



## Fit Bodies, Inc. Teaching Vacation Policies and Procedures

All traveling professionals & their companions must review this information.

Thank you for selecting Fit Bodies, Inc. for your teaching vacation. We are honored to have you represent our company as the guest pro at one of our illustrious resorts.

By purchasing a teaching vacation session you have agreed to the terms and conditions of Fit Bodies, Inc. and its affiliates.

**CHANGE POLICY:** If you cannot travel or need to change the dates, please contact us immediately so we can cover the vacated session.

Changing the resort or date of travel incurs a \$150 fee if done prior to 45 days of departure. Changes within 45 days will result in forfeiture of booking fees... refer to cancellation policy below.

Travel insurance plans may be purchased up to 24 hours prior to departure. Feel free to contact [Lisa Owens](#) or call the office for more details. You can easily receive a travel insurance quote from Travel Guard by [clicking here](#).

**CANCEL POLICY:** Travel insurance is the only way to protect your investment in Fit Bodies, Inc. purchases.

Since travel insurance is offered through Fit Bodies, Inc. via Chartis Travel Guard, cancellation of a purchased session, for any reason, will receive no refund and no rollover. The only exception is a purchased session cancelled within 48 hours of the original booking time. Purchase amount will be credited for use on a future teaching vacation booking. All account credits expire in 12 months.

**RARE OCCURANCES:** There is a slight chance a resort may reach full capacity. In this instance the pro may be moved off property. All of this is rare and typically avoided.

Transportation will be provided when needed and all resort activities and amenities will be available to the guest fitness pros and included guests. If you are requested to move off property for one or more nights, this is non-negotiable and your cooperation is required. The hotels prefer to house you rather than pay for your accommodations elsewhere so this happens only if absolutely necessary.

If a hotel closes for any reason or Fit Bodies, Inc. is forced to move the pro's reservation we will do our best to relocate the pro (and included companions) to another comparable resort on an even exchange. No refunds or credits will be issued and Fit Bodies, Inc. shall not be liable or responsible for flights purchased, changed or cancelled, nor provide alternate accommodations during the scheduled teaching vacation. If no other teaching option is available for the same dates, the booking fee will be held as a credit for one year to use with a future teaching vacation. If the fitness pro refuses any of the alternative options provided, the pro will forfeit the fee.

**CODE OF CONDUCT:** You have been selected to join an elite group of professionals in your field to bring your experience, quality and creativity to the guests of our resorts.

Fit Bodies, Inc. fully expects visiting pros and guests to conduct themselves in a professional manner when interacting with managers, staff, and guests of the hotel. Remember you and your guests are ambassadors of Fit Bodies, Inc. Any problems, discrepancies, or issues that may arise, no matter how large or small, must be brought to the attention of Fit Bodies, Inc. and not resort management, staff and/or guests. We expect only to hear compliments about you, your guests and the classes you are conducting.

**Gift fund:** Any gift fund requirements associated with your booking are considered mandatory and non-negotiable. Shipping your requested items is not an option.

**Transfers:** For the resorts not including complimentary airport transportation, Fit Bodies, Inc. assists with arranging transfers through our partners. These services are always optional and you are welcome to handle your own airport transfers.

#### **Travel Guidelines:**

- Travel is on Sundays unless otherwise noted. Your teaching schedule is conducted on non-travel days.
- It is VERY IMPORTANT that all pros and their companions designate “vacation”, “leisure”, or “pleasure” on all customs declarations forms. Designating “business” or even “vacation/business” will result in immediate deportation to country of origin.
- To travel out of your home country, you and all of your companions (including infants) must have a valid passport.
- When traveling to tropical and temperate zones, there is inherent risk of certain tropical illnesses such as malaria, yellow fever, and certain intestinal disorders such as dysentery (aka: “Montezuma's Revenge”). It is important that you check with your local health professional and/or review the CDC website.
- You are encouraged not to travel alone outside the security of the resorts.

#### **IMMEDIATELY AFTER YOU BOOK, you are required to...**

- Review the expiration date on your passports. Be sure they have not expired nor will they expire before your return.
- Check your travel voucher on your account at [www.fitnessprotravel.com](http://www.fitnessprotravel.com) to be certain you have booked the correct resort and dates.
- Be sure the classes you offer meet the resort teaching requirements. This information is located on the “Travel Spots” resort details pages on [www.fitnessprotravel.com](http://www.fitnessprotravel.com).
- Send your Fit Bodies, Inc. resort concierge all guest/companion information and ages.
- Clarify gift fund requirements with your Fit Bodies, Inc. resort concierge.
- Be sure your FitnessProTravel.com profile is complete and up to date, including photo, certifications and class formats you teach. When you book a teaching vacation, no matter what position you book, the resort receives a complete list of formats that you have set forth in your profile. You may be asked and must be ready and able to teach any of those formats.
- Send Fit Bodies, Inc. copies of your current certifications.
- Be excited!!

