



NATIONAL SUMMER YOUTH PRACTICUM FLIGHT GUIDE

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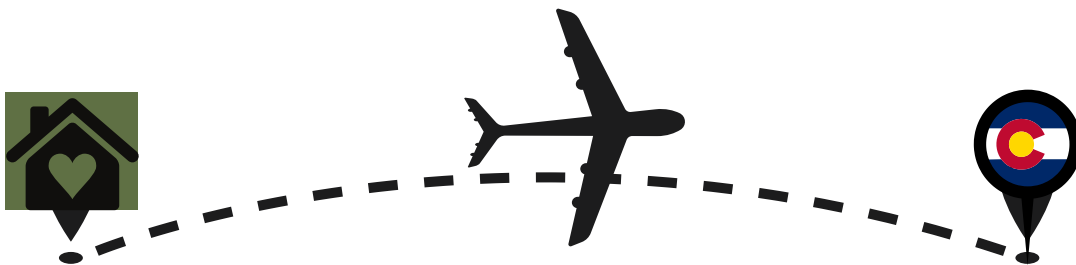
Website: nafws.org/youth-early-professional/summer-youth-practicum/

INTRODUCTION:

Navigating through the airport can be a scary and stressful process, which is completely okay. Many people, after traveling for years, still feel stressed and anxious.

A good way to prevent stress and anxiety is to be prepared & arrive early to the airport!

We hope that this Flight Guide can help you to prepare you and minimize any stress, anxiety and fear.



PREPARING FOR YOUR FLIGHT: VALID IDENTIFICATION

- Children under the age of 18 y/o are not required to have an I.D. to fly. However, we strongly advise to travel with I.D. for smoother security clearances.
- The best and safest recommendation is to have an I.D.
- Valid ID:
 - Issued by the government, and come with a photo or characteristic, making them unique and fraud proof.
 - Examples:
 - U.S. photo driver license
 - State I.D.
 - Tribal Photo I.D.
 - U.S. passport (not expired)
 - Military Identification



INFORMATION TO KNOW: ITINERARIES

1. Know your boarding date & time, airline, flight number and gate:
 - a. This information is on your itinerary which was sent by email to you. (Fig. 1)
 - b. CONFIRM that the information is CORRECT.
 - c. Sometimes the gate is not assigned until you arrive to the airport

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: [Visit the Travel-Ready Center](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

EM037N

Flight 1 of 2 UA459		Class: United Economy (T)
Fri, May 10, 2024		Fri, May 10, 2024
09:40 AM		12:38 PM
Denver, CO, US (DEN)		Minneapolis/St. Paul, MN, US (MSP)
Flight 2 of 2 UA608		Class: United Economy (K)
Fri, May 17, 2024		Fri, May 17, 2024
11:14 AM		12:28 PM
Minneapolis/St. Paul, MN, US (MSP)		Denver, CO, US (DEN)
Traveler Details		
MUELLER/ ASHLEY DAWN		
eTicket number: XXXXXXXXXXXX		Seats: DEN-MSP 31F
Frequent Flyer: UA-XXXXX893 Member		MSP-DEN 32A

Figure 1: Example of Emailed Itinerary from United Airlines.

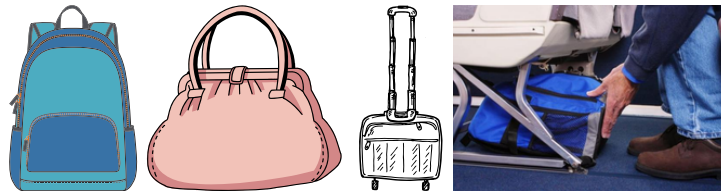


INFORMATION TO KNOW **CONTINUED**: BAGGAGE POLICIES

2. Be sure you check the baggage policies and fees so you can pack accordingly.
 - a. Policies and fees depend on the airline. Average baggage fee is \$35.00 for first checked baggage, \$70.00 roundtrip total.
 - b. Be sure you do not have the following in your personal item, carry-on or in your pockets. You will be stopped for the below items and be asked to either throw them away or send them through the mail (associated shipping costs), which may cause you to be sent to the back of the security line.
 - i. Knives, Pocket Knives, Multi-tool, Nail clippers, Weapons, Scissors, Baseball Bats, Stickball/Lacrosse Sticks
 - ii. Any liquids more than 3 oz. - sodas, water bottles, juice, yogurt, shampoo, conditioner, hairspray, hair gel, toothpaste, etc..
 - iii. Bringing a water bottle on the plane? Be sure to empty the contents before security.
 - c. Larger items such as clothes, shoes, “regular” sized shampoo, conditioners can be in your checked baggage/luggage.

Airport Terms

Personal Item: Backpacks, purses, laptop bags that can be stowed under the airplane seat. Check bag sizes and weight allowable by your airline.



Carry-on: Small Suitcases or Duffel Bags that can be stowed in the overhead bin on the airplane (above the seats). Check bag sizes and weight allowable by your airline.



Checked Baggage/Luggage: Large suitcases, duffel bags (less than 50 lbs.), must be checked BEFORE security, stowed in the cargo hold of the plane. Check bag sizes and weight allowable by your airline.



