**Co-Curricular International Travel Planning Assessment**

Submit the following assessment at least three months prior to travel.

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| **Program Questionnaire** |

* Program Title:
* Destination (City, Country):
* Program Dates:
* Program Description (What is the educational purpose of this program?):

* Itinerary in Brief (at least one month prior to departure, a detailed itinerary must be shared with specific locations and contact numbers):

* Student Preparation (How are students prepared for this program? Are there pre-departure meetings?):

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| **Program Leader Information (Instructor/Faculty Member)** |

* Name:
* Department & College:
* Email: Phone:
* Relevant Experience:
* When did you attend the Global Education Office’s Faculty Leader Training? (Please provide the date.)

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| **Program Co-Leader** (Required if the trip has 15 or more participants) |

* Name:
* Department & College:
* Email: Phone:
* Relevant Experience:
* When did you attend the GEO Faculty Leader Training?
* List any individuals / entities who will provide in-country support (i.e. third-party organization, nonprofit, university, etc.)

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| **College or Department Fiscal Officer** |

* Name:
* Email: Phone:
* What is the Organization Code of your college/department? (i.e. 035000)
* What was the local fund number used when this program was last offered? (if applicable)
* Are you requesting a study abroad local fund number? Check ‘yes’ if you intend to collect a student program fee.

Yes  No

**Additional Information**

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| **Logistics** |

1. Where will the group be staying?

1. Will you be using homestays? If so, how are they vetted? (lodging addresses and the nearest police station must be reported for Clery Act data collection.)
2. Are there concerns of food-and-water borne illnesses? What precautions are taken?
3. What are the in-country transportation arrangements for your program?
4. Are there any extraordinary health, safety or security risks of concern in the program’s location? If so, what steps are taken to mitigate these risks? <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
5. Is a visa required for this location?
6. What vaccinations are required for the location? <http://wwwnc.cdc.gov/Travel>
7. During free time, what are the group’s travel restrictions and communications plan to ensure the group is accounted for? How will this be presented to the group before departure?

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| **Service Learning** |

If your program is engaging in service learning, please complete this section.

1. How are students / participants selected to participate in the program?
2. How are participants prepared for this program?
   1. Are they aware of the power differential between themselves and those they are serving?
   2. Have participants discussed the complexity of the issue at hand?
   3. Have they learned about the culture and history of those they propose to serve?
3. How is community voice included in the program design and implementation?
   1. How is a community partner chosen? Why is the community partner interested in working with participants? How is consultation done with the community partner to identify service-learning projects? How do you ensure there is not a power differential when identifying projects? Who will be impacted during this project (participants/communities)?
   2. How is the long-term sustainability of the project ensured? (for example, if you are building a greenhouse how will it be maintained? Will there be funding to ensure seedlings are planted each year? If you are teaching English are you working with a local teacher on a lesson plan to ensure the teaching continues after your departure?)
   3. How is project funding used?
4. Describe the reflection components of this program.
   1. How is reflection integrated into the program? What type of reflection are you doing?
   2. How are your conversations / reflections encouraging participants to explore larger social issues (poverty, access to education/health, etc.)
5. What is the sustainability of the program?
   1. What are the long-term plans of this program? Does the department plan to offer programs in subsequent years? How does the community partner ensure the long-term sustainability of the program?
6. What is the sustainability of participant involvement?
   1. How will participants stay engaged after they return? Are there opportunities for them to involved upon return with local service or community engagement activities? Are there re-entry programs, reflection opportunities immediately and several months later, professional development opportunities?

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| **Security Advisories and Health Notices** |

1. Does the U.S. Department of State have a Travel Advisory of 3 or 4 to the region of the country you will be traveling to? <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Yes  No

If yes, you will need to provide additional information on why you are traveling to this country and provide explanation of how to mitigate the risks associated. The program will undergo an additional review with the Global Travel Oversight Committee (GTOC) per the [Global Travel Policy 1070](https://policies.vt.edu/1070.pdf).

1. Does the CDC have a Warning Level 3 to the country you will be traveling to? <http://wwwnc.cdc.gov/Travel>

Yes  No

The University prohibits traveling to or from countries where the CDC has issued a Warning Level 3  
travel notice.

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| **Program Leader Acknowledgements** |

Provide acknowledgment of all of the following by checking each box:

I acknowledge and accept that attendance at GEO Faculty Leader Training every two years is required per University Travel Policy 1070.

I understand that a minimum ratio of one responsible adult per 15 student participants is required on all VT programs per University Travel Policy 1070.

I acknowledge that a contract approved by Virginia Tech's Office of Legal Counsel is required when using a service provider or vendor for program services.

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Program Leader Signature Date

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| **Department Verification and Approval** |

Provide any optional comments regarding the program

Program Title:

Program Leader Name:

Department / College:

College Liaison for Global Education:

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Signature of College Liaison Date

Name of Department Head/Chair/Director:

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Signature of Department Head/Chair/Director Date

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| **VT Engage Verification and Approval** |

Provide any optional comments regarding the program.

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Signature of VT Engage Director Date

**Pre-Departure Checklist**

Submit the following checklist at least one month prior to travel.

1. Final Itinerary including flights, hotels and contact numbers (attach to this document or send separately.)
2. Student Forms: Signed and Uploaded to the Canvas Drop Box (<https://canvas.vt.edu/courses/25208>) or email to [elizaw8@vt.edu](mailto:elizaw8@vt.edu)
   1. Liability Agreement
   2. Voluntary Health Disclosure Agreement
3. Final List of Participants (add rows as necessary or attach to this document)

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| Last Name | First Name | VT Email | Undergraduate, Graduate, or Employee? | Travel Date From | Travel Date To |
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1. Names of any dependents traveling with the program: sponsors of the dependents are responsible for enrolling their dependents in CISI separately using the VT CISI Academic Dependent Enrollment Form.
2. Emergency Contact – In case you cannot be reached in an emergency, provide a local emergency contact at your host location who can be contacted. This is someone residing in the country you are visiting.
3. Enroll in the University’s mandatory travel medical insurance plan (CISI) for all participants .
4. Enroll in the US Department of State’s [Smart Traveler Enrollment Program (STEP)](https://step.state.gov/step/) program prior to departure. Non-US Citizen participants are recommended to enroll with their embassy.