked baggage</p>  <p>Container size is a security measure</p>	<p><b>1 quart-size</b>, clear plastic, zip-top bag holding 3 ounce or smaller containers</p>  <p>Bag limits total volume per person</p>	<p><b>1 bag</b> per traveler placed in the security bin</p>  <p>Isolating liquids speeds screening</p>
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Example  
Pg. 5



❖ Pack once, then remove 1/3 😊

- Don't forget power adapters and cell phone cords
- Pack for changing weather and buy dry-fit clothes
- Pack good walking shoes
- Parents have the final say on what you pack
- Lost luggage – pack an outfit in your backpack
- One Small Carry-on plus one personal item
- Pack an extra bag and send gifts home
- See Airline Regulations online for your carry-on size limitations

**DON'T  
BE  
THAT  
PERSON!!!**





3 months out



# Medical and Contact Information

Example  
Pg. 6



## Collect Important Documents:

- ❖ Medical emergency contacts
- ❖ Copies of insurance cards
- ❖ Colored copies of passports
- ❖ Copies of CDC Vaccination Cards

**Note:** all this will go into your “On-the-Go Binder” (to be explained shortly)

\_\_\_\_\_  
Last Name/First Name:

### **Traveler Emergency and Insurance Information Form**

#### **PERSONAL HISTORY:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Primary (1st) Contact** (Parent/Guardian): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relation to Traveler: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Secondary (2nd)** (Parent/Guardian): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relation to Traveler: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### **INSURANCE INFORMATION:**

IS THE TRAVELER LISTED ABOVE COVERED BY A FAMILY HEALTH INSURANCE POLICY? YES/NO

Primary Insurance Company: \_\_\_\_\_ Policy# \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_ Group# \_\_\_\_\_

#### **MEDICAL INFORMATION:**

➤ Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

➤ Last Physical: \_\_\_\_\_ Last Tetanus: \_\_\_\_\_

➤ Current Prescriptions: \_\_\_\_\_

➤ ALLERGIES/Sensitivities (List any food, drug, environmental allergies, and how you manage).  
\_\_\_\_\_

➤ Specify reactions, typical & potential severity, medications to manage reactions:

1 month out



# Communicate with Traveling Stakeholders

Be clear with your expectations and share these with:

- ❖ Your tour director
- ❖ Other travel leaders

Remember: You ALL have the same goal ... a wonderful and safe experience for the kids!





1 month out



# The “On-the-Go Binder”

Print off and include the following in the “On-the-Go Binder”:

- ❖ Explorica emergency contacts and flight/hotel information
- ❖ Attendance and rooming rosters
- ❖ Mug shots
- ❖ Alphabetized/sorted emergency and insurance form for all travelers
- ❖ Color copy of passports for all travelers

*Keep this with you at all times while on tour!!!*



48 hrs until  
departure

# Contact Information Sheet for Parents



## Create a packet for those staying in the United States which includes:

- ❖ Contact information for your group
- ❖ Hotel and flight information
- ❖ A color copy of their specific traveler's passport
- ❖ Parent phone tree (so parents can contact other *at-home parents* if needed)

### Emergency Contact Sheet for At Home Parents

**Note:** While we are on tour, please use the contact below to get in touch with our tour group. If we are still within the US please call one of us directly, if we are already overseas and you cannot reach one of us, please call our US contact with Explorica and they will get in direct contact with one of us on the ground. Please only use this service in the case of an emergency. If it is a minor concern, email your child directly or feel free to email [matthewghaley@gmail.com](mailto:matthewghaley@gmail.com), we will check this email as often as possible and we can relay any message you have to your child. Remember to follow our tour on Facebook at Globalxpeditions.

#### **Team Advisors:**

Jason Albrecht Cell # 509-330-2182 (within the US)  
Matthew Haley Cell # 208-596-5592 (within the US)  
Stacy Albrecht Cell # 509-330-0231 (within the US)  
Daniel Haley Cell # 208-301-5008 (within the US)

#### **Explorica United States' Contact:**

1.617.210.6194 then follow the prompts for  
live person 24 hours a day 7 days a week

Example  
Pg. 7

### Group Emergency Phone Tree





# On-Tour Success

*Having a cohesive and timely group will only benefit you while on tour, allowing you to see more sights and increase your groups overall experience.*



# On-Tour Strategies – Topics

Passports and luggage

Passport and emergency  
information

Traveler's Macarena

Medical supplies

Rooming checks

Communications

Money Budgeting and Tipping





## Passports and Luggage

Keep your possessions organized:

