



Goodbye Plan Checklist

List all the things you need to do and the people you need to see. As departure time gets closer check these off under the done column as you complete them.

Three to Four Weeks Before You Leave:

DONE

1. Special Items to ship home ☐
2. Addresses & contact information to keep/ 'Thank You' notes to write ☐
3. Activities with special people (Who, What, When, Where) ☐

Two Weeks Before You Leave

4. Fulfill responsibilities such as banking or other paperwork ☐
5. Gifts for people (Area Rep, Host Family, Favorite Teacher) ☐
6. Who will go to the airport (How do you arrange this?) ☐
7. Other ☐

Two to Three Days Before You Leave

8. Carry-on Items to pack ☐
9. Activities with Host Family ☐
10. Other ☐

Departure Day:

11. Plan for the day ☐