Planning a JCC Maccabi Israel® (JMI) Teen Trip in 6 Easy Steps!

1. The Basics
   • Assign the appropriate staff person (this person will be the liaison for the trip)
   • Select preferred dates, duration, and decide on the number of counselors
   • Contact Ido Medan, the JMI program director at the JCC Israel Center: ido@jcca.org

2. Your Conversation with JMI
   • Review the relevant components
   • Dates of trip
   • Number of teens
   • Discuss the group's profile: age, size, type of program
   • Talk about specific themes
   • Confirm dates
   • Let us know if you want us to arrange flights: we can make the necessary arrangements and make sure the dates fit. (Payment for flights is directly through the travel agent.)
   • Partnership 2Gether experience

3. Itinerary
   • Within 10 business days of your conversation, you will receive a first draft of the itinerary and flight details
   • Review them both and send any comments, thoughts and changes
   • Once draft itinerary is set, you will receive a land/flight proposal with a quote within 10 business days
   • Send back a signed copy of the land/flight proposal
4. Budget and Payments
- Payments will be made in installments for the various components of the trip
- Deposit for flights to the travel agent or airline to secure the reservation based on the deadlines provided
- Deposit to JCC Association for JMI trip after approval of the land/flight proposal (this payment is due approximately 6 months before travel)
- The remainder of the payment for the program to be submitted in full approximately 3 months before travel
- Any updates, changes, additional fees and refunds will be dealt with after the trip

5. Promotion and Registration
- Suggestions for marketing and recruitment strategy – Prepare a flyer with trip dates, itinerary highlights and cost (we can help with this step; ask us how)
- Announce the trip at a relevant event
- Publicize the trip in every JCC publication: newsletters, mass-e-mails, posters, website, program guide, e-mail signatures and local Jewish newspapers, Facebook page, Twitter

- Create opportunities for speakers to meet prospective trip participants (use local shlichim, JCC Association staff including JMI staff, Israeli speakers)*
- JMI offers a fully integrated, online registration website designed specifically for your trip with exclusive admin access for the trip liaison/designated contact person
* We will provide prep materials to help with the process.

6. Support and Challenges
If group is too small...
- Talk with JMI to coordinate a joint trip, we can suggest JCCs to collaborate with or alternatively you can approach a JCC near you based on a previous relationship
- Create collaborations with local (Jewish) organizations such as synagogues, local Federation, etc.
- Whatever the issue, we are here to support you every step of the way!