

Lone Star Leadership Academy

Austin/San Antonio – Airport Shuttle

General Information

Guidelines for making airline reservations:

- All participants must fly on **Southwest Airlines**.
- All participants must fly into and out of **Austin Bergstrom Airport**.
- Please schedule flights during the following time frames:
ARRIVAL: No earlier than **2:30 PM** and no later than **4:30 PM**
DEPARTURE: No earlier than **2:30 PM** and no later than **4:30 PM**

Items to submit to Education in Action:

Please submit the following to Education in Action **no later than two weeks prior to your student's camp session:**

- Official copy of your student's Southwest Airlines itinerary
- Signed Cell Phone Policy Statement
- Completed Student Medication Sheet/Note from Home

By fax: 817-562-2058

By mail: Education in Action
Attn: Ashley Barnes
P.O. Box 2285
Keller, TX 76244

By email: abarnes@educationinaction.org

Cell phone policy for airline students:

Participants who fly to and/or from the program may have a cell phone while in flight and are permitted to call home when they arrive at the airport on Sunday and when they depart on Friday. Cell phones will be collected upon arrival by an Education in Action staff member and returned on Friday prior to departure.

Unaccompanied Minors:

Any child under the age of 12 and flying alone will be classified by Southwest Airlines as an Unaccompanied Minor. **If your child will fly as an Unaccompanied Minor, please take note of the following:**

- Southwest Airlines will require the name and contact information of the "Parent/Guardian at Destination" at the time of booking. Because our airport chaperones are scheduled on an as-needed basis, we usually do not have this information ready for you when you book your child's flight. Instead, please give the airline the following information:

Parent/Guardian at Destination: Ashley Barnes
Relationship to child: Camp Staff
Address: 10200 Alta Vista Road, Keller TX 76244
Phone: 817-714-2134

Alternate Contact at Destination: Rhonda Richardson
Relationship to Child: Camp Staff
Address: 10200 Alta Vista Road, Keller TX 76244
Phone: 817-703-2287

- The name of your child's airport chaperone will be confirmed via email no later than one week prior to your child's camp session. You will need to contact Southwest Airlines to update the "Parent/Guardian at Destination". If you do not receive this information from Education in Action, please contact our office to obtain it. *See reverse side for contact information.*

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Arrival on Sunday:

- An Education in Action airport chaperone will meet your student at his/her gate upon arrival. In the unlikely event that the chaperone has not arrived yet, your student should remain at the gate until he/she arrives. **Under no circumstances should your student leave the gate without an Education in Action chaperone.**
- The chaperone will be wearing a black t-shirt with the Lone Star Leadership Academy logo on the front and will be holding a sign with your student's name.
- You will receive a phone call from Education in Action when your student has been picked up and a second phone call when your student has arrived at the program site and joined the other participants.

Departure on Friday:

- Your student will be escorted to the airport and his/her gate by an Education in Action staff member.
- This staff member will remain with your student until he/she has boarded the plane.
- You will receive a phone call when your student has boarded the plane and it has taken off.

Education in Action Contact Information

Education in Action Office Contact:	Ashley Barnes
Education in Action Office Cell Phone:	817-714-2134*
Education in Action Emergency Cell Phone:	817-793-8300

*For any questions or concerns **on the day of your student's flight**, please contact Ashley Barnes at the office cell phone number listed above. She will be available at least 30 minutes prior to the earliest scheduled flight on Sunday.

Education in Action's Airline Transportation Policy

In order to best accommodate multiple students flying in for each Lone Star Leadership Academy, Education in Action requires students to fly with Southwest Airlines. Education in Action staff is permitted by Southwest Airlines to meet your student at the gate at no additional charge to you. Other airlines may charge a fee for a gate entrance ticket.

Do not purchase airline tickets until you receive a confirmed program date from Education in Action. Education in Action is not responsible for airline ticket refunds; this includes but is not limited to the Lone Star Leadership Academy program being cancelled for any reason by Education in Action or by the participant.

Education in Action requires a copy of an official airline itinerary to be faxed, e-mailed, or mailed to the office no later than two weeks before the scheduled program. Written or verbal communication of arrival and departure times is not accepted.

Please review the airport arrival and departure time frames below. If you cannot find a flight that fits within the time frames listed below, please contact Education in Action before purchasing your airline tickets. **Education in Action only offers shuttle service to and from the airport listed below.**

Lone Star Leadership Academy – AUSTIN/SAN ANTONIO Program (Austin Bergstrom Airport only):

Arrival time to the Austin Bergstrom Airport must be no earlier than **2:30 PM** and no later than **4:30 PM**.

Departure time from the Austin Bergstrom Airport must be no earlier than **2:30 PM** and no later than **4:30 PM**.