

Post-Trip Closeout Checklist: Ensuring a Smooth Mission Completion!

After an incredible journey to Spain & France, it's time to wrap up the adventure while setting up future students for success! Follow this **Post-Trip Closeout Checklist** to ensure that all **reflections, fundraising, and planning** are completed on time.

T+1 Day – Homecoming & Reflection (July 4, 2025)

- ☐ Unpack and store all souvenirs, receipts, and important trip documents
 - ☐ Share initial thoughts and reflections with family & friends
 - ☐ Upload photos & videos to a shared trip album
 - ☐ Hydrate, rest, and recover from jet lag 🥱
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T+1 Week – Thank-You Messages to Sponsors (July 11, 2025)

- ☐ Write personalized thank-you emails or letters to sponsors
 - ☐ Post a group thank-you message on the website & social media
 - ☐ Record short “thank you” videos from students to share online
 - ☐ Deliver any promised sponsor perks (photos, souvenirs, etc.)
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T+1 Month – Post-Trip Blog Entry Challenge (August 2, 2025)

- ☐ Submit a blog post about your most memorable trip moment 📝
 - ☐ Include **at least one** photo and a personal story
 - ☐ Best posts will be featured on the **Viajero's Notebook** blog section!
 - ☐ Winners announced with a special **prize & feature post**
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T+6 Weeks – Student Showcase Event (August 8, 2025)

- ☐ Prepare a **photo slideshow or short video** of your trip highlights
 - ☐ Be ready to share **one unforgettable travel story** with an audience
 - ☐ Thank sponsors, parents, and chaperones for making the trip possible
 - ☐ Answer questions from future travelers about your experience
 - ☐ Event is open to all **students, parents, and sponsors**
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✓ T+7 Weeks – Wrap-Up Fundraiser: Pass It Forward (August 10, 2025)

- ☐ Help raise money for **next year's travelers** 📄💰
 - ☐ Sell souvenirs, photos, or leftover trip merchandise
 - ☐ Encourage community members to **sponsor a future student**
 - ☐ Host a **raffle or silent auction** with donated items
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✓ T+2 Months – Final Trip Report & Survey (September 3, 2025)

- ☐ Complete the **Trip Reflection & Feedback Survey**
 - ☐ Identify what went well & what can be improved for next year
 - ☐ Submit any **missing receipts or travel reimbursements**
 - ☐ Chaperones & organizers finalize a **trip debrief report**
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✓ T+3 Months – 2026 Trip Info Session (October 3, 2025)

- ☐ Attend the **next year's trip interest meeting**
 - ☐ Share testimonials, photos, and insights with new students
 - ☐ Encourage friends to **sign up for the next adventure**
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✓ T+6 Months – Planning & Fundraising Kickoff (January 2026)

- ☐ Begin early fundraising for the **2026 travel group**
 - ☐ Reach out to **new sponsors & donors** for early support
 - ☐ Join the **Alumni Mentorship Program** to help future travelers
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🚀 Mission Complete: You Did It! 🎉

Congratulations on completing this incredible journey! 🌍✨ Your experiences, stories, and efforts will **inspire the next generation of travelers**. Thank you for being part of this **once-in-a-lifetime adventure!**

📌 **Next Steps:** Stay connected, keep exploring, and remember: the world is yours to discover! 🌍✈️