



Family Mandarin Language and Culture Program in Beijing with OCDF

*Discover the key to being successful with
conversational Mandarin!*

*Three levels of classes for 6 weeks at the
Foreign Language and Culture University*

Meet the artisan program with hands-on activities

Sightseeing in Beijing & optional weekend travel

Volunteer at orphan care locations in Beijing

Add-on visit to your child's orphanage



*Live in Beijing and explore the riches of
Chinese culture and society then and now...
Let real life in China be your classroom!*

OCDF's Family Mandarin Language & Chinese Culture Program



Program Length:

6-weeks

Time of Year:

Summer Break

Target: Ages 7 and up with parents/group leader, teens

without parents also welcome

Levels: Basic, Advanced Basic, and Intermediate – sections of each will be offered with 15-20 students max. per section.

Instruction Location: Foreign Language and Culture University, Beijing, China

Housing: Dormitory Rooms and Apartments

Coordination: OCDF Academic Connections and OCDF China Tours - contact Dr. Jane Liedtke Jane@ocdf.org or Sun Xiao Bing Bing@ocdf.org. OCDF has offices in Bloomington, IL (USA) and Beijing (China).

Description: This **Mandarin Language and Chinese Culture Program** with intensive Mandarin instruction (4 mornings per week from 9-noon) includes afternoon Beijing sightseeing and Chinese culture activities (5 sightseeing and 5 culture/arts/crafts), weekend optional trips (Xian, Chengdu, Guilin, Chengde, orphanage visit, or other places arranged with OCDF China Tours), and optional evening activities (such as Peking Acrobats, Peking Opera, picnics, sports activities).

This program is suitable for families with children of multiple ages and language levels. **At least one parent/group leader must enroll and attend the daily language instruction with their child(ren) ages 7-11.** Children 6 and under will not be admitted to the language program/classroom but can be entertained by another family member during the morning



or we can arrange for a suitable local caregiver. **Children ages 12-17** may attend class on their own but are required to have an adult living with them on campus (parent/guardian/group leader). **Teens/Adults age 18 and up may participate without parent/guardian/group leader.**

Target Participants: Families with children adopted from China, overseas Chinese families (such as Chinese-Americans, Chinese-Canadians, etc.), and school groups with parent(s) or teacher(s) are welcome. OCDF China Tours has operated the highest quality family-focused language, culture, and travel programs in China for many years – see www.ocdf.org/tours.

Program Dates:

June 25 - August 6, 2010

June 24 - August 5, 2011

June 22 - August 3, 2012

www.ocdf.org/camps and www.ocdf.org/tours

Program Schedule

Day 1 (Friday, June 25, 2010) Depart USA/Canada (or other home country)

Day 2 (Saturday) Arrive Beijing International Airport. Met at the airport by OCDF staff and transfer by car/coach to campus housing. An OCDF staff member provides you with a welcome bag with maps, and helps you settle into your housing location (dorm or apartment). **Welcome Dinner and orientation meeting.**

Please note: Unless otherwise indicated, all meals will be "on your own"

Day 3 (Sunday) Free day to rest/explore campus and find your classroom location, grocery shopping, etc.

Each week will have the same pattern:

Days 4, 11, 18, 25, 32, 39 (Monday)
Morning (9-noon) – Mandarin Language Program (Basic, Advanced Basic, or Intermediate)
Afternoon (2-5 pm) – Sightseeing Program*

Days 5, 12, 19, 26, 33, 40 (Tuesday)
Morning (9-noon) – Mandarin Language Program
Afternoon (2-5 pm) – Culture Program**

Optional Evening programs will be available on Tuesdays





Days 6, 13, 20, 27, 34, 41 (Wednesday)
Morning (9-noon) – Mandarin Language Program
Afternoon – Sightseeing* or Culture Program**



Days 7, 14, 21, 28, 35, 42 (Thursday)
Morning (9-noon) – Mandarin Language Program
Afternoon – Free time to take optional weekend program or explore on your own. On Day 42 we will have our **Peking Duck Dinner** as our farewell banquet.



Days 8, 15, 22, 29, 36, 43 (Friday)
Free time to take optional weekend program or explore on your own. Five options are offered – one for each weekend. End of program is Day 43, Friday – check out of housing on campus – either depart from China on that day/date or add-on more time in apartment or orphanage visit/sightseeing

with OCDF China Tours. Additional time in dorm rooms and apartments are subject to availability – please arrange well in advance.