- ❖ Colored flagging tape on all luggage
- ❖ Use colored dots and your counting numbers on passports
- ❖ We carry all the passports
  - *"We'll never lose one, we might lose 50"*
  - If travelers carry their own passports have a daily check system ready
- ❖ Consider carry-on luggage only (especially for departure)





# Passport and Emergency Contact Sheet

Example  
Pg. 8

## A traveler's best friend:

- ❖ The ONE sheet everyone carries with them 24/7

## This document includes:

- ❖ Emergency instructions
- ❖ Color copy of their passport
- ❖ Copy of insurance and CDC card
- ❖ Flight and hotel information

### Traveler Contact/Emergency Sheet

**Note:** If you ever get lost or turned around while traveling, stay calm and go ask a person (store clerks, policemen, etc.) to use their phone to call our Explorica Tour Guide **Michael Wighton** his number is [REDACTED]. **NEVER PANIC ... you will be just fine.** Here is all of the hotel and flight information for you to use as a point of reference.

#### **Team Advisors: ONLY WHILE IN THE US**

Jason Albrecht Cell # 509-330-2182 (within the US)  
Matthew Haley Cell # 208-596-5592 (within the US)  
Stacy Albrecht Cell # 509-330-0231 (within the US)  
Daniel Haley Cell # 208-301-5008 (within the US)

#### **Explorica United States' Contact:**

1.617.210.6194 then follow the prompts for an "on tour emergency" and that will get you to a live person 24 hours a day 7 days a week.



### Accommodations Information

#### June 16 - June 18

Hotel Ibis Aero Budapest  
Ferde u. 1-3: Budapest, 1091: Hungary  
Phone Number: +36 13479700

#### June 21 - June 23

A&O Salzburg  
Fanny-von-Lehnert-Straße 4  
Salzburg, 5020 Austria  
Phone Number: +43 38800475110



**ON TOUR**

# Medical Kit – Be Prepared

## Make sure you are prepared:

- ❖ Carry a medical kit at all times
- ❖ Collect extra airline sick bags
- ❖ Keep “On-the-Go Binder” with you 24/7

## PREVENTION is always best:

- ❖ Keep hydrated while on tour
- ❖ Especially important to combat jetlag





# Communications while on Tour

## Once you arrive at your first destination:

- ❖ Send an email home ASAP for the group

## First night while on tour:

- ❖ Talk with your Travel Director and other Group Leaders
  - Plan on having these meetings often
- ❖ Remind kids to use Wi-Fi to check-in at home

## Explorica Tour Diary:

- ❖ A fun way to follow the tour for people back home

## Debrief with your group:

- ❖ After touring sites: “What was your favorite thing?”







# Money Budgeting and Tipping

## ❖ Accessing funds on tour

- Credit and debit cards or a card like “Visa Travel Money”
- Do NOT use travelers’ checks or gift cards
- Use ATMs abroad for the best exchange rate and to avoid international fees for every card transaction
- Limit the amount of local currency you carry to one- or two-days worth at a time... helps with budgeting too



## ❖ Tipping on tour

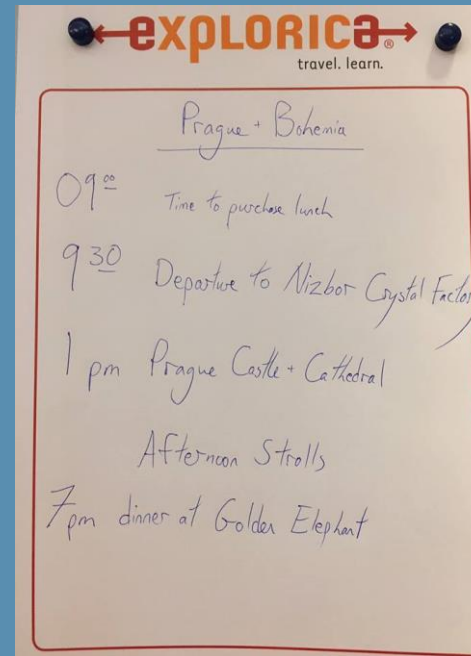
- Tour Directors should receive \$5-\$7 per traveler, per day. Multi-day bus drivers should receive \$2-\$3
- Tips should be paid in local currency
- If your group has opted to do On-Tour Tipping:
- Tips for both the tour director and bus driver are included



