

INTERNATIONAL TRAVEL HANDBOOK

For Faculty



Center for Study Abroad

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INTERNATIONAL TRAVEL POLICY

Students and educators traveling through one of George Fox University's international travel opportunities are required to register with the George Fox Center for Study Abroad and complete all forms, protocols and procedures, abide by all policies, and comply with all deadlines outlined in the International Travel Policies and Procedures Manual. Failure to do so may result in the group or student's suspension from travel through the University, including withholding of funding and institutional support.

INTERNATIONAL TRAVEL PROCEDURES

All faculty members must notify the Center for Study Abroad at least two months before international travel. Once the Center for Study Abroad office is notified, the trip leader needs to complete the online **International Travel Form**



The group leader then submits electronic copies of the following:

- Air Itinerary
- Trip Itinerary

And makes sure that students complete and submit the following:

- Liability form – upload signed forms.
- Medical Information form

Complete the following:

- All participants (faculty, staff, students and family members) must complete the International Traveler Information form. We will send you the link for your group's form.
- Register with S.T.E.P. (Smart Traveler Enrollment Program) <https://step.state.gov/step/>
- Create an account with Chubb travel insurance – see Canvas for instructions, or email Wendi Upjohn-Hankel if you need assistance.
- Review safety manual with all students – this manual can be found on Canvas
- Review Faculty Handbook that is located on Canvas.

Responsibility and Liability Statement

Every person traveling abroad on a George Fox University sponsored trip is required to read and sign the **Agreement of Responsibility and Liability** sheet. (See Appendix B for an example)

Chubb/AXA Travel Insurance and Assistance

Faculty must create an account with the university's travel insurance through Chubb/AXA before they leave on the trip. Once an account is created the Faculty are encouraged to download the phone app for quick referencing. Chubb not only provides insurance, it also provides 24/7 travel assistance. Each faculty will be given a Chubb insurance card. **It is one of the best sites to obtain information about where you are traveling.**

Discipline

Students (and faculty) are expected to abide by all GFU standards on University International Travel trips. Faculty have the authority to send students home early, BUT this option should be used only in extreme circumstances. See Safety section for procedure to send a student home.

Smart Traveler Enrollment Program (S.T.E.P.) <https://step.state.gov/step/>

All groups are required to register with S.T.E.P. One faculty can register for the entire group. This program allows you to enroll your trip with the nearest U.S. Embassy or Consulate. They can then send you important information, including notification of safety concerns, natural disasters, civil unrest, etc.

Travel Advisories

It is the responsibility of the group leader to check with appropriate sources about current conditions and safety in these countries. These sources should include the Bureau of Consular Affairs Travel Advisory website - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>. This site includes all travel advisories for every country in the world. US State Department system for Travel Advisories is as follows:

- **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 4 - Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

While a Travel Advisory level is issued for every country, levels of advice may vary for specific locations or areas within a country. For instance, U.S. citizens may be advised to “Exercise Increased Caution” (Level 2) in a country, but to “Reconsider Travel” (Level 3) to a particular area within the country.

The following George Fox University policy must be followed:

1. Travel to countries with a Level 4 travel warning is prohibited.
2. Travel to Level 1 and Level 2 countries will be allowed with trip leaders taking normal precautions as outlined in the Study Abroad Faculty Handbook.
3. Travel to Level 3 countries may be allowed with the following stipulations:
 - All students will be required to sign a liability waiver.
 - The trip leader will contact local people in the country to get a sense of the risks involved in traveling to the country.
 - The full itinerary must be approved, and travel will only be allowed in areas that are determined to be reasonably safe.
 - Trip leaders must submit a proposal to the Center for Study Abroad and the University Provost. The Provost, University President, Board of Trustees Chair, and another Board member with significant travel experience will make the final decision whether the trip can proceed.

Medical Eligibility of Students

Besides the academic and student life eligibility requirements (see University catalog) each student must be reviewed by the University Health and Counseling Center. (Exceptions are made for some graduate programs.)

In recent years we have had to deal with some very serious medical and mental health problems. Please contact the Center for Study Abroad with any concerns immediately. The safety of the student and group is of utmost importance.

You need to remind students to inform you of any special medical considerations in the case of problems on the trip.

The students will be asked to sign a **release of medical information form**. The University Health and Counseling Services will then review each student's health record and determine if the student can safely participate in overseas travel.

If the GFU Health Center finds that there is a medical or mental health issue that may impede the student's successful participation in the international travel experience they will submit a report listing the concerns to the trip faculty member. The faculty then will discuss the concern with the student. If the concern is great enough the Health Center or the faculty member should contact the Center for Study Abroad and determine whether the student can safely fulfill the requirements of international travel.

Medical Requirements

Group leaders should check with the George Fox University Health Services to determine if there are any special medications or immunizations necessary for travel to the trip's destination. The Center for Disease Control web site (<http://www.cdc.gov>) is another important source of information and should be consulted. The Health Center will provide any immunizations that are necessary for a particular trip. **Please make arrangements with the health center for immunizations.**

Before the trip

- a. Students must fill out a medical release form that will be reviewed by the George Fox Health and Counseling Center (HCC). Unless the student has a medical record in the HCC, all information used to determine trip eligibility and potential additional student support is based on the student's self-report.
- b. The HCC will inform each trip's faculty of any medical or counseling related concerns for individual students.
- c. The faculty must meet with each student if there are concerns to discuss any potential issues. If there are any major concerns, the faculty must contact the Director of the Center for Study Abroad. If the concerns are great enough a meeting will be convened that will include the Director, Assistant Director, Director of Health and Counseling Services, Dean of Students, and trip faculty. This group will make a decision on the next steps that need to be taken, including possible removal of the student from the trip.

