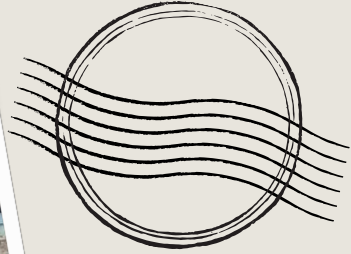


YOUR ADVENTURES START HERE



THE FOWLER CENTER
TRAVEL ADVENTURE
Program



WELCOME TO TRAVEL ADVENTURE!

The Fowler Center's Travel Adventure program provides adults with disabilities the opportunity to experience new adventures, the thrill of traveling, and making new friends through a variety of day trips, weekend trips, and week-long trips. The Fowler Center's knowledgeable and caring travel staff and volunteers plan and oversee all aspects of each trip keeping in mind your traveler's needs to create adventures filled with memories that will last a lifetime!

To ensure you and your traveler are prepared for the Travel Adventure Program please read this handbook in its entirety. If you have any questions, please contact The Fowler Center's Program Supervisor at (989)-673-2050 ext. 117.



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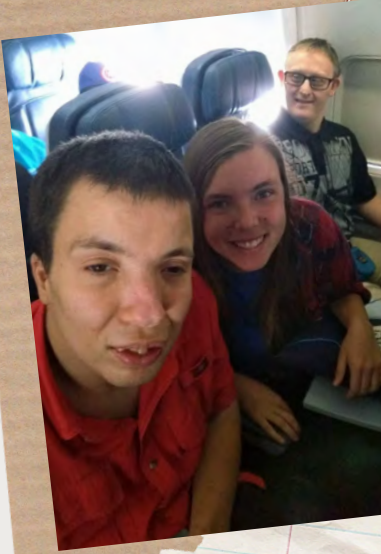
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TRAVEL ADVENTURE ELIGIBILITY

- Age: 18+.
- Successful in a 1:3 staff to traveler ratio.
- Able to follow staff directions to remain with the group in the community and willing to participate in all activities during the trip.
- Independent or minimal assistance with care.
- No aggressive behaviors that would pose a risk to themselves or others.
- No disruptive behaviors such as continual yelling or purposeful antagonizing behavior.
- Successful in getting into and riding any mode of transportation used in the list description.
- Ambulatory, or able to easily pivot transfer/walk with some assistance.
- There may be changes to eligibility due to the nature of the trip. These changes will be listed under the trip details.



Registration:

- Registration approval is on a first come first serve basis!
- To be fully registered for a Travel Adventure trip you **MUST** complete the registration form **AND** pay the deposit.
- If the registration form has been completed but the deposit has not been received, you will be put in an incomplete status. Your spot is not guaranteed until the deposit has been made.



TRAVELERS ARE EXPECTED TO:

- stay with the group in public places, during activities, at restaurants, and anywhere else the group travels to.
- Participate and be engaged in all activities, those listed under the trip description and during down time.
 - Cell phones are permitted on Travel Adventures to use during travel periods and for photos.

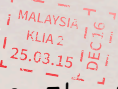
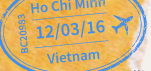
*This program is not only meant to explore new places but also to socialize with others. Therefore, we ask that travelers are engaged with their peers and not on their phones excessively. The Fowler Center Administrator reserves the right to ask the camper to put their phone away in their suitcase or give their phone to a Fowler Center staff member or volunteer if necessary.





TRAVELERS ARE EXPECTED TO (CONTINUED):

- Show respect to each other and each other's belongings.
 - Everybody has different things that bring them joy. Traveler's must respect others opinions even when they may not agree with others.
 - Travelers should not be demanding or boss other travelers around. If there is an issue the traveler should speak to a travel staff or volunteer.
 - Accommodations for Travel Adventures are shared between travelers and staff/volunteers. Travelers may be required to share a bed with another traveler or travel staff.
 - Travelers must respect each other's privacy, keep their hands to themselves, use appropriate language, and do not take or use someone else's belongings.
- Follow directions of The Fowler Center staff & volunteers as it is our top priority to ensure everyone's safety on every trip.
- Understand the policies of the Travel Adventure Program to the best of their ability.
- Remember to always have fun, keep a positive attitude, and enjoy your trip with The Fowler Center.



