

**CAMP CAYUGA**

# **AIRPORT TRANSPORTATION ITINERARY FORM**

**FOR CAMPERS USING CAYUGA'S AIRPORT SERVICE**

FOR OFFICE USE ONLY  
 DATE RECVD: \_\_\_\_\_  
 DATABASE UPDATE: \_\_\_\_\_  
 FEE UPDATE: \_\_\_\_\_  
 TO TRANSPORT DIR: \_\_\_\_\_  
 AIRPORT CHART: \_\_\_\_\_  
 NOTES: \_\_\_\_\_

**AIRPORT SERVICE:** Cayuga provides transportation to/from 3 major airports: Newark Airport (EWR), JFK Airport, and WilkesBarre Scranton Airport. This service is optional and advance registration is required. On arrival day, our staff will escort your child from the airport directly to Camp Cayuga. On departure day, our staff will accompany your child from camp to the security gate at the airline's terminal, and remain at the airport until your child's plane is in the air.

**HOW TO REGISTER FOR AIRPORT SERVICE:** If you didn't request airport service when you enrolled your child in camp, you can sign-up online. Simply go to 'Forms & Documents' on your dashboard, click 'Additional Options', then click 'Optional Programs' and select your airport under the 'Transportation' section. After you register for this service and before you make your flight arrangements, read the *Airport Transportation Instructions* on your dashboard. They specify designated times for arrival & departure flights, which are different for each airport.

**INSTRUCTIONS:** After making your child's flight reservations, complete this form and upload it no later than 2 weeks before arrival. To help us recognize your child at the airport, please upload a recent photograph. Go to 'Forms & Documents' on your dashboard and select 'upload' next to 'Camper Photo'.

**CAMPER'S NAME (print):** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**CAMPER'S SESSION:**  Full,  First 6-Weeks,  Last 6-Weeks,  1st-Half,  Middle-Half,  2nd-Half  
**MINI SESSION:**  First 2-Weeks,  Second 2-Weeks,  Third 2-Weeks,  Last 2-Weeks

**AIRPORT PICK-UP ON ARRIVAL DAY:**

- NEWARK INTERNATIONAL AIRPORT
- WILKES-BARRE/SCRANTON AIRPORT
- JFK INTERNATIONAL AIRPORT
- I'LL BE TRAVELING WITH MY CAMPER ON THIS FLIGHT
- MY CAMPER IS ENROLLED IN THE AIRLINE'S UNACCOMPANIED MINOR PROGRAM.

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Departure City/Airport: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Arrival Airport: \_\_\_\_\_

**AIRPORT DROP-OFF ON DEPARTURE DAY:**

- NEWARK INTERNATIONAL AIRPORT
- WILKES-BARRE/SCRANTON AIRPORT
- JFK INTERNATIONAL AIRPORT
- I WILL BE TRAVELING WITH MY CAMPER ON THIS FLIGHT
- MY CAMPER IS ENROLLED IN THE AIRLINE'S UNACCOMPANIED MINOR PROGRAM.

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Departure City/Airport: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Arrival Airport: \_\_\_\_\_

I permit and authorize Cayuga to accept the transfer of responsibility from my airline's representative upon my child's arrival at the airport for the date and flight I have specified above.

**PARENT'S SIGNATURE:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

*This form is due 2 weeks before your camper's arrival date.*