



Tips for Successful Travel

- Make hotel reservations in advance. Write down the confirmation number and have it with you on the road.
- Pick up motel directories from chains. Sign up for discount deals. Ask other counselors for advice about where to stay and where to avoid staying.
- DO NOT count on wake up calls at hotels. Travel with an alarm clock. If you choose to set the alarm on your phone make sure to double check the time-zone.
- If you keep your supplies in the trunk, get in the habit of putting the key in your pocket or leaving the key in the lock when you need to restock. This will prevent you from locking keys in the trunk. Carry an extra key if possible.
- Get maps for the areas you will be traveling in and learn to read them.
- Get in the habit of placing your receipts into an envelope as soon as you have them in your hand.
- Guidance counselors and secretaries are excellent sources of information about where to eat and stay, and for directions to your next school, especially in small towns.
- To find the high school in an unfamiliar town, look for football field lights, school crossing signs, drug free school zone signs and big parking lots.
- Once at the school, park near the flagpole if you are not sure where the main and/or counselor's offices are. They are usually close by.
- Use the restrooms at schools or restaurants whenever possible on the road. These are likely to be cleaned more often than some convenience store bathrooms or rest areas.
- Keep in touch with your office. Call at least once a week.
- Keep an apron, towel or old t-shirt in the car if you will be eating on the go. It can prevent ketchup, bbq sauce and mustard from landing on your work clothes.
- Pay attention to the weather forecast for both where you are and where you are going. Make sure you have an ice scraper.