TRAVEL ADVENTURE POLICIES:

- The Fowler Center is not responsible for any lost, stolen, or damaged items.
- Alcohol and drug products including marijuana are strictly prohibited on all trips.
- Tobacco and Vape use is permitted on trips. Use of these products are only permitted in designated areas away from the majority of the group. Times for use will be dependent on the convenience of the trip schedule. These products MUST not be shared. The traveler will only be allotted the tobacco products they bring and will not be able to purchase more during the trip.
- If a traveler cannot continue with a trip due to reasons that include, but are not limited to illness, injury, or behavior, the traveler's guardian and/or facility will be contacted.
 - Arrangements will be made to send the traveler home by whatever means of transportation is deemed appropriate for the circumstance.
 - Depending on the situation the family, guardian, or facility maybe required to pick up their traveler at the Travel Adventure destination.
 - The traveler is responsible for all fees.
- Any property damage caused by the traveler will be billed to the traveler at The Fowler Center's discretion.



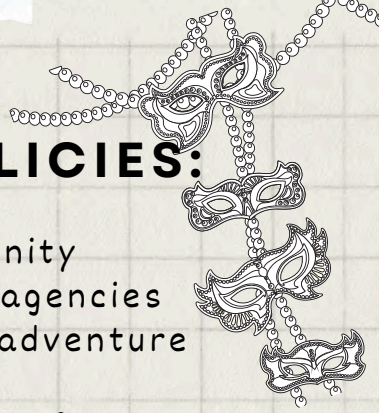
TRAVEL ADVENTURE POLICIES CONTINUED:

- Trips will operate in any weather except when the weather is deemed unsafe.
 - Cancellations and rescheduling due to unsafe weather are made at the discretion of The Fowler Center.
 - The Fowler Center reserves the right to modify the itinerary for the safety of the travelers and staff.
- If a trip is cancelled by The Fowler Center due to unsafe weather, a prorated amount may be refunded. If a third party is involved in our travels and cancels an activity or event due to unsafe weather or other unforeseen circumstances, we must adhere to their cancellation policies.
- At the discretion of The Fowler Center, new travelers may be asked to have an in person meeting with the Program Supervisor or attend a camp at The Fowler Center prior to attending a Travel Adventure.
- The Fowler Center does not provide travelers, volunteers, or staff with traveler's insurance.
 - Therefore if you would like to purchase individual traveler's insurance for your travelers trip, you must contact your current insurance broker or seek a reputable insurer online.



TRIP FINANCIAL POLICIES:

- Respite funds through community mental health and other like agencies cannot be utilized for travel adventure trips.
- Balances are due 30 days prior for driving trips and 90 days prior for flying/boat/train trips unless otherwise stated in the trip description.
- If a traveler cancels their trip prior to 90 days of departure for flying, boat, train trips and 30 days for driving trips, they may be able to get a refund for the whole amount, except for the deposit.
- A refund will not be issued for cancellations within 90 days of departure for flying, boat, train trips and 30 days of departure of driving trips.
- Under special circumstances, determined on an individual basis, a refund may be issued for a prorated amount. Proper documentation must be provided within 1 week of cancellation.
 - Examples of such circumstances include hospitalization or diagnosis of a serious illness.



TRIP FINANCIAL POLICIES CONTINUED:



- No refund will be issued for travelers who fail to arrive at the check in location on the departure date.
- The Fowler Center has the right to cancel a trip due to lack of participation and offer a refund.
- Prices, dates, and itinerary details (ex. Hotels, activities, routes, etc.) are subject to change due to unforeseen circumstances or traveler needs. While every effort will be made to maintain current details as listed, The Fowler Center reserves the right to make changes in the trips as necessary. If a change in price or date is necessary, advance notice will be given.
- A refund may be issued if the traveler cannot attend a trip due to a change in the date of the trip that was initiated by The Fowler Center.
- A refund will not be issued for changes in prices, hotels, activities, routes etc.
- There is a \$20 late fee charge, per traveler, for every 15 minutes beyond the scheduled pick-up time.