# Rooming, Bed Checks, and Schedules

## Use your rooming document:

- ❖ Make copies for bed checks
- ❖ Allow travelers to take a photo



## Set bed check time and quiet time:

- ❖ Hard to enforce but important to set

## Snap a photo of the Explorica itinerary document:

- ## ❖ Make kids responsible for their day

# Example

## Pg. 9

Pg. 9



**explorica**  
travel. learn.

TOUR CODE \_\_\_\_\_ HOTEL \_\_\_\_\_ CITY \_\_\_\_\_ DATES \_\_\_\_\_

Singles	Doubles	Triples	Quads
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by WorldStrides



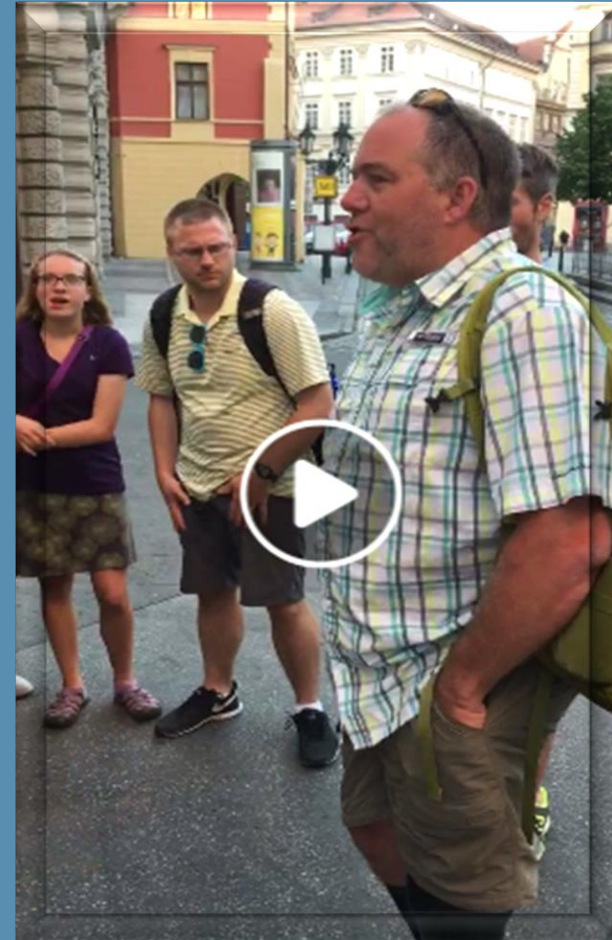
# **ON TOUR** Traveler's Macarena and other Mantra's

When a traveler always checks to ensure they have their "items":

- ❖ Wallet/money/purse
- ❖ Cell phone
- ❖ Passport and emergency contact sheet

A few useful traveler's mantras:

- ❖ "If you're not early, you're late!"
- ❖ "Hurry up and wait."
- ❖ "Free time is pee time.... Make your bladder gladder"



# Post-Trip and Continuing Program Growth

*To grow your travel program and increase future interest in your tours, do not forget to highlight your successful trip upon return.  
Past success drives future explorations!!!*



# Post-Trip and Growing Your Program

Explorica Debrief

Local Newspaper

Photo Sharing

Local Scholarships

Reunion Dinner

Social Media

Surveys/Reflection





# Explorica Debrief

## Talk with your Tour Consultant upon return:

- ❖ Fill out the Explorica survey ASAP
  - Discuss what worked and what could use some tweaking ... always be honest
- ❖ Make tweaks on your next trip
  - We learn more each time we travel



### **The Debrief**

1. How do you feel?
2. What happened?
3. What did you learn?
4. How does this relate?
5. What if ---?
6. What next?







# Keep your Momentum Going

Share with local newspapers

## MOSCOW-PULLMAN DAILY NEWS



### Parents enjoy Stonehenge

Daily News reader Paul Sullivan submitted this photo of Amy Conway, Juliet Carlisle and Susila Bales, all of Moscow, "acting like a bunch of kids" June 19 at Stonehenge during the recent student educational travel trip organized by Moscow Middle School teachers, Jason Albrecht and Matthew Haley through Explorica Educational Travel. While the trip centered around the student travelers experiencing Ireland and the UK, the accompanying parents also found time to experience the moment.



