MEMO TO: PYSO Parents, Students & Chaperones

FROM: Eve Goodman / Craig Johnson / Georgina Gutierrez

DATE: February 12, 2020

SUBJECT: PYSO Tour Important Dates & Reminders

We leave for our international tour on Sunday, June 14, which is less than 6 months away and believe us when we say it will be here before you know it!

Below are important reminders of items that if you have not already done so you need to take care of now. You will not be able to go on tour without the following documents:

- **Code of Conduct** was due from all students on January 12. I have 57 signed forms, which means 31 of you need to send in your signed form!
- **Tour 2020 Medical Forms** are due from all PYSO students on March 1. If you have not started filling out these forms and/or getting your PCP’s signature you need to start doing so now!
- **Copy of insurance card** (front and back) are due on March 1st from ALL tour participants (students, chaperones and companions).
- **Copy of passport** is due on March 1 from all tour participants (students, chaperones and companions). If you are in the process of ordering or renewing your passport there is no need to respond to this mailing, if you have not started the process then do it now!  
  o Please note the following about passports: If your passport is due to expire on or before December 25, 2020 you must renew your passport!  
  o **For non-US Passport holders**, please see the important information attached on the next page.
- **Register your tour profile with ACFEA Tour Central**: All students, chaperones and companions have been added onto the ACFEA Tour Central. You may start entering your personal information now by following these instructions:
  1. To login, go to: [https://tourcentral.acfea.com/](https://tourcentral.acfea.com/)
  2. Username is your email address.
  3. Everyone has the same generic password “PYSOTour”, which you can change yourself after logging in.

All of the above and enclosed forms are also available on the tour page of our website: [https://pyso.org/tour](https://pyso.org/tour)