# Encore Tours Trip Announcement Template

Hello [Group Name] Students and Families,

We’re excited to announce the next steps in the [Group Name] [Destination] Tour from [Trip Dates].

## Upcoming Recruitment Meeting

Most groups begin the enrollment process by hosting a recruitment meeting — often on Zoom — where families can learn more about the tour, ask questions, and get excited about the experience. Encore makes this easy with proven strategies, templates, and tools to help directors run successful meetings: https://www.encoretours.com/directors/recruiting-your-group/

## Tour Meeting

There will be a Tour Meeting with all prospective trip participants and families on [Day of Week], [Date], at [Time].  
It will take place in [Meeting Location].

We will livestream this meeting. Please access via this [Livestream Link].  
There will be an opportunity to ask questions at the end of the meeting; online attendees can ask questions in the chatbox.

## Resources

Please see attached documents ([Trip Overview PDF]) for all available information at this time.  
The Participant Registration Booklet can also be found in the Traveler Resources Center: https://www.encoretours.com/traveler-resources/

## Trip Details

The cost of the trip is [$XXXX].

Need-based financial aid (“Tour Scholarship”) is available. The Tour Scholarship Form will be available at the conclusion of the meeting.

If you are interested in the tour and don’t have a valid passport, please begin the application process ASAP, as it may take several months for processing. Non-US citizens should consult their embassy/consulate for more information.

## Registration Timeline

|  |  |
| --- | --- |
| **Date** | **Deadline/Event** |
| [Date] | **Registration Opens** |
| [Date] | **Tour Kickoff Meeting** |
| [Date] | **Deadline for Financial Aid Application** |
| [Date] | **$200 First Deposit Due** |
| [Date] | **Financial Aid Decisions Sent** |
| [Date] | **Financial Aid Decisions Due Back** |

## How to Register

1. Go to the Encore registration page: https://webapp.acis.com/register/
2. Under the 'Participant' category, enter the following:

• Group Leader ID: [XXXXXX] | Group Leader Last Name: [Last Name]

1. Click Register
2. Select this Trip: “[Trip Title]”
3. Add Personal Info and complete the registration form
4. On the final Payments page, your registration will be saved even without a payment. You may return later to submit the $200 deposit (due by [Deposit Deadline]).

## Helpful Links

|  |  |
| --- | --- |
| **Resource** | **Link** |
| Register | https://webapp.acis.com/register/ |
| FAQ | https://encoretours.capacity.com/ |
| Traveler Resources | www.encoretours.com/traveler-resources/ |

## Questions?

• Encore/Tour provider-specific questions: question@encoretours.com

• [School]-specific questions: please ask during the Q&A session at the end of the meeting.

Best,  
[Group Leader Name]