**BEFORE YOU LEAVE, you are required to:**

- Make flyers with your picture and a general idea of the classes you will be teaching. A template is available from your Fit Bodies, Inc. resort concierge.
- Print out your check-in voucher from your FitnessProTravel.com account.
- Have your gift ready to pack and be sure to put all small electronics such as cameras or ipods in your carry-on.
- Prepare to have THE TIME OF YOUR LIFE!

**When you arrive at your destination:**

- Be aware of guest check-in time.
- When you are checking in, ask for your designated contact person. They will secure your schedule and tour the resort grounds with you. If they are unavailable, leave a message with your room number. If your main contact is not available you will likely meet with another staff member.
- Hand the gift ONLY to your designated contact on your arrival day or the next morning at the latest. Always expect to teach the morning after you arrive.

**Resort Expectations:**

- **ENTHUSIAM – Resorts expect smiling motivated professionals who always look forward to interacting with guests and providing fun, effective and safe programming.**
- Punctuality – Arrive early and stay at least 20 minutes if no one shows. Class minimum is 1 student.
- Performance –Keep in mind that your professional image, expertise, energy and teaching ability will be judged by resort management and guest comment cards.
- Appearance – Dress professionally during class time or gym time. Resorts expect all professionals to “practice what they preach” by being healthy and fit individuals.
- Safety – Be aware of the guest and the multilevel abilities. The sun, heat, humidity and dehydration from drinking and sunbathing can create problems if the intensity levels are too high.
- Staff interaction – Follow directions and work well with the staff.
- Guest interaction – Get to know the guests, promote yourself and your classes.

## **To All Instructors PLEASE READ:**

Fit Bodies, Inc. is a booking agency. We have contracted with resorts to offer qualified, certified, educated fitness and other specialized professionals to teach and train at resort facilities as independent contractors with Fit Bodies, Inc. As independent contractors all fitness and teaching professionals acknowledge and confirm that they are not employees of Fit Bodies, Inc., its affiliates, or the resorts. All professionals acknowledge that they determine the methods, details, and means of their respective training and teaching services, and that Fit Bodies, Inc. does not control, direct, or supervise the professionals in their performance of such services. Professionals and their traveling companions, as a condition of this agreement, shall not discuss fees or costs with any resort personnel, or guests of the resort. All issues concerning fees, charges, accommodations, amenities, scheduling or otherwise must be directed to Fit Bodies, Inc.

Failing to comply with the Fit Bodies, Inc. Teaching Vacation Policies and Procedures can result in being removed from the hotel and billed at full cost for your stay by the hotel and termination from using our program in the future.

Thank you again for choosing Fit Bodies, Inc. the largest teaching vacation organization in the world.

### Contact information

Fit Bodies, Inc. Headquarters: phone: 859-341-0830 fax: 888-382-2719

Suzelle: [info@fitbodiesinc.com](mailto:info@fitbodiesinc.com)

Lisa: [lisa@fitbodiesinc.com](mailto:lisa@fitbodiesinc.com)

Erica: [erica@fitbodiesinc.com](mailto:erica@fitbodiesinc.com)

Denise: [denise@fitbodiesinc.com](mailto:denise@fitbodiesinc.com)

Happy Travels!

Fit Bodies, Inc.

# Flight Information

Fit Bodies, Inc.  
PO Box 17225, Covington, KY 41017  
Fax: **888-382-2719**  
email: [info@fitbodiesinc.com](mailto:info@fitbodiesinc.com)

Name: \_\_\_\_\_ FPT Order # \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Arrival Carrier \_\_\_\_\_

Arrival Flight Number \_\_\_\_\_

Arrival date and time \_\_\_\_\_

Arrival Airport \_\_\_\_\_

Guest Name(s) & Ages \_\_\_\_\_

Departure Carrier \_\_\_\_\_

Departure Flight Number \_\_\_\_\_

Departure Airport \_\_\_\_\_

Departure date and time \_\_\_\_\_

Please send copies of itinerary or tickets with this form.

Mail, Fax, or Scan & Email to:

Fit Bodies, Inc.

PO Box 17225, Covington, KY 41017

Fax: **888-382-2719**

email: [info@fitbodiesinc.com](mailto:info@fitbodiesinc.com)