



Responsibilities of Airport Captain

On arrival at the Airport:

1. You and your Co-Captain will be the contact person at the Airport for everyone arriving and taking the shuttle on Thursday, August 28th, 2025.
 - a. The participants will communicate with you via your cell phone for any transportation issues that day.
 - b. It is your job to deal with whatever situation arises and discuss how to resolve the issue with the event staff.
 - c. **Your name and phone number will be listed on the meeting location document sent to everyone using the Mosaic Shuttle. Please ensure your phone plan includes both USA and Canadian calls/messages.**
2. Coordinate getting everyone into a group at the designated meeting location.
 - a. Organize the group at the Airport to establish alternating volunteers to watch the growing pile of luggage, giving turns for people to get food, use the bathrooms, etc.
 - b. Check people off on a list (we will provide) to account for everyone in your group.
 - c. People who need to be added to the list may arrive. They can join the shuttle up to the maximum bus size (usually fifty people). Write down their names and inform them of fees. They will be charged the amounts posted on the website for the shuttle **PLUS** a \$18 US Change Fee. Let us know who these people are when you arrive at the camp.
3. We may arrange for you to receive/pick up three luggage tags per person before the event to mark everyone's bags to stay in camp. This will expedite the luggage handling process upon arrival at camp.
4. Please communicate with the bus company and driver to coordinate their arrival at the Airport. Work out any last-minute changes to the pick-up location and time. Coordinate any time changes for the hotel pickup.
 - a. We will attempt to provide the driver's cell phone number ahead of time, but this may not be possible.
 - b. We will provide the Airport Captain's cell phone numbers to the bus company, Pre-Trip Chairpersons, and Hotel Captains.
5. The bus is scheduled to arrive around 2 pm. We will attempt to pre-determine the bus meeting location, but issues may arise that require adjustments.
 - a. One Co-Captain should meet the bus to confirm the location. Upon bus arrival, return to direct the group to the pickup location.
 - b. The second Co-Captain should stay behind until the last moment to catch any stragglers.
 - c. Please use your cell phone to communicate.
 - d. Everyone is responsible for loading their luggage to ensure it makes it onboard. **DO NOT** Load anyone's luggage.

6. LEAVE ON TIME

Please leave by 2:34 pm. We expect you to arrive at the camp between 4:00 and 4:30 p.m. Dinner is at 6:00 p.m. This leaves little time to get your participant packets, move all luggage to the cabin, and prepare for dinner.

7. Depending on the arrival time, anyone left behind will have a few options. See the [Transportation Page](#) for more details.
8. We will list people passing by the Airport on the way to camp who may pick up stragglers.
9. Communicate with the Event Staff about who missed the bus. They should be able to help any stragglers.

While in Transit to Camp

1. Liaison between the group and the bus driver: For everyone's safety and to keep the Bus Driver happy, you should limit the number of people telling the bus driver anything. Past experiences dictate that the **ONLY** person communicating with the Bus Driver is the Bus Captain. **Once you leave the airport, your primary responsibility is to keep the bus driver happy and passengers safe. The Bus Driver is always in charge. Whatever the Bus Driver wants, they get. Please make this happen.**
2. **Be the Navigator for the Bus Driver.** As a navigator, you help the bus driver get to camp and back to the Airport. We will provide you with detailed directions for this. Please spend time before the event reviewing the information we sent you. Please be able to use a mapping program to get up-to-date information. The bus driver may not be familiar with the local area, as the bus company is from a different location than the local area where we are heading.



Responsibilities of Airport Captain

3. Communicate with the Event Staff to advise on the shuttle's progress.
 - a. Call/text when you leave the Airport and/or Hotel.
 - b. Call when you are crossing over the Delaware River into Pennsylvania (10 Min from camp) to allow us to clear a path for the bus in camp.
4. **Organize mixers on the bus and at the Airport.** You will have 90 to 120 minutes to get everyone introduced to everyone else.

From Camp to Airport

1. We will hold a Departure (Meet-Your-Captain) meeting on Sunday night of the event. During the meeting, you and your Co-Captain will review departure procedures (which we will provide/review before/during the event before this meeting) and hand out luggage tags.
2. Everyone should use luggage tags to tag their bags with their name and the terminal letter from which they will depart.
3. **Everyone is responsible for loading their luggage.** Make sure everyone is aware of this fact. This guarantees that their luggage gets on the bus and that only the baggage of the participants riding the bus should be on it. Do not try to help by picking up bags that are hanging around. They may not be for your vehicle (this has happened before).
4. Check off everyone on the list provided.
5. Make sure you have accounted for everyone on the bus.
6. Space permitting, any participants not on the list wanting the shuttle can be accommodated. Add their name to the list and notify the Event Staff after the event. They will be charged the amounts posted on the website for the shuttle PLUS a \$18 US Change Fee.
7. Separate the luggage by terminals between A, B, and C. Each terminal should go in a separate bin underneath the bus for ease when you arrive at the Airport. See the [Transportation](#) page on the event website for details on which airline goes to which terminal.
8. Contact Event Staff if there are any issues.
9. We will provide information about tagging the bags for the return trip.

10. LEAVE ON TIME

- a. The Mosaic Shuttle to the Airport should leave camp at 9:02 a.m. Promptness will allow domestic flights after 1:30 p.m. and international flights after 2:30 p.m. on Monday, September 1st from **Newark Liberty International Airport (EWR)**.
- b. Some people may have chosen to get flights earlier than 1:30 pm. It is the best effort ONLY for these people to get to the airport on time.
- c. Estimated travel time:
 - 1.5 Hour = Distance from camp to Airport without traffic
 - 1 Hour = Buffer for holiday traffic and other issues
 - 2 Hour = Pre-Flight for Domestic or 3 Hour Pre-flight for International(Click [HERE](#) for more information)

4.5 to 5.5 hours between leaving camp and the departure of everyone's flight.
- d. Check the Airport's website for [security line wait times](#). Let people know what to expect.