

Transportation Plan for Cadets Traveling to Thousand Oaks Youth Leadership Conference (TOYLC):

1. On Monday, June 15th, all Cadets will fly to Burbank Airport on *Southwest Airlines*. Departure airports will be Oakland, San Jose (Mineta), or Sacramento, depending on where you live. **Cadets will not be accompanied by TOYLC staff on their flight to Burbank.**
2. Parents and students are required to review the *Southwest Airlines Young Travelers Terms and Conditions* posted on the www.toylc.com website or at [Young Travelers 12-17 years old | Southwest Airlines](#).
3. LTC Taddeo will buy all airline tickets for cadets in groups of up to eight, based on school affiliation and departure airport and send ticket confirmations to the cadets. Southwest now has assigned seating, so LTC Taddeo will do his best to have cadets sitting together as much as possible.
4. **Flight Check-In:** Passengers must check-in online for their flights 24 hours before departure time. When the first person in each group checks-in, they will be asked if they want to check-in for the entire group. **Please answer “Yes.”**
5. **Boarding Passes:** Once checked-in, Cadets are responsible for printing their own boarding passes and/or downloading them onto their phones.
6. **Checking Bags:** Southwest no longer has free checked bags. Cadets who want to check a bag must do so on the Southwest mobile app and pay for it in advance. Cost is \$35 but will be reimbursed after TOYLC is over. (Cost of 2nd checked bag is an additional \$45 but will NOT be reimbursed.) Travelers are still entitled to two free carry-on bags. Ensure you know the restrictions for carry-ons.
7. **Cadets, Parents, and/or Instructors must arrange transportation to the departure airports. Once at the Airport:**
 - a. Each group will have a parent or instructor designated as the airport Point of Contact (POC) who will account for all Cadets and ensure they have their boarding passes before proceeding to security. POCs may request a gate pass from the ticket counter if they wish to accompany Cadets to the departure gate.
 - b. Young travelers, age 12 to 17, are NOT required to show ID at the airport.
 - c. The most senior Cadet in the group will be appointed as the Cadet-in-Charge (CIC). She or he will be responsible for the group at the gate, during boarding, and upon arrival at Burbank.
8. On the morning of departure (June 15th), we ask the airport POCs to contact LTC Chris Taddeo, Northern California Regional Director, from the airport as soon as all cadets are (*or are not*) accounted for.
 - **LTC Taddeo: (831) 521) 9784.**
9. Before flying, Cadets and parents should visit the TSA website for security screening information and unacceptable carry-on items. (<https://www.tsa.gov/travel/security-screening>)
10. CAPT Ralph Scafidi, a member of the TOYLC Staff, will greet and account for the Cadets at Burbank Airport and load them onto buses for the ride to Cal Lutheran University in Thousand Oaks. Upon arrival at Burbank, group CICs will call Mr. Scafidi for instructions on where to meet the bus.
 - **CAPT Scafidi: (805) 490-1584.**
11. Cadets are responsible for keeping their parents informed about their progress during their travel to Burbank and Thousand Oaks. Parents may also track flights using the Southwest mobile app.

*** END OF SECTION ***

Transportation Plan for Cadets Returning from Thousand Oaks Youth Leadership Conference (TOYLC):

1. Students will be briefed at the conference on these instructions and other pertinent transportation/flight requirements.
2. Parents and students are required to review the *Southwest Airlines Young Travelers Terms and Conditions* posted on the www.toylc.com website or at [Young Travelers 12-17 years old | Southwest Airlines](#).
3. On the morning of departure (June 19th) and throughout the day, LTC Chris Taddeo, Northern California Regional Director, will be the liaison coordinating all return student flights: parents/guardians are to contact him for any necessary information. (831) 521-9784.
4. **Return Flight Check-In:** Cadets must be checked-in for their Friday return flights on Thursday, June 18, 24-hours before their flight time. Since the cadets will be in training on Thursday, we ask parents to do the return flight check-ins.
5. **Return Flight Bag Check:** We ask parents to pay for their cadets' checked bags for the return flight. Again, the cost of one checked bag to and from TOYLC (\$70 total) will be reimbursed after the conference.
6. After the group is checked-in, each Cadet is responsible for downloading their own boarding pass onto their phone or having it printed at the airport. **Students will be reminded of this at the conference.**
7. The same carry-on rules still apply on the return flight.
8. Cadets will be bussed from Cal Lutheran University to Burbank Airport for their return flights.
9. TOYLC staff will account for all Cadets and ensure they check-in and have their boarding pass before proceeding to security at Burbank Airport.
10. The most senior Cadet in each group will be appointed as the Cadet-in-Charge (CIC). She or he will be responsible for the group at the gate, during boarding, and upon arrival at Oakland, San Jose, or Sacramento Airports.
11. Cadets are responsible for keeping their parents informed about their progress during their travel home. Parents may also track flights using the Southwest mobile app.
12. Students remain in the custody of TOYLC staff until their flight is physically airborne. TOYLC staff will remain at the Burbank Airport until all flights have a confirmed departure. In the event of flight delays or cancellations, TOYLC staff will coordinate with parents/guardians for appropriate actions to ensure the safety and well-being of students and coordinate alternate flight arrangements as required.
13. Parents are responsible for picking-up their child upon arrival at their designated airport.

*** END OF SECTION ***