Host a reunion dinner



Photo sharing on line



Engage local businesses/scholarships



## GeoSep Services

Geological Consulting

Moscow, Idaho, USA • [geoseps.com](http://geoseps.com)





# Surveys and Social Media

Utilize Facebook/Social media platforms



Generate a post-tour survey

**Bavaria and Beyond 2017** [Exit this survey](#)

1. Please select the one that applies to you.

	Adult Traveler	Student Traveler	Adult back home
I am a(n)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Adult and Student Travelers: Please respond to the following statements.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
There was a good variety of food options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quantity of food kept me full.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My hotel rooms were comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The rooming assignments worked for me as we changed from location to location.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt that the bed checks were set at appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Design a website for promotion





## Conclusion

# Travel Success Defined

What is success when it comes to student travel?

- ❖ Opening young eyes to the world
- ❖ Piquing global interest and curiosity
- ❖ Creating lifelong adventurers and globally minded citizens

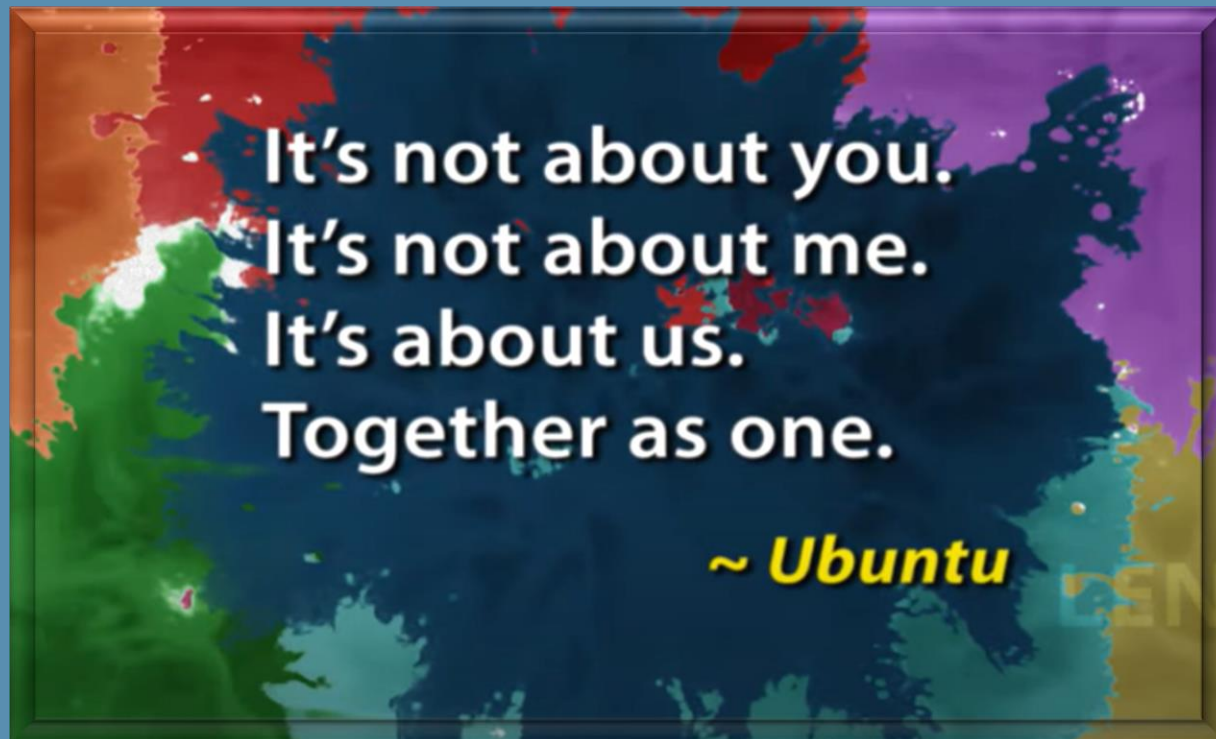




## Conclusion

# Traveler's Ubuntu

- “We are in this together! We are a travel family!”
- “Each part/choice/action that a person makes will impact everyone.”



- Lastly, YOU'VE GOT THIS ...You take care of the kids and Explorica takes care of the travel. Enjoy changing the trajectory of your travelers' lives!

## Conclusion

If you have more questions or thoughts, we are resources for you anytime!!!



Questions, Comments,  
Freaking Outs?



Jason Albrecht  
jsalbrecht87@yahoo.com  
509 330-2182



### Talk With A Teacher

Tune in to the Teacher's Lounge with our peer mentors—pop in for five minutes or 30 minutes to discuss your tour or any of the topics below. My teaching partner Matthew Haley and I are available Wednesdays from 4-5pm PST (7-8 EST.)



**Global Xpeditions**

"Expanding your world view through international travel."

[Globalxpeditions.weebly.com](http://Globalxpeditions.weebly.com)

