

Kids Across America Kamps

Staff Transportation Details & Policies

You are responsible for getting to and from kamp during your time of employment. Whether you are flying or driving, the following guidelines will outline proper procedures and protocol for arranging transportation this summer. Please read carefully.

FLYING TO KAMP?

Booking: We recommend booking your flight through Great Southern Travel Agency. (1-800-749-7116) Shuttle service will only be available from the following airports:

Springfield / Branson National (SGF) Northwest Ark Regional (XNA) Branson Regional (BKG)

Free Shuttle Service: Free shuttle service is provide to all KAA staff who meet the following requirements.

1. All request & cancellations must be made (via e-mail) at **least 5 days in advance** of your arrival or departure.
2. Travel must be between the hours of 9:00am and 6:00pm.
3. Travel must be on the following dates:

May	June	July	August
	1st/2nd - Staff Training Departure	15th - Term 3 Early Arrival	12th/13th - Staff Departure
18th - Lifeguard Arrival	19th - Term 2 Early Arrival	17th - Term 3 Arrival	
19th - Clinic Arrival	23rd - Term 2 Arrival	19th/20th - Term 2 Departure	
21st - Staff Training Arrival	25th/26th - Term 1 Departure		
30th - CIT/Osage Arrival			

Requesting Shuttle Service: E-Mail the Transportation Dept. (transportation@kidsacrossamerica.org) with the following information in order:

- a. Name
- b. Kamp Assignment
- c. Date of Birth (month/day/year)
- d. Date of Travel
- e. Airline
- f. Flight Number
- g. Arrival and/or Departure Time
- h. Cell Phone Number

You will receive an e-mail confirming your shuttle request from the Transportation Dept. If you do not receive a confirmation, then please follow up with us because we have not received your request. For accountability and accurateness, please contact the Transportation Dept. directly with your request and questions. Do not ask or expect your director, leadership, office staff, or travel buddy to pass along your travel plans. Note: If you booked your flight through Great Southern Travel, they will provide the information above.

Last Minute Shuttle Request: All travel request made less than 5 days in advance will be honored based on vehicle/driver availability at a cost of \$25 each way (even if it was on a "free" date listed above).

Special Shuttle Request: If you need an airport shuttle on a date other than those listed above, request must be made at least 5 days in advance and **flight times must be between 9:00am and 9:00pm**. All special shuttle request must be approved by your director will be provided at the following cost (40% less than commercial shuttle companies) each way:

- KAA - \$100 One Way to/from SGF, \$100 to/from XNA, \$50 to/from BKG

Shuttle Pick-Up: Gather your luggage and go the Commons/TV/Lounge area and look for the KAA representative. Your pick up may be coordinated according to your reservations.

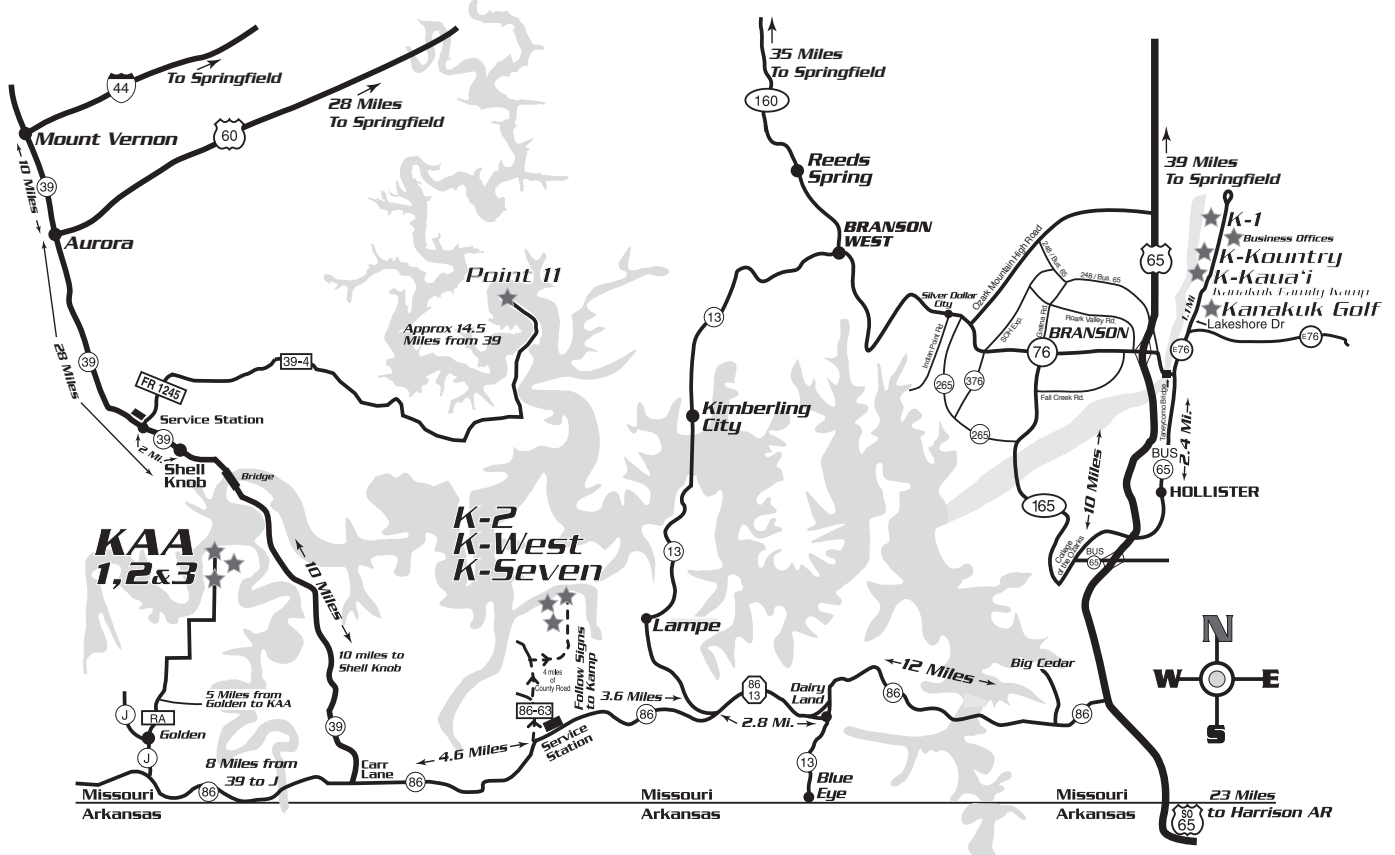
Canceling Your Shuttle Request: All shuttle cancellations must be received in writing at least 5 days in advance of your travel date (even if it was on a "free" date listed above) or a \$25 charge will be assessed.

Paying For Your Shuttle: All transportation charges will be deducted from your staff account. If accounts have closed, you will need to pay by check or cash.

DRIVING TO KAMP?

Parking / Belongings: Staff parking will be available at each kamp. Please do not plan on leaving personal belongings in your car while at kamp. Kids Across America is not responsible for things lost or stolen in staff parking.

Directions / Kamp Addresses: Map



Carpooling: Many of our staff carpool from different parts of the country. Check with your campus representative and/or post your transportation on the "message board" at www.kanakuk.com/stafftransportation.

CONTACT US

E-Mail: transportation@kidsacrossamerica.org