Days 9, 16, 23, 30, 37 (Saturday)
Free time to take optional weekend program or explore on your own.



Days 10, 17, 24, 31, 38 (Sunday)

Free time to take optional weekend program or explore on your own.

***Sightseeing Program includes trips to:** The Great Wall at Badaling, Summer Palace, Forbidden City, Temple of Heaven, a Hutong Tour with dinner at a family home.

****Chinese Culture Program includes:** Tai Chi lessons at the Beijing Zoo (learning how the moves match the animals), Paper cutting at a tea house, Peking Opera Mask-making and visit to Peking Opera school, Kite-making at the artisan's workshop, Calligraphy and Painting at an art gallery.

Complete Package

Includes: Dorm room or apartment, Mandarin Language & Culture Program (24 class sessions with instructor and books), afternoon culture program (5 sessions), Beijing sightseeing (5 key sights) with bottled water, Welcome dinner, Peking Duck dinner, welcome bag with maps, 24/7 on-call services, airport transfers, and gratuities for guides and drivers.

Does not Include: International airfare, Chinese Visa fees, meals indicated as “on your own” per itinerary, laundry, and personal expenses.

Package cost per family (not per person):

Showing housing option, everyone in family taking language & sightseeing program with all items listed above as “included” (for those wishing to have only part of the family enrolled in language - see Ala Carte option)

1 person in single dorm room	\$2,750.00 USD
2 persons in double dorm room	\$4,450.00 USD
apartment 1 person	\$3,050.00 USD
apartment 2 persons	\$4,700.00 USD
apartment 3 persons	\$6,350.00 USD
apartment 4 persons	\$8,000.00 USD

Examples:

- A. 1 adult and 3 teens in an apartment with entire family enrolled in the program = \$2,000.00 per person plus airfare.
- B. 1 adult and 1 child in dorm room with both enrolled in the program = \$2,250.00 per person plus airfare
- C. Get friends together! 2 moms and 2 kids in apartment with two families enrolled in the program = \$2000 per person plus airfare

To Register: Download OCDF China Tours registration form from www.ocdf.org/tours and indicate Mandarin Language Program as the tour group name. Deadline for registration and full payment is March 1st. Weekend and add-on travel must be arranged no later than May 15th and payments made at that time.

Group Discount Option

Book an entire group of 20+ persons (ages 7-adult) with 20 persons in the same class session (with your own OCDF staff and language instructors assigned to your group) and we will discount the group cost. 20 persons must be enrolled in the classes. If you have two levels of students, we will place them with others. Please feel free to discuss this with Jane@ocdf.org if you have questions.

Group Option A: Double occupancy in dorm rooms = \$2,025.00 per person (instead of \$2,225.00 per person)

Group Option B: Quad occupancy in apartments = \$1,800.00 per person (instead of \$2,000.00 per person)

Ala Carte Option

Ideal for a family or group of friends where some people participate in language program while others do not with option to join sightseeing program or other activities. Remember that at least one person per room or apartment must be enrolled in the language culture classes. Children ages 7-11 must have a parent/guardian or group leader enrolled in the class as well.

Please attach this information to your registration form!

Note: Details for each section below are on the last page of this document.

A. Select a housing option - includes airport transfers, welcome packet, welcome dinner, and 24/7 on-call services from OCDF.

\$ _____

+ (then add to B)

B. Select Mandarin Language & Culture Program (includes 24 language classes and 5 culture programs with books included.

persons _____ x \$1175 = \$ _____

+ (then add C)

C. Select Beijing Sightseeing Program - includes Great Wall, Summer Palace, Forbidden City, Temple of Heaven, Hutong tour with dinner at family home, and a Peking Duck Dinner.

persons _____ x \$550 adult + # persons _____ x \$325 child (11 and under)

+ (then add D)

D. Add any add-ons (check with Jenny@ocdf.org for orphanage visit costs) or **Optional Programs** (weekends or evenings)

\$ _____

Specify: _____

\$ _____

Specify: _____

\$ _____

Specify: _____

= _____ **Total cost paid to OCDF** (Steven, our accountant in Beijing, will invoice you for all services/fees)

A. Housing Cost per unit⁴¹ nights total*

1 person in single	\$1410.00
2 persons in double	\$1760.00
1 person in apartment	\$1710.00
2 persons in apartment	\$2010.00
3 persons in apartment	\$2310.00
4 persons in apartment	\$2610.00

When determining # of persons per room or apartment, please included/count all persons ages 3 thru adult even if they are not participating in the language/culture program. Housing and services are based on number of persons. Thanks! Passport photocopies will be required for each person residing in dorm/apartment.