Cancellation of Trips

Trips should be canceled if there is undue concern about the safety of students due to political, or other serious safety issues. Trips may also be cancelled due to low student numbers.

FINANCIAL

There are several ways to pay bills and trip expenses:

ATM/Debit withdrawals Once on the trip this is the desired method of obtaining large amounts of money in foreign countries. The University is willing to advance you the amount needed for your trip. **(Only one cash advance for each group)**. You can then withdraw from your bank account from an ATM almost anywhere in the world. You will need to keep accurate records and receipts for the money that you withdraw and spend. (Withdrawals are not expenses and should not be included in the expense sheet.) Typically, banks limit your daily withdrawals. However, you can talk to the bank BEFORE you leave and, usually, they will be able to raise the daily limit, possibly to as much as \$2000. Also, make sure that you check on the **fees** that your bank charges. These can be quite high and may preclude using this method. Typical fees should be a 3% foreign transaction fee and a \$2 – 5 ATM fee. Credit Unions typically do not charge a transaction fee. Many foreign ATMs limit the amount of each ATM transaction so it may be necessary to make several withdrawals.

It is HIGHLY recommended that you set up a separate bank account just for your trip. This will make it much easier to keep track of your expenditures.

Notify Your Bank To Make Sure That They Do Not Cancel Card Usage While You Are Abroad. Please remind students of this.

VISA/MasterCard You can also pay a bill with your credit card and you will be reimbursed. Of course, if foreign currency is involved there is usually a currency conversion fee with each credit card use, up to 3%. Several credit cards, such as *Capital One*, *Costco Citi*, or *Alaska Visa* cards do not charge a conversion fee.

Foreign Wires You can also pay using Foreign Wire Transfers. Wires get the money there faster, and this is the preferred method to pay an overseas company before the trip. It is vitally important that you complete the wire transfer request with ALL the information requested. You may estimate current currency conversion rates via Google search, or using your iPhone calculator.. Note that these conversion rates are approximate to the actual rates as they vary according to time of day, bank, etc. Our bank rates are almost always higher. There is also at least a \$25 wire fee for each wire transfer. (Sometimes there has also been an additional "bank transfer fee." Finance wire forms are available on our website and in Canvas.)

Foreign Wire Instructions

- Complete the form with ALL information and submit an invoice Wendi Upjohn-Hankel, who will take it to the Finance office.
- If the wire request is in foreign currency do not convert to the US. The bank will do this when they process the request.
- Please translate where necessary - often foreign addresses are hard to understand.
- Clearly mark the due date on the form.
- The Finance office will send a confirmation once the wire is sent. This will state the actual US dollar amount. You may share this confirmation with your vendor once the account number has been deleted (Wendi will do this). You may also choose to take the confirmation with you on the trip.

Traveler Checks Do not use these.

NON-UNIVERSITY PARTICIPANTS

The following are general guidelines for non-university travelers.

Academic: That groups participating in George Fox course work or service opportunities delivered overseas are composed of individuals whose primary objective is learning and serving, not leisure.

Financial: That George Fox University students do not subsidize the travel costs of auxiliary personnel and/or travelers.

Liability: That all individuals accompanying the trip be officially known and approved by the University, and that all participants agree to follow the guidelines and parameters of the George Fox-run international programs. Likewise, that the insurance status of all travelers be clarified before departure.

All travelers MUST fill, read, and sign the appropriate liability form and complete the online International Traveler Information form.

Ethos: That all group participants be compatible with George Fox ethos and are willing to abide by the community covenant.

Priorities: Please understand that even though the family member is allowed to accompany a group, the **primary responsibility of the faculty member(s) is the students.**

Categories Of Travelers

Immediate Family Members: It is possible for spouses and school-age children of an educator group leader to accompany the group while they are studying or serving abroad. If participating in an academic opportunity (such as cross-cultural courses), such family members are not required to take the course for audit or credit. No subsidy for their expenses, however, should come from student tuition or fees, and the University cannot assume additional expenses in order to accommodate non-participant individuals accompanying the trip. It is important, however, for the University to be aware of the total roster of family members accompanying an official George Fox group, and to address basic liability, health, and logistical issues.

Younger Children of Group Leaders: In most cases it is not advisable for younger children to accompany student groups on credit-bearing international courses or service experiences. The 24-hour demands of delivering academic course work or leading a service group overseas leave little time or energy to tend to the needs of young children. The concern here is that students' access to group leaders not be compromised by competing demands. Requests for special permission should be directed to the appropriate Dean.

Spouses of Trip Leaders: The spouse of a trip leader may also request to accompany the group. It is important that student fees or fundraising not subsidize the travel expenses of the leader's spouse.

PASSPORTS

It is the responsibility of the group leaders to make sure that all of the travelers have a valid passport and appropriate visas.

Travelers must have an official copy of their birth certificate and one-passport photo. Travelers will need to turn in their applications and show the supporting documentation at one of the official passport offices; the closest office to Newberg is the Dundee Post Office, 279 SW 5th Ave. Dundee (8:00am- 12:30pm M-F, 10:00am-11:30am Saturday). Photos are also available at the Dundee Post Office. Photos can be taken at any place that does passport photos.

Passport applications for U.S. citizens are available online. Detailed instructions and lists of charges are on the passport application, which can be found online <https://travel.state.gov/content/passports/en/passports.html>).

PLEASE encourage travelers to get this done as soon as possible.

