

SSCA Official Delegation Visitors Policy

General Conditions:

- To qualify for payment under this policy, all expenses must be **pre-approved in writing** by SSCA.
- Where expenses are to be covered by SSCA, the maximum amount payable will be no higher than the amount payable under each category of expense consistent with the policies of the City of Sarasota, unless otherwise approved in writing by SSCA.
- SSCA may be reimbursed by the City of Sarasota for expenses that fall under the terms of the City of Sarasota-SSCA Agreement.

1. Transportation:

- It is our strong preference that visitors use Sarasota/Bradenton International Airport (SRQ). SSCA will provide transport between SRQ and the visitor's hotel. In exceptional circumstances and with its prior written approval, SSCA may meet some of the costs of ground transport from and to Tampa International Airport (TPA), St. Petersburg International Airport (PIE), or South West Airport, Fort Myers (SWA). Transport from any other airport can be arranged but will be at the expense of the visiting delegation.
- Ground transportation within the City of Sarasota and Sarasota County will be provided or underwritten for a five-day stay.

2. Car rentals:

- Appropriate pre-approved car rentals may be reimbursed by the SSCA, in compliance with its guidelines.
- The driver/drivers must be 24 years of age and hold a valid driver's license acceptable in the United States.
- Drivers are responsible for providing their own collision, personal injury and liability insurance.
- There will be no reimbursement for luxury cars.

3. Housing:

- Hotel accommodation may be provided for a maximum of five rooms, double occupancy for five nights for official delegates. (President, Mayor, Sister City officers, and VIPs).
- Home housing may be used by SSCA for special exchanges.

4. Meals:

- Most meals for guests will be underwritten by the City of Sarasota according to its per diem policy.
- SSCA may cover any overage for pre-approved meal expenditures.

5. Alcohol:

- No expenditure for alcoholic beverages will be paid from City of Sarasota funds.
- SSCA may, at its discretion, cover the cost of alcohol served at official SSCA receptions and events.
- Hosts should note that SSCA will not underwrite the cost for alcohol served at private dinners, or parties, etc.

Official Student Visitors Policy

General Conditions:

- To qualify for payment under this policy, all expenses must be **pre-approved in writing** by SSCA.
- Where expenses are to be covered by SSCA, the maximum amount payable will be no higher than the amount payable under each category of expense consistent with the policies of the City of Sarasota, unless otherwise approved in writing by SSCA.
- SSCA may be reimbursed by the City of Sarasota for expenses that fall under the terms of the City of Sarasota-SSCA Agreement.

1. Housing:

- Housing will be provided or underwritten by SSCA and the City of Sarasota for a maximum of five days [This makes the housing policy consistent with the Young Playwrights Policy]
- Usually home housing will be arranged for students and chaperones.

2. Chaperones:

- SSCA normally will require students to be accompanied by a chaperone(s) and a representative of the Sister City organization.
- Expense reimbursement will be limited to one chaperone for every six students.

3. Meals:

- Most meals for guests will be underwritten by the City of Sarasota according to its per diem policy.
- SSCA may cover any overage for pre-approved meal expenditures

4. Transportation:

- Ground transportation will be provided or underwritten by SSCA and the City of Sarasota within Sarasota County

5. Welcome packages:

- Welcome packages, prepared by the Protocol Advisor, will be provided for each student and chaperone.

6. Entertainment:

- Most tickets for concerts, entrance fees, and special events in Sarasota will be underwritten by SSCA for official guests.
- Visitors will pay for any special tours requested for outside of Sarasota, e.g., admission fees for special tourist attractions, meals, transportation, and overnight accommodation.

7. Health Insurance:

- Students must bring their own medications and must be covered by health insurance that is valid in the USA.
- Students must also have a signed Authority for Treatment Form.

SSCA Visit Evaluation

For use by City Directors and others associated with an official visit.

(Please check all items that apply)

Name: _____ Date: _____

Visitation: _____ Dates of Visit: _____

A. Housing:

1. **Hotel:** clean friendly convenient location
2. **Apartment/condo:** clean well-appointed & comfortable convenient location
3. **Home hosting:** friendly & helpful convenient location
4. **Separate housing:** by gender by language

Comments: _____

B. Transportation:

1. **Volunteer drivers/car or van:** safe punctual friendly knowledgeable
2. **Commercial drivers:** airport; taxis, etc. safe punctual friendly knowledgeable

Comments: _____

C. Meals:

1. **Number and timing:** too few too many about right
2. **Special dietary needs:** religious vegetarian diabetic other
3. **Special treats:** interesting and appealing geared to age level

Comments: _____

D. Schedule:

1. **Visitation-linked activities:** appropriately timed pre-event briefing post-event feedback
2. **Religious observance:** (church or temple) optional
3. **Entertainment:** concert theater gallery sporting event other
4. **Rest and relaxation:** sufficient planned "down time"
5. **Fun time:** beach shopping sightseeing other

Comments: _____

E. Miscellaneous:

1. **Visitation planning** check list developed and responsibilities assigned:
2. Timely development and dissemination of **guests' itineraries;** (guests should have their itinerary in their hands before leaving home.)
3. **Reminder** to junior visitors to phone or e-mail families that they have arrived safely
4. **Gifts:** appropriate to age appropriate to status of visitor

Comments: _____