**At least one family member must be enrolled in Mandarin Language Program. Cost includes weekends because housing is assigned for summer as a block.*

B. Mandarin Language & Culture Program Fee

\$1,175 per person ages 8-adult**

*** children 11 and under must be accompanied in class by a parent with that parent enrolled in the class. Tween/Teens ages 12-17 must reside on campus with a parent(s) or guardian or group leader. Teens 18 and older may enroll in class without parent and reside on campus without parent.*

C. Beijing Sightseeing Fee

\$550 per person adult

\$325 per child ages 11 and under

Includes: bus, guide, entrance fees, and gratuities to visit the Great Wall, Temple of Heaven, Summer Palace, Forbidden City, Hutong Tour with dumpling dinner at family home. Peking Duck dinner also included.

E. Don't forget to add your meals, international airfare, visa fees, and personal expenses.

Ala Carte Examples

A. 1 adult and 1 teen in double room, teen takes language class, both parent & teen sightseeing = \$4,035.00

B. 2 adults and 1 child (age 10) in an apartment, one adult and child take language class, all three persons sightseeing = \$6,085.00

C. 2 adults and 2 children (ages 6 and 9) in apartment, one adult and one child take language class, all four persons sightseeing = \$6,710.00

Optional Programs for Weekends!

Weekends away from Beijing are fun ways to practice your language skills. We will offer the following trips or you can contact Jenny@ocdf.org for customized options other than these. Pre-registration required!

Orphanage Visits - download from www.ocdf.org/tours the Orphanage Request Form and email to Jenny@ocdf.org so she can provide your quotation and gain approval for the visit there.



Volunteer Programs are also available on the weekends in Beijing or we can arrange a weekend orphanage volunteer trip if your child's orphanage is one of the orphanages we have approval for on-site volunteering (there are around 14 so far). Email Jane@ocdf.org or Michael@ocdf.org for more information.

A. Weekend #1 – Learn to take local transportation in Beijing

Cost for two days: \$40 per adult/teen, \$35 per child (3-11) – includes bilingual guide, entrance fees, transportation, and lunch each day. Cost is based on 20 persons participating and could be slightly higher to cover shared costs if the group size is smaller.



Depart **Friday (Day 8)** morning from campus subway or bus and visit a local elementary or middle school in Beijing. Old Beijing Noodle lunch included. Afternoon visit to the Hong Qiao Pearl market. Dinner on your own in downtown Beijing. Return to campus by bus/subway. OCDF guide will join you for the day.

Saturday (Day 9) morning depart from campus by subway and visit the Beijing 2008 Olympic Green and view the Watercube and Bird's Nest. Lunch included at Chinese restaurant. Afternoon visit to the Minority Culture Park. Return to campus by bus or subway. OCDF guide will join you for the day.



B. Weekend #2 - Ancient Xian

Cost for three days: \$290.00 per adult/teen, \$240.00 per child (3-11) – includes bilingual guide in Xian, daily buffet breakfast at hotel, entrance fees, transportation, and lunch each day. Cost is



based on 20 persons participating and could be slightly higher to cover shared costs if group size is smaller. OCDF staff will escort to/from train station in Beijing. Local transportation in Beijing to/from train station not included – group will share taxis or take the subway.

Optional Activity in Xian: Tang Dynasty Show = \$30 per person with dinner/show/transportation/guide included.

Thursday (Day 14) early evening transfer from campus to the Beijing West Train Station for overnight soft-sleeper train to Xian. OCDF staff will assist you.

Friday (Day 15) morning arrive in Xian, met by local guide and transfer 3-star hotel for breakfast. Check-in hotel and change clothes. Morning tour to Muslim Mosque and Market. Lunch included. Afternoon ride bikes on City Wall and visit the Big Wild Goose Pagoda. Dinner on your own. Optional Tang Dynasty Show

Saturday (Day 16) morning/afternoon visit the Qin Emperor's Terra Cotta Warriors. Noodle lunch at the museum of the Terra Cotta Warriors. Imax movie included. Dumpling dinner included. Transfer to Xian Train Station for overnight train back to Beijing.