VISAS

It is the responsibility of the trip leaders to determine the visa requirements for the trip. This can be a frustrating experience as countries continue to change requirements. The ease of obtaining visas runs the spectrum of showing up in the airport of the country and obtaining a visa to having to go in person to the country's consulate, typically in San Francisco.

- Students should be made aware of any costs associated with obtaining their visa.

- This process should be started as soon as possible.
- International students who do not have a US passport often need visas to countries that US students do not. This can take considerable time and thus should be done as soon as possible. Please communicate this to any foreign students. It is their responsibility to obtain these visas. It is quite possible that a student will need to travel to San Francisco to get their visa in person.

TRAVEL ARRANGEMENTS

It is the trip leader's responsibility to find a travel agent. Please let the Center for Study Abroad office know about your experiences with various travel agents. We are always looking for good ones and would like to stay away from problems. A travel agent can help with airline reservations, ground transportation, accommodations or all of these.

In arranging air transportation, please be sure that all deadlines are clear; this includes deadlines for deposits, for surrendering seats without penalty, for final payment, itinerary changes, and penalties and costs for changes in tickets after these deadlines. There may be students who wish to stay longer and will ask for changes in return dates. Please make sure that this is allowed by the airline. It is typical for airlines to allow up to 20% of passengers to change. **DO NOT ALLOW STUDENTS TO CONTACT THE TRAVEL AGENT.** This leads to confusion, for you, the student, and the travel agent.

Consider the following in making airline reservations.

- Can they Mix and Match (Open jaw routing)? Is the group able to travel into one city and return from a different city?
- Are deviations permitted from different cities? Is it possible to have individual students change their departure time and city? It is typical that some students will want to change their return date and possibly city. NEVER allow students to contact the travel agent.
- Special Requests. Can we request advance seat assignments and special meal requests, etc.?
- Are deposits refundable? Deposit is all that is needed until ticketing. Typically, we pay a \$100 per student deposit that is refundable until 90 days prior to departure.
- Can we cancel seats if numbers change, without penalty?

Caution: Always check baggage fees. Even if there are no international fees there may be domestic fees, if your group is booked with two separate tickets.

Accommodation and ground transportation can be arranged by trip leaders or travel agents and should be reasonable in cost and appropriate for the group.

Booking Guidelines

Faculty are free to use any travel agent that they like. Below are some suggestions. (Note that we have not had experience with any of these at this time so would very much appreciate any feedback.)

For air travel only:

Google Flights – www.google.com/travel/flights

Fareportal – www.fareportal.com One faculty had good success with this group.

For ground arrangements or entire trip:

Key Travel – <https://www.keytravel.com/us>

Hart Travel – Stephen Hart, stevehart@harttravelpartners.com <https://www.harttravelpartners.com>

Millenium Tours – <https://mltours.com> - This group specifically mentions Christian groups.

Gotoday – <https://www.go-today.com>. We have had mixed results with this company. You will have to negotiate, as they are often too expensive. So, you may have to do some of the trip on your own.

Waldorf Travel – info@waldorftravel.com

Bus in Europe:

CarTours – For transportation in Spain and Portugal Contact - David Silva, david@cartour.es. We have used this company in Spain and Portugal with excellent results.

Global Passenger Network - contact Raquel Morcillo, raquel@gpn.travel. This is an international association of Coach companies that should be able to help you with bus transportation in Europe.

Train in Europe:

<https://www.raileurope.com/>

<https://rail.ninja/>

- Tour agencies in the country to which you are traveling tend to be much cheaper. We have connections in some countries.
- Be prepared to haggle. If traveling to Europe you will probably need to do some of the arrangements on your own.
- If the travel agent cannot meet your price, it may be best to make arrangements on your own. It is more work, but is often much cheaper.
- We suggest that you pick two travel agents and see who can give you a better price and who is easiest to work with. Travel agents also need to be flexible. Often, they are too rigid and will not listen to our desires.
- It is fine to do the land arrangements and the air travel with separate companies.
- It may be hard to get bids on air travel from more than one company since they often have to reserve the space to get a quote.
- You can begin making arrangements as soon as your trip is approved. It is best not to wait too late as prices increase as time before the trip decreases.
- Do not forget food money for meals not covered by the tour company. Please let us know about your experience with whomever you work with.
- Please try to be as economical as possible, while at the same time making sure that the students are comfortable.

RESOURCES

For Europe travelers we have found the **Europe Through the Back Door** books by Rick Steves to be especially helpful. Many of his accommodation suggestions often fit your type of trip. His books are also excellent resources for planning your trip. For non-Europe trips **Lonely Planet** is an excellent source. Other resources include **Frommers**, and **Rough Guide** travel books. Please feel free to contact the Director of the Center for Study Abroad with any questions.

MEDICAL INSURANCE

The University provides medical insurance to all university faculty, staff, students, chaperones, spouses (under the age of 70), and dependent children (age 26 or younger) who travel abroad on University related trips, through Chubb/AXA Insurance. Each trip leader should set up an account (students do not need to do this) in advance online. Contact Wendi Upjohn-Hankel for instructions. Chubb also provides a phone app that can be downloaded once you have established an account online. Our policy number is GLMN17929902. There is no deductible so all charges can be submitted to Chubb. It is best to call Chubb prior to seeking medical attention to create a claim if possible. Chubb will also cover up to the first 7 days of a personal deviation from the University sponsored trip.

