

**NORTHVIEW BAND EUROPE TOUR 2015
NOVEMBER 2014 MEETING AGENDA
PASSPORTS AND AIR SCHEDULES**

PASSPORTS – If you do not already have your passport, apply for your passport within the next few weeks. We need to receive three copies of the passport photo page by no later than February 19, 2015, but ideally with your next payment of \$1600 per person which is due January 14, 2015.

You can apply for a passport at: Plainfield Charter Township, 6161 Belmont Avenue NE, Belmont MI 49306. Mon thru Fri from 9:00 am to 12:00 pm, 1:00 pm to 3:30 pm. Appointments Recommended. Tel: 616/364-8466.

Be prepared before applying: It is recommended that you visit the U.S. Department of State - Bureau of Consular Affairs passport website prior to applying for or renewing your passport. You can access that website at <http://travel.state.gov/content/passports/english.html>. Here you will find the most current and up-to-date rules and regulations, forms, fees, required documentation, and FAQ. You can complete the form on line and print it prior to visiting the passport office.

Key Points to Remember:

- Routine service takes 4-6 weeks to process your passport.
- **VERY IMPORTANT!: Do NOT sign forms before going to the passport office. Passport forms must be signed in person.**
- The applicant must be present to apply for a passport.
- If the applicant is UNDER 16, both parents are required to appear with the applicant when they apply for their passport. If one of the parents is unable to be present that parent must complete a *Minor Consent Form* #DS-3053, which is available at <http://travel.state.gov/content/passports/english.html>
- If the applicant is 16 or 17, only one parent needs to appear with applicant when applying for passport.
- Plainfield Charter Township will only accept checks or money orders for payment. NO cash or credit card payments will be accepted.
- Two checks/money orders are required. One payable to the US Department of State and the other payable to Plainfield Charter Township.
- Plainfield Charter Township offers passport photo services for \$10.00 per person.

AIR SCHEDULES - We currently have all passengers (students and adults) booked with air confirmed on Lufthansa Airlines (LH) , round trip Chicago O'Hare Airport (ORD) to Dusseldorf Airport (DUS), as follows:

25 JUN	LH 437	Depart Chicago ORD at 5:35 pm	Arrive Dusseldorf DUS at 8:50 am on 26 JUN
09 JUL	LH 436	Depart Dusseldorf DUS at 12:45 pm	Arrive Chicago ORD at 3:00 pm

- Flight information is subject to change at any time without prior notice.
- All passengers (students and adults) will transfer by bus round trip from Grand Rapids to Chicago ORD. Based on current flight information, the departure meeting time would be around 10 am and the return to Grand Rapids around 9:30 pm. Transfer details/time verification will be provided with the final documents.

D.O.T. HAZARDOUS MATERIALS NOTIFICATION - The Department of Transportation currently requires that all passengers are advised of the following information prior to issuance of air tickets: Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials. Examples: paints, lighter fluid, fireworks, tear gases, oxygen bottles and radiopharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information review the information found on the prohibited items webpage of the TSA website: www.tsa.gov.

FREQUENT FLYER CLUBS – If you are a member, you need to go to the website in June, after final documents are provided and enter your frequent flyer number. If you want to sign up as a frequent flyer, you can do this at the airline web site: www.lufthansa.com.