Sunday (Day 17) arrive at Beijing West Train Station. Met by OCDF staff and return to campus.



C. Weekend #3 - Trip to Pandas in Chengdu

Cost for three days: \$560 adult/teen, \$420 per child (3-11) – includes bilingual guide in Chengdu, daily buffet breakfast at hotel, entrance fees, transportation, domestic insurance, and lunch each day. Cost is based on 20 persons participating and could be slightly higher to cover shared costs if group size is lower. OCDF staff will escort to/from airport in Beijing. Local transportation in Beijing to/from airport not included – group will take subway.

Optional Activities: Hug/hold/touch a panda – cost can range from \$50-100 depending on size of panda. Sichuan Variety Show \$18 per person. Both optional activities can be arranged while on-site.

Thursday (Day 21) afternoon transfer to Beijing Capital Airport for flight to Chengdu. Met in Chengdu by local guide and transfer to 3-star hotel. Dinner included. Evening time to walk around ancient culture street.

Friday (Day 22) morning to Panda Research Center with option to hug/hold/touch a panda. Lunch included. Afternoon visit to People's Park and Teahouse and enjoy the local people – drinking tea, reading papers, playing games, etc. Traditional Chinese Foot Massage included. Dinner on your own. Optional Evening Entertainment: Sichuan Variety Show.

Saturday (Day 23) morning visit to DuFu's Thatched Cottage. Lunch included. Afternoon visit to silk factory and antique market. Free time to explore Chengdu with dinner on your own and evening free time.

Sunday (Day 24) morning transfer included to Chengdu airport for flight to Beijing. Upon arrival in Beijing you will be met by OCDF staff and transfer to campus by subway.



D. Weekend #4 - Guilin and Li River Cruise

Cost for three days: \$580.00 per adult/teen, \$430.00 per child (3-11) – includes bilingual guide in Guilin/Yangshuo, daily buffet breakfast at hotel,

entrance fees, transportation, domestic insurance, and meals as per itinerary. Cost is based on 20 persons participating and could be slightly higher to cover shared costs. OCDF staff will escort to/from airport in Beijing. Local transportation in Beijing to/from airport not included – group will take subway.

Thursday (Day 28) afternoon transfer to Beijing Capital Airport for flight to Guilin. Met in Guilin by local guide and transfer to Yangshuo Mountain Retreat. Dinner included. Evening time to walk around the rural roads and explore.

Friday (Day 29) morning Li River Cruise with lunch included on the boat. Afternoon free time to shop in Yangshuo. Dinner on your own. Evening Entertainment: Zhang Yimou's Impression

Saturday (Day 30) morning bamboo rafting and rice planting with local farmers. Lunch on your own. Arts/Crafts at Yangshuo Mountain Retreat. Biking and visit to an old village. Dinner included.

Sunday (Day 31) transfer to Guilin from Yangshuo with local sightseeing including Elephant Trunk Hill and Fobo Hill. Lunch in Guilin included. Transfer to airport for flight to Beijing. Met on arrival by OCDF staff and transfer to campus by subway.



E. Weekend #5 – Chengde the Imperial Summer Palaces

Cost for three days: \$200.00 per adult/teen, \$170.00 per child (3-11) – includes bilingual guide in Chennge, buffet breakfast at hotel, entrance fees, transportation, domestic insurance, and meals as per itinerary. Cost is based on 20 persons participating and could be slightly higher to cover shared costs. OCDF staff will escort to/from train station in Beijing. Local transportation in Beijing to/from airport not included – group will take subway.

Friday (Day 36) morning transfer to Beijing Train Station with OCDF Staff for train to Chengde north of Beijing. Upon arrival met by local guide and transfer to restaurant for lunch (included). Afternoon visit the Imperial Summer Palace. Dinner included. Evening free to explore Chengde. Stay overnight at 3-star hotel.

Saturday (Day 37) morning and afternoon visit to the Puling Temple, Putongzhongcheng Temple (lesser Portola Palace), and Xumifushou (longevity and happiness) Temple. Lunch and dinner included. Evening Entertainment included: Buddhist Culture Show.

Sunday (Day 38) transfer to Chengde Train Station for train back to Beijing. Upon arrive in Beijing met by OCDF staff and transfer to campus.