Example of Medical Benefits:

Period of Coverage Maximum Benefits	\$1,000,000
Maximum Benefit per Injury or Sicknesses	\$100,000

Deductible	\$0
Accidental Death & Dismemberment	\$50,000
Repatriation of Remains	100%
Medical Evacuation	\$100,000
Emergency Medical Evacuation	100%
Chubb Travel Assistance Services	Emergency Medical and Travel Assistance services provided, including coordination of all evacuations and repatriations if needed

In case of an emergency please contact both Chubb and the Study Abroad office.

MOBILE PHONES

All faculty members are required to carry a mobile phone on the trip for emergencies. Most carriers have international plans that you can sign up for a month at a time.

Each faculty member should have all of the students' phone numbers and emails on their phone so that they can text or email the students in case of emergency. We suggest using WhatsApp to avoid fees that can be incurred while using SMS text.

If you are traveling to a developing country you may want to purchase a local SIM card (and phone if needed) on arrival for local calls.

International Dialing

To dial internationally you must use the country code followed by the phone number. The country code for the US is 1.

Dialing Examples:

From UK to the US: +1-503-554-2702

From China to the US: +1-503-554-2702

From the US to France: +33-334-221-1234

OPERATION OF MOTOR VEHICLES

Operation of motor vehicles by students is strongly discouraged.

SAFETY POLICIES AND PROCEDURES

Safety of our students is of utmost concern as we travel around the world. Always insist that students travel in groups when they are not with the main group. In many parts of the world women should always be accompanied by men. **If students continually go off on their own in what you perceive as a dangerous situation you have the authority to send them home. See the Safety and Travel Tip Handbook for more information.** This handbook is available on the Google site.

Goals

International travel experiences have been available to students at George Fox University for a number of years. These can be enriching times of learning and cultural exposure that create memories that last a lifetime. In an effort to ensure safe learning and growth experiences during international travel, the following policies and procedures have been established.

The goals of this policy include the following:

- To ensure the safety of our students.
- To insure adequate training for faculty, students and other University personnel involved in travel abroad programs.
- To develop an excellent communication system for use in emergencies where students, group leaders, University officials and parents can be fully informed in a timely fashion.
- To limit Faculty and University liability during international travel.

The following policies and procedures must be reviewed and adhered to by students and University employees alike when traveling abroad. It is hoped that through following these policies, both students and employees will be able to remain safe as they travel in a wide variety of international settings.

Mandatory Safety Education

Federal Law requires that all students be given “due warning” whenever there is a safety risk, be it on or off campus during a University sponsored event. In an effort to comply with this federal mandate for “due warning,” a travel safety booklet has been printed and will be made available to all groups involved in international travel. This booklet must be distributed and discussed with all students. If students or leaders have any questions regarding the information contained in the safety handbook they should contact the Director of the Center for Study Abroad. Also, the Director of Security Campus Public Safety is available to present to groups on the topic of safety when traveling abroad. This presentation can vary in length as the group leader wishes. In lieu of this presentation, group leaders may do their own safety training, but this training **must** occur and be documented as to when it was done.

The Safety Handbook and Travel Tips booklet is to be discussed and distributed to all students.

Documentation

The following documents and information must be carried by each group member (faculty and students) traveling abroad on a George Fox University sponsored trip.

1. Passport copies; one for the student to carry with them (separate from their actual passport), and one by the faculty leaders. It is also good if the student scans their passport and takes an electronic copy with them.
2. Trip itineraries must be uploaded to Google Drive. Students should also provide a copy of the itinerary to their emergency contact and/or family member.
3. **The following information should be with travelers at ALL times.**
 - Phone numbers and addresses for all accommodations
 - Phone numbers for all embassies or consulates of countries in which they are traveling.
 - Phone number of George Fox University emergency contacts including international calling code.
 - Phone number for the faculty’s mobile phone (required for each faculty member).

If there is a contact person in the country that is working with the study group, their name, telephone number, etc. and location should also be included on the itinerary.

In Case of Emergency

Be prepared for emergencies. Someone invariably will have to see the doctor or go to the hospital. The best source of information is the Chubb Travel insurance phone number or Internet (see insurance section). Hotels can also be of help in directing you to medical care.

In case of Emergency always contact Chubb AND the Center for Study Abroad office.

If money is stolen or there are other emergencies for which you need help, please contact the University, either the Director or Assistant Director of the Center for Study Abroad. **It is good to communicate often with students, as they are not always good listeners.**

Group leaders need to communicate clearly where students should meet in the event of an emergency, civil unrest, terrorist attack or other political or cultural crisis in the country. It is recommended that this meeting point be the current accommodation. The University is to be contacted immediately.

EMERGENCY CONTACT NUMBERS

George Fox Center for Study Abroad – +1 - **503-554-2150** (available 24/7)

George Fox Campus Public Safety – +1 - **503-554-2090**

1 = USA country code (to call to another country besides the US, you will need to know their country code)

Emergency Communication Protocols

There are several lines of communication that need to be established in order for emergency information to be communicated effectively from one party to another. The following outlines the protocols for communicating information from one party to another.

Emergency Contact (EC) to Student Notification

In the event of an emergency, the EC may:

1. Contact their student directly (the student must then contact the group leader), or
2. Contact the emergency contact number for the faculty trip leader, or
3. Contact the George Fox University Center for Study Abroad Office. If that Office is unavailable, they should contact Campus Public Safety. University officials will then contact the study abroad group leader. The leader will get the information to the student as soon as possible, and assist the student in contacting their parents.

Student to Emergency Contact (EC) Notification

If the student has emergency information that needs to be communicated to the EC, they may:

1. Contact the EC directly and inform the faculty leader, or
2. Contact the faculty leader who will assume responsibility for getting information to the EC, either by contacting them directly or by contacting the University Center for Study Abroad Office, who will then contact the EC. (If the Center for Study Abroad Office is closed, the group leader should contact Campus Public Safety.)

