



VOLUNTEER DESTINATION STAFF APPLICATION

Legal First Name: Legal Middle Name: Legal Last Name:

Male Female Date of Birth (Required):

Country of Citizenship:

Passport No. Exp. Date:

Home Phone: Cell Phone:

E-mail Address:

Mailing Address:

City: State: Zip Code:

Physical Address (FedEx Shipments):

City: State: Zip Code:

PLEASE INDICATE IN ORDER OF PREFERENCE THE TRIP YOU WOULD LIKE TO STAFF

(e.g., #1 is your top preference and #5 is your last choice)

Table with 2 columns: Destination, Approximate Program Dates. Rows include Bahamas, Hawaii, Cancun, Mexico, Puerto Vallarta, Mexico, Panama City Beach, Florida.

If accepted, what dates are you available to travel?

If accepted, what city(ies) would you prefer to depart from?

PLEASE NOTE: All applicants are subject to a background check. Additionally, if hired, all destination staff must provide a copy of a valid state-issued driver's license, a copy of all certifications, and a passport photo for a staff badge. I the undersigned hereby acknowledge that I have read and understand the requirements, responsibilities, and policies with respect to a GradWeek destination staff position and acknowledge that I can and will perform the same and adhere to all company policies, rules, and regulations. I also hereby agree to allow International Student Tours, Inc., dba GradWeek, to perform a background check.

Signature Date

Print Name Social Security Number

INTERNATIONAL STUDENT TOURS, INC.

**Volunteer Work Experience:** *(Please begin with your most recent work experience.)*

Organization:

Address:

Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Supervisor:

Phone Number: (     ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization:

Address:

Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Supervisor:

Phone Number: (     ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Organization:

Address:

Job Title: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Supervisor:

Phone Number: (     ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Were you referred by a company employee?** If so, please briefly describe:

**Additional Information:**

First Aid Certified                      Yes              No              Exp. Date:

CPR Certified                            Yes              No              Exp. Date:

EMT/Paramedic Certification        Yes              No              Exp. Date:

Do you speak Spanish?                Yes              No              Proficiency Level :

**Have you ever staffed or been on one of our trips, e.g. GradWeek, ISTours, Invasion, USA Student Travel, GET Travel, etc.?** If so, please list:

**Have you ever worked for any other student travel company?** If so, please describe:

**Do you have any experience with youth travel programs or the travel industry?** If so, please describe:

**What is your reason for volunteering as GradWeek on-site destination staff?**

**What makes you the ideal GradWeek destination staff member?**

**For your application to be considered, please complete and return the above application to:**

GradWeek - Attn: Destination Staff Manager  
5080 Robert J. Mathews Pkwy., Ste. B  
El Dorado Hills, CA 95762

***All applications must be received no later than April 15<sup>th</sup> to be considered.***

**IMPORTANT INFORMATION – PLEASE READ**

GradWeek On-Site Destination Staff Volunteers are required to follow the rules and guidelines set by International Student Tours, Inc., dba GradWeek, and the on-site management teams. It is strongly advised that you return your application on time because we can only allot so many staff per trip. Staffing positions are offered first to volunteers who have been ranked as “excellent” by our on-site team managers on previous trips. We determine our on-site needs and set up phone interviews accordingly with new staff applicants. We will do our best to fulfill your requests. Remember, if you are selected, you need to attend a mandatory staff seminar before you depart.

**VOLUNTEER STAFFING INFORMATION AND BACKGROUND**

GradWeek will hire over 250 on-site representatives to help run a variety of different student tours and events in different destinations. Our main emphasis is on our summer grad programs from May to July each year. Our on-site staff is responsible for making sure that our trips run smoothly. GradWeek prides itself on having an outgoing and professional team. You must be willing to put others first, take responsibility for the operation of the trip, and work together with our on-site management team to ensure that our travelers have the best vacation possible. It requires flexibility and often long hours, but it is also rewarding and fun. Working on-site is a privilege and you will have the opportunity to meet people from all over the world and gain a lot of hands on experience in the travel industry. You will be working with various transportation (charter airlines, buses, etc.), hotels, restaurants and/or clubs, and other establishments at the destination to provide an ideal atmosphere for our student events. There are hundreds of applicants for these staffing positions each year, so please take the time to fill out the application in detail and highlight anything about yourself that stands out. Keep in mind that volunteering on-site is NOT a vacation. It is a responsibility.

**SKILLS & REQUIREMENTS**

You must E-MAIL a digital picture to [ist\\_staff@istours.com](mailto:ist_staff@istours.com) for your staff badge. You can do this after you are confirmed.

- You must be at least 21 years of age
- You must have a valid passport for Mexico and the Bahamas
- You must attend the mandatory staff seminar in order to go on the trip
- You must like working with students between the ages of 17-19 years old (Very important!)
- You must travel to the specific departure city as selected by you and the Event Operations team
- As a member of our on-site team, you will be responsible for representing our company as an outgoing, flexible, and professional staff person to the following entities:

- |                             |                               |
|-----------------------------|-------------------------------|
| # 1 The Student             | S – Safety Awareness          |
| # 2 Buses/Airline Companies | T – Takes Care & Concern      |
| # 3 Parents                 | A – Attitude That Is Positive |
| # 4 Hotel & Resort Staff    | F – Fun & Friendly            |
| # 5 Club & Restaurant Staff | F – Flexible In Any Situation |

**ROLES AND RESPONSIBILITIES**

All volunteer staff will be in charge of staffing bus transfers and charter airlines, facilitating hotel check-ins, organizing and promoting student events, and providing customer service during the trips. On-site staff often has to work late into the night helping with hotels and walking the halls. Staff must also attend a daily meeting while working on-site. If selected, you will hear more about staffing in detail at the mandatory pre-trip staffing seminars.

**NEED TO KNOW BEFORE YOU GO!**

- Expect to be busy helping our travelers every day during the trip
- Accommodations are included (2 - 3 staff members per room)
- No drinking alcohol or smoking on duty at any GradWeek hotel, event, or in the presence of trip participants
- Couples are discouraged due to rooming & scheduling conflicts
- Staff must pay a deposit of \$150.00 to secure your travel space and cover your departure taxes

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**INTERNATIONAL STUDENT TOURS, INC.**

5080 Robert J. Mathews Pkwy., Ste. B, El Dorado Hills, CA 95762 – Tel. (916) 850-1976 | Fax (916) 939-8494 – [www.istours.com](http://www.istours.com)