Frequently Asked Questions

1. Can my child who is age 5 join this class?

No, this class is designed at the Foreign Languages and Culture University for older children, teens and parents who are already able to read well enough to utilize the classroom textbooks. Children ages 6 and under need to be monitored outside the classroom by a parent or caregiver. OCDF can arrange for a babysitter if you should need one. Cost per half-day should be around \$10.00.



2. Does everyone in my family have to participate in the language program? No, you can elect to have part of your family enrolled in the program and part of your family not, enrolled. See Ala Carte programs and services for such options.

3. Can the adults and children be in different classes depending on their language levels? Yes, as long as younger children are being monitored and assisted in the classroom by an adult enrolled in the program.

4. Where is the Foreign Language and Culture University Campus? Like most colleges/universities in Beijing, the campus of FLCU is located off of Xueyuan Lu in the Wudaokou area of Haidian District where there are many other schools, many small restaurants and groceries catering to students. This is at the north-west corner of the city between the 3rd and 4th ring roads.

5. Has OCDF offered language and culture programs before? Yes, we have (see photos on prior pages). In 2004 we began offering *Live and Learn in China Language and Culture Program* and *Artisans and Crafts Program*, both in Beijing. While people liked these two-week programs, they were not intensive enough as language learning experiences so we decided to expand to a 6-week program and selected FLCU as the site for our new option.

6. Who has attended these programs in the past? Participants in our language and culture programs have included adoptive families with children from China, first and second generation Chinese-American families, and students/families from immersion school programs.



7. What are the dormitories and apartments like?

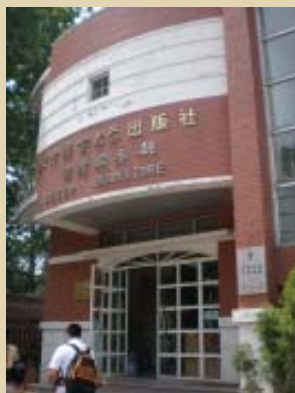
The facilities at FLCU are designed for students from abroad so they are much like dormitories and campus apartments would be at your nearby institution of higher education. There are single and double dorm rooms with western bathrooms and apartments that offer a western bathroom and kitchen in addition to sleeping rooms. They will not be posh but they will be clean, air conditioned, and safe campus locations. There re coin-operated laundry facilities.





8. Are there recreational facilities on campus? Yes, as a student at FLCU, you will have access to the sports complex with swimming pool, park areas, as well as public spaces on campus.

9. What other resources are there for us on campus? In addition to the library and bookstore, there are social activities on campus. OCDF will also be providing evening events and cultural programs as part of your language and culture experience. During your free time you can not only explore the Haidian District of Beijing but the entire city with easy access to public transportation (subway lines and city train lines) from nearby campus.



10. What if we need help or have an emergency? OCDF is on-call 24/7 for our clients in case of medical emergency or other needs. Depending on the number of families/groups on campus for this program, we will set the number of OCDF staff working with participants accordingly. Our staff will always assist you such as Sun Xiao Bing - Coordinator of the Mandarin Language and Culture Program and your OCDF China Tours guide for sightseeing and cultural programs.

11. Can teens enroll without their parents? We prefer that teens be supervised while on the campus but they may take the language and culture programs without their parents attending with them. Students 18 and older may attend on their own. We will not have a residential staff member unless we have suitable number of persons requiring such assistance. Should a family wish to enroll their teen for this 6-week program, we will then work with the group to assign staff and have someone on-site for supervision. Each dormitory does have personnel on-site 24 hours a day.

12. Can we stay off campus and just sign up for the Mandarin Language and Culture portion of the program? Yes, see Ala Carte options. Be sure you know the distance to campus and account for it when booking hotels, the homes of relatives, or other housing options so you can be on time for class given the traffic in Beijing. If you need assistance in booking hotel rooms, please let Jenny@ocdf.org know as we have contracts with most of the hotels in Beijing and may be able to save you on your hotel costs. Also, we do have a contract for dormitory rooms and apartments in Yayuncun at the University of International Business and Economics, close to the 2008 Olympics venues. Contact Steven@ocdf.org if you wish to live on that campus and commute to FLCU.

13. Who do I talk with if I have questions? Please email Sun Xiao Bing - we call her Bing. Bing@ocdf.org is her email. Start there and if she needs to talk with you by phone, she can call you. You can also call our US OCDF Office and ask for Lynn or Jane 309-829-8202. And, you are always welcome to email Jane@ocdf.org with any questions you may have.