Group Leader to University

In the event that a group leader needs to communicate information to University officials, the group leader should contact the Center for Study Abroad. If the Center for Study Abroad is unavailable, the call should go to Security Services, who will contact the appropriate University officials to work with the group leader.

Daily Check-in

It is expected that leaders will check in with each student on a daily basis.

Emergency Protocols For International Travel

Protocol for Student Illness/injury

If a student becomes ill or has an accident on a trip there are several options available depending on the seriousness of the illness or accident. Please remind the students to tell you immediately if they are sick or have an accident. Students are often reluctant to communicate this with you. Options may include taking the student to a doctor or emergency room, consulting with Chubb, and/or the GFU HCC, or sending the student home. The faculty member should show proper concern and discuss the severity of the injury or illness with the student

Moderate Illness

- a. Once the student reports an illness, monitor the student's health closely to see if the health issue becomes more serious. Initiate a monitoring log listing the symptoms and apparent severity, communications and actions relating to the illness. This should include date, time, actions taken, etc.
- b. Students may be allowed to rest with someone nearby. For example, they may be allowed to stay at the hotel while the group is involved in a day activity.
- c. If symptoms become more serious see a health care provider – remember to think holistically (vs. responding to a single symptom).
- d. Serious symptoms include (but are not limited to):
 1. Physical Symptoms:
 - Increasing fever (or if $>102^{\circ}\text{F}$ x 24 hours).
 - Respiratory distress.
 - Neurological disturbances (seizures, etc.).
 - Increasing pain.
 2. Mental Health Symptoms:
 - Suicidal or homicidal ideation
 - Disorganized thinking.(rambling speech, delusions, etc.)
 - Hallucinations (visual or auditory)
- e. If it is determined that the injury or illness is severe the student should be taken to a local health provider or emergency room.
- f. Notify Chubb/AXA and start a claim.
- g. Notify the Center for Study Abroad office.
- h. The Center for Study Abroad office will do one or more of the following as appropriate:
 - Contact the GFU Health and Counseling Center and physician.
 - Contact the student's designated emergency contacts to appraise the situation.
 - Facilitate communication between student, faculty, emergency contact, and University International Risk Management team.
- i. Only use medications as prescribed.
- j. In the event of needing to see a health care provider, one of the faculty/staff must accompany the student.
- k. One of the faculty/staff leaders must stay with the student until released by medical personnel, and then if possible, rejoin the group. Staying in a nearby hotel is fine if the student must stay overnight.
- l. If the student must stay in the hospital the other faculty/staff leader can continue the tour and keep in touch with the co-leader that remains behind.
- m. The co-leader will remain in close contact with the Center for Study Abroad regarding student health and situation status.
- n. If a group is staying at the same location the student can be given permission to remain in the hotel for the day. Always inform hotel staff that there is a sick or injured student.
- o. Collect all receipts. Students are responsible for being reimbursed and must turn in all receipts to Chubb. There is no deductible.
- p. It may be determined, after consultation with the HCC, the Center for Study Abroad, the International Risk Management Team, and the trip's faculty, that the illness or injury is severe enough that it is necessary to send the student home. In this case the faculty member must work with the Center for Study Abroad and the travel agent about return airline arrangements and notifying the student's emergency contact.
 - If the student is not able to safely fly home on their own, either faculty member or university personnel, or possibly a family member (this person would have to make arrangements to meet the student) will need to accompany the student home.
 - Students must keep all receipts, which need to be submitted to Chubb for refund upon their return (there is no deductible).

Protocol for Leader Illness

- a. Immediately initiate emergency protocol (above).
- b. Begin a written log of symptoms, communications, and actions as the situation progresses including date, time, actions taken, etc.
- c. If illness worsens, go to a medical facility.
- d. Contact and begin Chubb claim.
- e. Contact the Center for Study Abroad office.
- f. The Center for Study Abroad will communicate with appropriate on-campus persons including the GFU Health and Counseling Center.
- g. The Center for Study Abroad will communicate with ill leaders about best treatment alternatives.
- h. If necessary, assist with logistics for return of faculty to the US.
- i. The healthy co-leader will remain in close contact with the Center for Study Abroad regarding situation status.
- j. The healthy co-leader will continue with the course/trip, keeping in close contact with the co-leader.

Protocol for Homestays

- a. Assure students have a means of communicating with the trip leader during homestay.
- b. Do not send students to a homestay where a family member is exhibiting signs of a contagious illness. Err on the side of health, not cultural sensitivity or academics.
- c. If homestay family member exhibit signs of contagious illness:
 - Student should immediately contact tour leader
 - The tour leader then makes other arrangements for student housing.
- d. If the leader is unable to find an alternate homestay for students, alternate lodging will be arranged.
- e. If a student exhibits signs of illness prior to or during home-stay:
 - Exempt students from home-stay experience and find alternatives.
 - Initiate Protocol for Illness (see above).

Protocol for Terrorism or Natural Disaster

Although not frequent, natural disasters and, or terrorist activity, can occur when traveling internationally. It is prudent for all cross-cultural and service trip leaders to plan in advance for a possible crisis situation so that students and educators will know how to respond in the event of a natural disaster or terrorism. This would include:

Pre-departure

Make sure students know in advance:

- a. Discuss with students in advance what they should do if terrorism or natural disaster would occur (who to contact, where to meet).
- b. Establish a central meeting place (a location to shelter in place or to regroup).
- c. Provide students with instructions on how to contact the leader (text, email, phone call).

