



## LEADER PREPARATION CHECKLIST

1. To be completed before trip approval:
  - a. Description of program
  - b. Program leader information
  - c. Dates
  - d. Itinerary
  - e. Home stay information, if applicable: where; how long; and how selected and screened?
  - f. Estimated number of participants
  - g. Physical requirements of the program and potential availability of accommodations
  - h. Costs (total and per person)
  - i. Deposit policy and date: A large, non-refundable deposit recommended.
  - j. Academic credit: Requires faculty approval.
  - k. Student Screening Criteria
  - l. All trips must be approved by the VP for Academic Affairs (VPAA) or VP for Student Affairs (VPSA)
  - m. All academic study tours must be approved by Off-Campus Study Committee. See faculty Study Abroad policies.
  
2. To be signed and submitted by students and parents (if student is under 18 yrs of age) before departure:
  - a. Statement of Conduct and Behavior
  - b. College Liability Release Form
  - c. Emergency Information/Health Insurance Verification Form
  - d. Copies of all participants' passports.
  
3. To be completed by trip leader and submitted to VPAA or VPSA at least one month before departure:
  - a. Contingency plans that consider the following:
    1. A participant gets lost, arrested, injured, kidnapped, or dies
    2. Someone is physically or sexually assaulted
    3. Someone becomes depressed or suicidal
    4. A leader is incapacitated.
    5. Planned transportation is unavailable
    6. Adverse weather conditions or other natural disaster arise
    7. Primary housing becomes unusable and secondary housing is necessary
    8. The political situation in your destination country(ies) deteriorates
    9. You need an alternative method to extract your group from the destination country.
  
  - b. Prepare pre-program audit of the destination location, including:
    1. U.S. Department of State travel warnings
    2. Unique cultural customs as relevant to safety and liability
    3. Theft probability and prevention, passports in particular
    4. Fire safety (in host family situations)
    5. Availability and quality of medical care
    6. Recommended immunizations

7. Transportation safety and procedures
8. Driving/passenger vehicle risks
9. Verify credentials and repute of vendors and contractors

4. Some guidelines for trip preparation:

- a. Send list of student participants to VPSA to check for any potential concerns, e.g. behavior/discipline, mental or physical health, etc.
- b. Arrange for all participants to have an International Student Identity Card, if appropriate and necessary
- c. Register your trip with the US Embassy or Consulate in destination country(ies).
- d. Obtain trip cancellation insurance information, and give leaders and participants the option to obtain such insurance.
- e. Decide what, if any, cell or satellite phone service would be appropriate for leaders and/or participants on the program
- f. Identify contact persons at CofI who can be contacted by trip participants 24 hours a day in case of emergencies. VPAA and VPSA should be included.
- g. Be prepared to find the following through your own knowledge or local contacts:
  1. The US Embassy or equivalent in destination country(ies)
  2. Nearest physician, clinic and/or hospital – English speaking, if possible
  3. Nearest dentist
  4. Nearest police station
  5. Local attorney
- h. Hold program orientations with participants to review the contingency plan, behavior expectations, audit information, and other appropriate items
- i. Obtain an adequate first aid kit
- j. Obtain sufficient US and/or local currency or credit with an emergency reserve.
- k. Prepare basic "to-bring" list (especially as it pertains to climate and weather)

5. Prior to departure, submit to the VPAA and VPAA's Assistant, or VPSA and VPSA's Assistant, copies of the program itinerary, Statement of Conduct & Behavior, Liability Release Form, Emergency Information/Health Insurance Verification Form, cell/sat/or local phone numbers, a list of all program participants, and photocopies of all participants' passports.