14. What if I want to bring an entire group? That's ok - happy to assist you. Please email Jane@ocdf.org or call Jane at 309-829-8202 to discuss the details and arrange a suitable program.

15. How will the level of classes be determined? At the time of arrival (Day 1 in class), there will be some testing and placement of students by levels. We will see if you or your child are a "pure beginner" - knowing no Mandarin or only knowing a few words (that will be the B level). If you know words but can't put those words into sentences, that will be an Advanced Beginner (AB). If you can read/write some Chinese and speak some simple sentences but are stuck and can't progress, that will be an Intermediate level. Our focus will be on having everyone learn how to speak Mandarin in sentences. And, while there will be reading and writing of Chinese characters (simplified Chinese), this will not be the emphasis. This 6 weeks is designed to get you out and about as a functional speaker of Mandarin where you can integrate into Beijing and enjoy using the language. This program is not designed to be a rigid scholarly immersion but a practical immersion into learning the language in a way that you can use it daily. While we trust that everyone will progress and be motivated to continue learning more Mandarin as a result of the program, this program is really focused on using the language. Most students studying outside of China have the challenge of practicing the language and using it in order to progress. In this program Beijing will be your language lab. There will be no need for tapes and studying, only the need to go out your door and USE your Mandarin skills daily. The amount you gain really depends on your own efforts both inside and outside of the classroom.

16. How will we practice speaking? Ordering food, buying groceries, sightseeing (your guide will deliver the sightseeing information first in Mandarin, then in English), arts and crafts programs with artisans who do not speak English, interacting with and meeting local people, using public transportation, etc.

17. What will the books be like? The instructional materials will have English, pinyin, and simplified characters.

18. My child's a picky eater. Are there any western restaurants nearby? You're in luck! In addition to MacDonalds and KFC, you will find Grandma's Kitchen, a Mexican restaurant, places with pizza, etc. Remember, you still need to try Chinese food and practice your language skills!

19. What do we need to bring with us? We will post to our website www.ocdf.org/camps a listing of items you might find useful if you are staying in the dormitory versus staying in an apartment. While both are furnished and have linens, you may find you will need some utensils and other items to make cooking/eating in the room easier. And by the way, there are cooking facilities for those living in the dormitories as well (shared kitchen). You will need normal summer weather clothing, sunscreen, toiletries, basic school supplies, comfortable shoes. See packing list for OCDF China Tours AND visit www.ocdf.org/tours for information about pre-trip medical preparation (vaccinations, medications, etc.).

20. Should we get Typhoid shots and Malaria medications? No, they are not needed but we do recommend Hepatitis ! & B vaccinations well in advance of your trip. It is important to review the medical and travel information on www.ocdf.org/tours website, especially if you have allergies and any medical needs so we can assist you properly.

Visit www.ocdf.org/camps and www.ocdf.org/tours!

Key Steps For OCDF China Tours Programs

Check off as you complete:

- ___ 1. **If you are an adoptive family, please read the article:** *Returning to China with Your Adopted Child* and begin preparing for your trip - download the pdf file from www.ocdf.org/tours. The OCDF Travel Planning Guide CDROM includes this article and is available from OCDF in USA - call 309-829-8202.
- ___ 2. **Download and print off the OCDF China Tours Registration Form** - complete the form and place the name of this program in the location for Tour Group and Date: Mandarin Family Camp. If you will take weekend trip or add-on, please include info on your registration form. If there is information you don't have at the time of registration, please add it later (within a month of your program) by contacting Lynn@ocdf.org AND Sunny@ocdf.org. Submit your program registration at the time of your deposit payment along with photocopies of your passports. See below. If you have any questions about the registration form, please email Lynn@ocdf.org or call 1-866-460-OCDF. Mail to OCDF at PO Box 1243, Bloomington, IL 61702-1243
- ___ 3. **If your family desires to customize your trip** - please contact Jenny Peng Jenny@ocdf.org to assist you with your quotation for an add-on or orphanage visit. Jenny would be happy to call you from our Beijing Office to discuss what you wish to schedule. **If you wish to visit a child's orphanage** as part of your tour or as an add-on, please complete the form called the *Orphanage Request Form* downloadable in MS Word from www.ocdf.org/tours and return it to Jenny@ocdf.org by email. Jenny Peng, our travel planner, will assist you by gaining the approval for your orphanage visit, arrange for interpreters and guides, and arrange travel. She will provide you with a quotation for add-on costs for the orphanage visit should it not be included in your tour itinerary. If you have questions or do not hear back right away, please re-email Jenny. Both Jenny and Jane are in Beijing where sometimes we experience government-induced email blocks and may not have received your email. Thanks for your understanding of this up-front. Please note that some provinces have orphanage visit approval fees. See 2010 Tour Costs for the list of provinces and their associated costs.
- ___ 4. **See the program costs and payment schedule** - located on the www.ocdf.org/tours and www.ocdf.org/camps webpages. A \$500 per person non-refundable deposit is due at the time of registration (a minimum of 3 months prior to your program). OCDF gift certificates/coupons that you have from OCDF may only be used for open-enrollment group tours as specified on the coupon. If you join a tour such as Reunion Tour (in full), then you can use an OCDF coupon. Deposit payments can be made by check, money order, bank check and Visa or Mastercard. Balance of your main tour is due 3 months prior to the tour program. Balance of any add-ons, changes to your itinerary, or orphanage visits extras are due two months prior to the tour program. If you have questions please ASK. You will receive invoices (as your receipt and billing) by email from our accountant, Steven Li, in the Beijing Office approx. 7-10 days to following each payment arriving at the Bloomington Office. To pay by credit card call Lynn at 309-829-8202 M-F 9 am to 5 pm Midwest time. See *Important Information about Tours* if you have questions about cancellation policies.
- ___ 5. **Check your passports** to be sure they will be valid for at least 6 months AFTER the dates of your travel. If you do not have passports or your passports will expire during that time-frame PLEASE make getting new passports a HIGH PRIORITY for your family as passport application and processing takes much much longer now than in the past. **New passports?** Be sure to send a photocopy of each person's passport who is traveling with your family with your registration or when the new passports arrive - mail to OCDF at PO Box 1243, Bloomington, IL 61702-1243. Please check that your passports are signed (parents should sign for children) prior to making the photocopies.
- ___ 6. Please make arrangements for: **International Air Fare** - contact Marta LaCour marta.lacour@travnet.net at www.travnet.net to assist you with your international airline reservations. Call Marta at: 1-800-359-6388.
- ___ 7. **Insurance** - contact Medex for your trip cancellation and travel medical insurance (see www.ocdf.org/tours for the link to Medex).
- ___ 8. **Check the Travel Information** section of the tour website www.ocdf.org/tours for travel medical preparations and obtain any vaccinations and medications needed for your tour such as Hepatitis A & B series (takes 6 months to get all shots in the series), a Tetanus booster (if needed), blood typing, and prescription for antibiotics.
- ___ 9. **Receive from OCDF three things:**
 - a. Invoice by email showing tour payment and balance due.
 - b. Email *Welcome to OCDF China Tours* from Jane
 - c. A package from OCDF Office in the USA with t-shirts, luggage tags, and passport holder.
- ___ 10. **Please READ the OCDF travel planning guide** - download from www.ocdf.org/tours or obtain on CDrom, or obtain from OCDF in printed form.
- ___ 11. **Questions** about your invoice should be addressed to: Steven@ocdf.org. Questions about the Mandarin Language Program and campus housing should be addressed to: Ping@ocdf.org. Questions about add-on travel and orphanage visits should be addressed to: Jenny@ocdf.org. Our USA office can tell you if your check/payment was received - 309-829-8202 but they may not know the details of your travel plans - the Beijing Office will handle this. Thus emailing Steven or Jenny may be best.
- ___ 14. **Apply for your Visa** through the Chinese consulate near your home or use our recommended courier services www.mychinadocs.com. Do not apply for your visa more than 90 days (3 months) prior to your trip because the visa will expire before you travel. About 4-6 weeks before your tour is enough time to apply for your visa. **Once you have your visa**, please email Sunny@ocdf.org with your visa numbers, expiration and issue dates.
- ___ 15. **Review the what to pack lists at www.ocdf.org/camps and get ready to travel!**
Thank you!



OCDF Academic Connections
109 West Monroe St., Bloomington, IL 61701
309-829-8202 or Toll Free 1-866-460-OCDF
f.org or Jane@ocdf.org