If an incident occurs

Make sure students are safe and accounted for:

- a. Stay calm- students will take their cue from you.
- b. Immediately make contact with all students to:
 - Ask them to provide their location and their safety status.
 - Give them instructions on where to meet up with the group.
- c. Evaluate physical and psychological conditions of students.
- d. Obtain medical treatment if needed.
- e. Find a location to “shelter in place” or move students to a safe location as appropriate.
- f. **Contact the GFU Center for Study Abroad Office 503-554-2150 or GFU Campus Public Safety 503-554-2090.**

- g. The Study Abroad Office will communicate with the appropriate GFU administrators and the International Risk Management Team.
- h. The Study Abroad Office and the trip leaders will be in communication as the best way to proceed.
- i. Work with the Study Abroad Office to determine what correspondence needs to go to families and other offices on campus.
- j. Once the safety of all students is confirmed the Study Abroad office will contact family members who the student has indicated as their emergency contact.
- k. Notify the closest US Embassy.
- l. Determine if you have adequate food, housing, water and access to medical treatment and for how long.
- m. Consider multiple methods of communication with students and campus since in a crisis situation telephone, cell phone, or electricity may be compromised.
- n. Keep accurate and complete notes for when you file your incident report.
- o. Note any imminent risk to students, advice from the US Embassy, curfew or travel restrictions imposed by the host city.
- p. Once the situation is stabilized – Follow up to ensure continued support.
- q. Work with the Study Abroad Office and the GFU Health and Counseling Center to determine what, if any, emotional support is needed.
- r. Upon return, file an incident report with the Center for Study Abroad. Send a copy to Campus Public Safety.
- s. If contacted by the media, please refer to all requests for interviews with the GFU Marketing Communications.
- t. If it is determined that the group must return home, leaders need to work with their travel agent and the Center for Study Abroad office on the arrangements.

Protocol for Sexual Misconduct and Sexual Assault

The following are general guidelines on how to respond to students who are victims of a sexual assault while on one of George Fox University's approved international travel experiences. Leaders will be provided with documentation and support as needed.

A variety of offices at George Fox can provide information on appropriate and compassionate response to a victim of sexual assault, including:

- Health and Counseling Center, Woodward House, 503-554-2340
- University Pastors/Spiritual Life Barclay House, 503-554-2320
- George Fox Campus Public Safety 503-554-2090
- Student Life Office 503-554-2316

Any of these offices can assist in responding to an assault, moving the process forward, and overseeing the documentation process.

Further information can be found on the George Fox University website: studenthandbook.georgefox.edu or georgefox.edu/titleix

George Fox University is committed to providing a Christ-centered community that fosters a safe living, learning, and work setting for students, employees, and visitors.

A core value of this institution is to maintain a respectful environment for all individuals that is free of the following:

- Sexual Harassment
- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

- Sexual Exploitation
- Harassment & Discrimination
- Bias-related incidents & Hate crimes

In the event an incident of sexual misconduct or sexual assault occurs during your supervision of an off-campus trip, you may be called upon to provide assistance, support and appropriate referrals. The following are some steps that administrators and trip leaders should take:

Pre-departure

- Discuss the issues with students before departing. Make sure at pre-departure orientation the issue of sexual misconduct and sexual assault is addressed. Emergency contact information and other materials should be given to students. This information is included in the Safety Manual.
- Keep a current file. All information regarding what to do and who to contact should be kept in an easily accessible file and updated so that it is always current. This information can also be found in the International Safety Handbook.
- Discuss the importance of notification. Let students know that reporting any type of gender-based harm, including sexual assault, is considered courageous and will be met with empathy. As appropriate, the University will provide care and support for the victim in these situations.

After an incident occurs

- The first concern is always the immediate physical and emotional well being of the student, but there are many post assault related issues. There is no typical reaction to being sexually assaulted. Victims present with varying affect and concerns. As a result of the trauma they have and are currently experiencing, victims may express themselves in a variety of ways. Be empathetic and accepting and take the following steps.
- Let the student make decisions.** The victim may feel helpless and powerless. Allowing the victim to make decisions regarding her/his emotional and physical well-being helps to re-establish some control in a situation where they may have felt was very out of their control. Ask clear and focused questions and respect her/his wishes. "Do you want to go to the police?" "Where would you like to stay tonight?" "Who do you want to stay with?" Honor her/his decisions even if they conflict with your beliefs.
- Be supportive.** Remember your first priority is to be supportive. Do not attempt to persuade the student to follow a certain course of action or try to force her/him to do something she/he doesn't want to do. Maintain your role as advocate for the choices she/he makes. Provide an empathetic and compassionate listening ear. Be careful to avoid questions that may insinuate blame or guilt such as, "How could you go to a place like that?" or "Why would you go out with a man you barely know?" Remember, sexual assault is a crime of power and she/he is a victim of the crime. The victim may feel embarrassment, shame, anger, anxiety, fear, and helplessness. Accept those feelings by actively listening to her/his concerns and validating the student's decision to seek out help.
- Make sure the student feels safe.** Help to restore a sense of security for the student. If she/he does not feel safe in her/his room or with her/his host family, arrange for her/him to stay in a hotel with a friend. Allow the student to tell you what she/he thinks would make her/him feel safe. Explore suggested options with the student.
- After you have spoken with the student using the above guidelines, make contact with other entities as appropriate and based on the student's wishes.**
- Contact the Center for Study Abroad office:** Wendi Upjohn-Hankel, Assistant Director
 - Office: 503-554-2150
 - OR GFU Campus Public Safety at 503-554-2090
- The Center for Study Abroad Office will notify the appropriate campus personnel including the International Risk Management Team.
- On campus resources for counseling include:

- Health & Counseling Center (Medical & counseling needs) – Woodward House, [503-554-2350](tel:503-554-2350) (8am – 5pm, M-F)
 - Spiritual Life – Barclay House, [503-554-2320](tel:503-554-2320) (8am – 5pm, M-F)
- i. **As soon as possible after a report of a sexual assault, with the consent of the student, call Chubb** at the phone number listed on your identification card. Chubb will assist in all cases where a member has been sexually assaulted. All actions taken will be done to maintain the safety, respect, and dignity of the victim, and to guide her/him to medical, legal and counseling resources. Chubb will assist with the following but are not limited to:
 - Helping the member locate the nearest embassy or consulate;
 - Contacting emergency services;
 - Filing a police report and legal recourse;
 - Encouraging the member to seek medical assistance;
 - Advising the member to preserve as much evidence as possible by placing clothing in a paper bag, not drinking, eating, showering, brushing teeth or rinsing mouth;
 - Assisting the member with seeking medical evaluation and treatment; and
 - Offer a referral for post-incident counseling.
 - j. **Contact the closest US Embassy or Consulate.** Consular officers are available around the clock to help the students obtain medical care, explain the local criminal justice process, and connect students to local and US-based resources. Again, the student should seek permission from the student before contacting the Embassy. Embassy or consulate staff can help the student understand whether police agencies may handle an investigation differently—slower (or not at all), less delicately, or otherwise—than police in the United States. Regardless, documentation of as much information as possible, as quickly as possible is very important. Note that consular officers cannot investigate crimes or provide legal advice.
 - k. **Local police.** Many foreign law enforcement agencies will not begin to investigate unless a report has been filed. If possible, students should ask for a copy of the police report. Do not contact the police without student permission.
 - l. **Ask if the student is comfortable calling her parents or guardians.** If the answer is yes, help facilitate this contact.
 - m. **Remind the student of resources available** upon returning to campus.
 - n. **Provide accompaniment.** Someone of her/his choosing should accompany the student on assault related follow-up: to the hospital, to the police station, to her/his apartment, etc.
 - o. **Maintain a level of confidentiality.** Let the student know you are obligated to contact the University and report the incident to the Title IX Coordinator and the Center for Study Abroad office. Inform the student who you're calling and why. Allow her/him to choose whether or not to contact additional support and resources.
 - p. **Document everything.** Take copious notes. Create a chronology of events. What you want to capture is the following:
 - A description of the assault: who, where, when, how. Include date and time.
 - Location of medical facility and date/time taken there. Record what was said between the medical staff, the student, and whoever else is present.
 - The time of each of your contacts and what transpired.
 - Document the conversations you have with the student. Identify who is present, what's discussed, and what decisions the student makes.
 - Date and time the US Embassy/Consulate and local police are notified. Document what transpires between the student and the police.
 - Keep documenting until the designated College contact tells you to stop.
 - q. **Support other students on trips.** Call the student group together to communicate a difficult situation that has taken place that is protected by confidentiality. **Students should be encouraged to not speculate on the incident, nor communicate back to family, friends, or the public in general (via Facebook, email or otherwise) about the facts or perceptions of the incident.** Designate a secondary on-site leader or

in-country partner to provide care and support to the student group while the primary on-site leader continues to support the impacted student(s).

- r. **Work with the Center for Study Abroad to determine next steps.** Keep an open line of communication with the Center to determine how to appropriately determine next steps as the situation continues to develop and evolve.

(This protocol for sexual assault is adapted from a version of the U.S. Peace Corps "Rape Response Handbook" website: <http://gloaled.us/Peacecorps/Rape-Response-Handbook.Asp> and the Messiah College Protocol for Sexual Assault.)

Protocol for Death of a Student Overseas

- a. **Verify ID.** Verify the identity of the student.
- b. **Notify George Fox Center for Study Abroad.** (See Emergency Protocol above) which will contact the appropriate University individuals.
- c. **Notify the US Embassy or Consulate.** Notify the US Embassy or Consulate of a student's death. Request name of the US Consular Officer assigned to the case. If a deceased student is not a US Citizen, work with the College to notify the appropriate Embassy. For more information go to <https://travel.state.gov/content/travel/en/international-travel/while-abroad/death-abroad1.html>
- d. **Gather information.** Gather as much information as possible about the circumstances surrounding the student's death. Be sure to gather and keep any receipts for expenditures relating to the incident for insurance reimbursement.
- e. **Begin written log.** Begin a written log of communications and actions as the crisis progresses. Include as many details as possible about location, timing of events, and witnesses. Itemize all steps taken before, during and after the death.
- f. **Communication** with family members. George Fox University will contact family members.
- g. **Request witness statements.** Request that all students and affected participants prepare signed and dated witness statements while details are still fresh in their minds.
- h. **Obtain a death certificate** with the help of the local consulate.
- i. **Arrange for repatriation.** Consult the Study Abroad Office and US Consular Services in arranging for repatriation of remains.
- j. **Mortuary Certificate and Affidavit.** The US Consular Officer will ensure that the required consular mortuary certificate and affidavit is executed by the local (overseas) funeral director.
- k. **Transit permit.** In addition, the US Consular Officer will ensure that a transit permit accompanies the remains.
- l. **Transportation.** Receive and assist parents and/or designated college officials (with airport pick-up and accommodations) arriving to accompany the body back to the US.
- m. **Bill of Lading.** If the remains are not accompanied by a passenger, a bill of lading must be issued by the airline company to cover the transport.
- n. **Student belongings.** Arrange to have student belongings shipped home to family.
- o. **Arrange in-country care** for remaining students:
 - **Group meeting.** Call a student group together to communicate accurate information about the student's death along with resources, which will be made available to students for processing their grief.
 - **In-country pastoral/counseling care.** Designate a second on-site leader or an in-country resource to provide pastoral care, if possible, to the student group as the primary on-site leader is occupied with logistical arrangements surrounding the death.
- p. **Discuss options.** Consult with the Center for Study Abroad Office (who will consult appropriate on-campus administrators) to determine whether the experience should continue or be cancelled.
 - If cancelled, work with the Center for Study Abroad Office to arrange flights home for students.
 - If applicable, consider extending course work deadlines and deferring assessments of assignments.

