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ACIS America Group Leader Registration Form

Office Use Only



This form must be completed by the Group Leader and returned to ACIS with your group's first applications. Please print in CAPITAL LETTERS and fill in circles completely (ex: ●). Do not staple anything to this form. Please use black or blue ink.
Return this form to ACIS, 330 Congress Street, Suite 5, Boston, MA 02210

Program Selection

Group #

Preferred Departure Date / /
MM/DD/YYYY

Program Name _____

Preferred departure city/airport _____ If flying, how far are you from your departure city? _____

(ACIS will try to honor all requests. Due to airline and/or hotel availability, we cannot guarantee that all requests will be met. Your program manager will notify you if this is the case.)

Please indicate any extra days or homestays shown as available on the catalog page, in which ALL your group members will participate _____

My group will purchase an extra day or extension at (fill in one) beginning of trip end of trip does not matter

Who is your ACIS Program Manager? _____

Group Leader Information

Last Name (Print all of your names exactly as they appear on your passport.)

First Name

Middle Name

Address

City

State

Zip Code

Home Telephone - -

Fax - -

Birthdate / /
MM/DD/YYYY

Gender: M F

Email

School name and address

City _____ State _____ Zip _____

School Telephone _____ Subject Taught _____

I have led a group before with _____ (Company Name)

You are guaranteed accommodations in a twin room.

I would like to pay a \$40 per hotel night surcharge to guarantee a single room.

Please be sure to enclose companion's application if not already enrolled.

I am traveling with a companion and prefer to room in a double room twin room with: _____

I would like ACIS to book me from a DIFFERENT US departure city than that of my group: _____

Emergency Contact: (Who we should contact in the US while you are on tour)

Name Phone - -

Email

Group Information

Anticipated group size _____ Your group is made up of (fill in all that apply): middle school students high school students college students adults

Projected # of Participants _____ Projected # of Assistants _____

Signing and submitting this form acknowledges your acceptance of ACIS' Terms and Conditions as well as the group leader duties and responsibilities described on www.acis.com and in the ACIS Group Leader's Manual. If you have not received this booklet, please request a copy from your program manager.

Group Leader Signature _____ Date _____