CHECK IN/CHECK OUT PROCESS

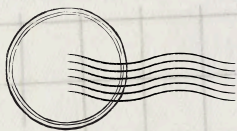
- At check in travelers will turn in their money and medications.
 - If the Travel Adventure involves a flight the traveler MUST turn in their ID. This makes for a smooth check in and ensures their ID is present at the airport.
- If the traveler and the person responsible for checking in chooses to allow the traveler to keep their spending money, it will be noted on their check in form. The Fowler Center will not be responsible for any lost or stolen money and will not keep track of funds spent.
- Medications (oral and topical) will be reviewed and signed in by a trained medical administrator.
- At check out any remaining spending money and medications will be returned and signed for stating they were received.



DAILY SCHEDULE

- Travel Adventures are full of fun, exciting new experiences, and long days. To ensure we get the most out of the trips our days can become jam packed.
- Many trips will involve a lot of walking.
- Depending on the activities planned, we may wake up early (6am to 7am) and return to our accommodations late (9pm to 11pm).
- Important information including a packing list and special instructions will be sent out no later than 2 weeks prior to check-in for the trip.





Lodging

- Lodging may include but is not limited to hotel rooms, Air BNB, camp cabins etc.
- Rooms are separated by gender of traveler.
- For hotel rooms, there may be up to 3 travelers and 1 staff.
- Travelers may be required to share beds with another traveler or travel staff.



MEDICATIONS

- Medications will be administered by the nurse, trip administrator, or trained designee.
- On trips, medications will be packaged separately for each day during check-in.
- Bring the original prescription bottles/bubble packs containing at least one pill in it for identification purposes. This is for both prescriptions and vitamins/supplements. We will keep all these for the duration of the trip.
- Bring all liquids and "as needed" over-the-counter medications in their original bottles/packages. We will keep all these for the duration of the trip.
- We must follow all prescriptions as they are written on the bottle. If your traveler's prescription has changed you must bring written notification from your doctor.
- At medication check-in you will confirm that the printed medication administration record for the traveler is correct. You will then sign the record. You will again sign at checkout that all of the traveler's remaining medications have been returned. Please make sure you have them all.
- Topical medications such as nose spray, medicated lotions, eye drops etc. must be packaged in a separate bag as these medications will be given to the volunteers assigned to the traveler's room upon arrival to the accommodations. If it is a prescription, the prescription label must accompany the medication.

TRANSPORTATION

- Weeklong and weekend trips can consist of car rides up to 6 hours. Pit stops for food or/and bathroom use will be scheduled into our road trip every 2-3 hours.
- Travelers must be able to get in and out of all modes of transportation (car, van, airplane etc.) independently, with minimal assistance, or easily pivot transferred.
- Travelers must be able to sit independently in all modes of transportation listed in the trip description.
- All modes of transportation used in each trip will be listed under the trip description.



Packing for Travel Adventures

- A packing list will be sent with trip information no later than 2 weeks prior to check-in for the trip.
- Please check the weather within 2 days of the trip to ensure your camper will be dressed comfortably for the trip.
- Required items for an activity will be highlighted on the packing list.
 - IF THESE ITEMS ARE NOT PACKED IT MAY RESULT IN THE TRAVELER HAVING TO SIT OUT OF AN ACTIVITY!
- Please pack clothing in a suitcase that has rollers or wheels that the traveler can roll themselves.
 - All travelers are responsible for carrying or assisting with their own luggage. We will assist when needed, but we encourage as much independence as possible.
- Due to limited space, we ask that all travelers limit their luggage to one suitcase or bag and only the suggested and needed items. Only bring a small personal bag (backpack, purse etc.) if there is something that the traveler must have available to them as we travel, (ie. a book, small tablet, an extra set of clothing) that the traveler can carry themselves.
- New shoes may not be the best for a trip. If you are going to purchase new shoes do so in time for the shoes to get broken in and will not hurt the traveler's feet when walking.
- Please have all belongings permanently marked with at least the traveler's first initial and full last name.
- The Fowler Center is not responsible for any lost, stolen, or damaged items.



THE FOWLER CENTER IS A PROGRAM OF
MCHS FAMILY OF SERVICES.
TO FINDOUT MORE ABOUT MCHS VISIT
WWW.MCHSMI.ORG