INFORMATION TO KNOW CONTINUED: BAGGAGE POLICIES

TSA Guidelines for Personal Items & Carry-Ons



Suggestions of what to pack in your personal item, carry-on and checked luggage:

- Personal Item or carry-on: Earphones, book, notebook, handheld game consoles, laptops or ipad, pens/pencils, prescriptions, 1 day set of clothes (in case, luggage gets lost or delayed), glasses/contacts, important valuables (jewelry), water bottle.
- Checked Baggage/Luggage: Clothes, shoes, toiletries that are larger than the 3 oz., and etc.



For more information about airport security & what you can or cannot bring, go to:
www.tsa.gov/travel/security-screening/whatcanbring/all

INFORMATION TO KNOW **CONTINUED**: OBTAINING YOUR BOARDING PASS

- Option 1: Print it and bring it to the airport with you – can be completed as early as 24 hours before travel.
- Option 2: You are allowed to download it on your phone. Take a screenshot of it just in case! (Fig. 2) – can be completed as early as 24 hours before travel.
- Option 3: You can have it printed at the airline ticket counter (area where they print tickets and check your checked baggage). (Fig. 3) – can be completed at time of travel.
- Option 4: You can print it at the airline kiosks located at the Check-In/Ticketing location for the airline. (Fig. 3) – can be completed at time of travel.
- Option 5: Download the airline app to access boarding pass, updates of your flight, and in-flight entertainment. (Fig. 2) – can be completed as early as 24 hours before travel.



Figure 2: Example Mobile Boarding Pass from United



Figure 3: Example Printed Boarding Pass from United.

BEFORE ARRIVING AT THE AIRPORT: 24 - 48 HOURS PRIOR

1. Obtain your boarding pass
2. Plan to arrive at the airport 2 to 2.5 hours before your boarding time!
 - a. **IMPORTANT!** Airplanes close their doors 15 - 20 minutes before scheduled departure time.
 - i. Example: If your flight is at 8:30 am, your Boarding Time may be 8:00 am, and they will close airplane doors at 8:15 am. If you are at your gate at 8:17 am, you cannot board your plane and will miss your flight.
3. Double check your luggage to ensure you have all that you need:
 - a. Phone
 - b. Wallet - I.D. & Money or Card
 - c. Prescriptions (if applicable)
 - d. Luggage - including carry-on and personal item you may be bringing
4. Downloaded the Airline App - to gain access to boarding pass, receive updates for your flight, perks like access to on-flight entertainment (movies)
5. Have National SYP staff contacts saved on your phone:
 - a. Ashley Mueller, Education Coordinator, 505-862-3779 (cell)
 - b. Wade Reiter, Invasive Species Technician, 715-851-5352 (cell)
 - c. Heidi McCann, Office Manager / Membership Coordinator, 720-822-3368 (cell)

ARRIVING AT THE AIRPORT:

1. Be at the correct terminal at the airport.
 - a. Ensure you have everything: I.D., Wallet, Phone, Luggage
2. Enter the airport and make your way to your airlines ticketing counter (Fig. 4)
 - At the ticket counter: you are able to check your luggage/baggage and receive a printed boarding pass.
3. After the ticket counter, you will make your way to security



Figure 4: American Airline Ticket Counter

WHAT TO EXPECT AT SECURITY:

1. Everyone goes through security. Your boarding pass and I.D will be checked and verified by a TSA Agent - have those ready as you move through the line.
2. Once your boarding pass and I.D. have been verified the TSA agent will let you through to have your carry-ons and/or personal items scanned. (Fig. 5)
3. You will have to take off your shoes, jacket, belts and COMPLETELY empty out your pockets - you will place all these items into a plastic bin.
4. If you have any electronics in your bag: place them into their own separate plastic bin (laptops, phones, ipad)
5. Carry-ons and/or personal items will be put on conveyer belt to be scanned
6. Stay by your bin until it gets pushed into scanner, then you will be guided into the security clearance area to be cleared.
7. Once you have been cleared, you can collect all your items!

NAVIGATING TO YOUR GATE:

Woohoo! You made it through security - it can be the most nerve-racking part of travelling.

1. Now that you are through security, head towards your gate. Follow signage.

2. You can double check your flight info at the big electric monitors where they're displayed and at your gate double check you are at the correct gate.
 - a. It's best to not wander far from your gate. Stay close until you board your plane.

3. When time, your boarding group will be called and you are able to board the plane to find your seat.



Figure 5: Airport Security Scanners



Figure 5: Arrival and Departures Display Screens

LOST LUGGAGE/BAGGAGE:

If you decide that you are going to check a luggage/baggage, there is potential that the airline might misplace your luggage. If you are standing at baggage claim waiting for your luggage to come onto the designated carousel and it never does. This usually means that the airline has misplaced your luggage. If this happens, these are the steps you want to follow.

Step 1: Just to be sure, double check that you are at the correct baggage claim

Step 2: Locate the baggage desk for the airline that operated your final flight

Step 3: Inform the agent about your missing bag

Step 4: File a missing baggage report

- While you're filing a report, be sure to ask what the airline is willing to provide for compensation as well as to what extent it will reimburse you.
- Hopefully, the airline will be able to locate your bag and return it as soon as possible. In the meantime, you may need to purchase essential items while you wait for your items to be returned back to you. (Keep the original receipts and the airline should reimburse you)

Helpful Tip: Bring a carry on and always keep all essential/valuable items with you!

**SAFE TRAVELS,
WE ARE EXCITED TO MEET YOU
AT THE AIRPORT!**