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**Non-Credit International**

**Travel Proposal**

**This proposal is intended for student organizations or Longwood departments that will be sponsoring non-credit student travel programs overseas. Proposals will be accepted at any time. Please note that organizations and offices are not allowed to market their programs to students until the proposal has been approved.**

1. ***Name of individual completing this form:***
2. ***Please indicate the sponsoring organization or department. If it is an organization provide a brief description of the organization and its activities:***

1. ***Faculty/Staff Program Leader or Advisor(s):***

Name of faculty/staff leader or advisor:

Title of faculty/staff leader:

Phone Number:

Campus address:

E-mail:

Will faculty/staff advisor be traveling with students? [ ]  Yes [ ]  No

If no, will there be a different chaperone? Please provide details:

# *Destination and Purpose:*

Program site(s):

Approximate departure date:

Approximately return date:

Anticipated price for students:

Check one:

[ ]  This program is open to all students.

[ ]  This program is open to only a specific population (specify here:       )

Describe the purpose of this trip:

1. ***Logistics***
2. Indicate your estimated group size:
3. Indicate your anticipated airport location for departure and proposed transportation to the airport.
4. Fully explain how the program will be guided--are you using a tour company, guiding the group yourself, participating in an international program, etc.?
5. Detail your plan for in-country transportation (bus, train, etc.).
6. Detail your proposed student accommodations (if the course involves a home-stay experience, describe the length of the home stay and the individuals and/or organizations responsible for arranging home stays).
7. Detail your proposed faculty/staff accommodations.
8. ***Staffing***
9. Short term international student travel programs must have one adult chaperone if it is in conjunction with a Longwood partner institution or is a fully guided program (from start to finish). Otherwise, two adult chaperones are required.
	* Please detail the arrangements for an adult chaperone.
	* What experience does the chaperone have with international travel and with this specific destination?
		+ 1. ***Risk Management***
10. Describe any safety/risk management issues that apply to this program (recreational activities, independent travel by students, etc.). *Note that students are required to attend the International Affairs’ risk management session*.
	* + 1. ***Travel Experience***
11. Provide a tentative day by day itinerary for the program to the best of your ability. A finalized itinerary will be due closer to departure.

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 **ORGANIZER EXPECTATIONS**

**Non-Credit International Travel Program Proposal**

*Read thoroughly and sign at the bottom.*

*Program organizers are responsible for submitting to the Office of International Affairs key pieces of information that will allow us to serve you in the case of an emergency. A list of the organizer’s responsibilities are as follows:*

1. Oversee marketing of the program and recruitment of students.
2. Screen applicants to ensure that they are a good match for this program.

3. Handle overseas arrangements (travel, housing, meetings, etc.).

4. Abide by the policies and procedures of the sponsoring institutions. Communicate to students that their behavior will be governed by the policies of Longwood University.

5. Follow all safety and security procedures and communicate expectations to participants.

6. Develop an emergency plan that will be given to all participants.

7. Notify any sponsoring institutions abroad as well as the Longwood Office of International Affairs of any emergency situations that arise (student illness, attacks, natural disaster, etc.). Keep in mind how world events are perceived by parents at home and make sure that the institution abroad/Office of International Affairs have the facts directly from the faculty.

8. Submit all required materials to International Affairs including:

a) copies of passports

b) copies of ISIC cards for all travelers (or proof of equivalent coverage)

c) emergency plan

d) detailed final itinerary with all hotels and contact information

e) emergency contacts for all participants

f) proof of registration with State Department

g) proof of risk session attendance (we will collect these at the session).

Organizer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If a student organization:**

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_