- q. **Media coverage.** Do not speak with the US or host country press corps. All statements to the press will be made by and referred to George Fox's Director of Public Relations. It is critically important that public statements be factually correct, are not contradictory, and do not speculate as to blame or liability.
- r. **Final written summary.** Upon returning home, the faculty leader should finalize the written summary of all critical events and submit copies to The Center for Study Abroad who will forward the summary to appropriate university individuals.
- s. **Consult Campus Protocol for Student Deaths.** This protocol can be obtained from the Vice President for Student Life and should be used in addition to the steps outlined here.

Procedures for sending a student home from a travel experience

- a. The faculty leader must communicate with the Center for Study Abroad office (CSA) and/or the Academic Affairs Office (AAO) about the situation before sending the student home.
- b. The faculty leader must keep written documentation relating to all relevant behavior of the student to be sent home.
- c. The faculty leader must keep written documentation and receipts of all arrangements and costs pertaining to sending the student home.
- d. Students need to contact parents/guardians in the presence of the faculty leader. If the parent/guardian does not answer the phone the student must leave a message giving instructions to the parent to return a call to either the faculty leader or CSA or AAO. If the parent/guardian does not call that day, the CSA or AAO must contact the parent/guardian.
- e. The Faculty leader and CSA will work out the best way to bring the student home (change current ticket for a fee or purchase new ticket). The faculty leader and/or GFU will pay for all expenses and add these charges to the student's account. Students will be responsible for all costs incurred to bring them home: taxi, bus, hotel, airline ticket, etc. The faculty leader needs to inform students that they may also be responsible to pay the GFU portion of the trip cost.
- f. Faculty leaders must escort students to the airport and stay with them until they are checked in.
- g. Once the student has checked in, the student is responsible to make all connections as they travel home.
- h. The CSA office will communicate with the parents all details of the return trip once finalized.
- i. The CSA office will notify the International Risk Management Team and other appropriate university personnel of the incident.
- j. The faculty leader will meet with the Director of CSA upon return from the trip.
- k. Faculty leaders must submit detailed documentation and copies of all receipts regarding the incident.
- l. The CSA office will create a student incident file, which will contain copies of all documents.

APPENDIX A – SAMPLE AGREEMENT OF RESPONSIBILITY AND LIABILITY



Center for Study Abroad Student Conduct Agreement, Statement of Responsibility, and Liability Release Agreement

I, _____, (Legibly print your name) have enrolled in Cross-Cultural Experience, Juniors Abroad. I recognize that this opportunity to earn academic credit in this course, which includes travel abroad, carries with it special responsibilities over and above full participation in other academic activities. I recognize that George Fox University (GFU) travel-related study is a privilege. I further understand that, while participating in Juniors Abroad, I am to conduct myself in all matters of social and moral conduct as though I were a resident on the GFU Campus. I understand that the University cannot replicate all the conditions and services available on the home campus. I am also aware that my health and safety overseas is greatly influenced by the decisions I make before and during the program and by my daily choices and behavior.

1. **Program Participation:** I will assume responsibility for my personal preparation for the program and participate fully in all class activities. I acknowledge and agree that class attendance is **mandatory**. I understand that I am not permitted to miss class without the explicit permission of the course instructor. I further understand that I will be granted such permission only in unusual circumstances that are generally out of my control. I acknowledge and agree that I am expected to, and will participate in all activities planned for program participants both in class at GFU and on the travel portion of the course. The travel portion of the trip must be completed to receive a grade and credit for the course.
2. **Free Time:** I will follow the program policies for keeping tour leaders informed of my whereabouts and well being. I understand that unsupervised "free time" will be available but limited. I will follow the instructions of my faculty or staff leaders with regard to the special conditions placed on this unsupervised time. In particular, I commit to always go in a group of two or more during this free time. Participation in high-risk activities (e.g., bungee-jumping, "extreme sports") is done at my own risk. Use of motor vehicles is prohibited.
3. **Cultural Expectations:** I will be respectful and sensitive to the culture and norms of the country(ies) in which I travel. I will obey local law and customs and behave in a manner that is respectful of the rights and well being of others. I understand that in the event I violate any law of another country and am arrested, imprisoned or prosecuted, neither George Fox University nor the United States of America can necessarily bring to bear an amelioration or reversal of judgment in any such situation.
4. **Travel:** I realize that George Fox University has the right to cancel this program or to alter or modify the itinerary and/or academic program as deemed necessary by the University or course leaders. I also understand that if I choose to stay beyond the return of the study group that I am solely responsible for my travel arrangements and all that occurs, and that the University's responsibility ends upon departure of the main group. Therefore, I release GFU from any liability for my safety and that of my property in my post-program activities and/or travels.
5. **Responsibility:** I understand:
 - That the tour has been designed as an economical tour through taking advantage of local transportation and modest accommodations and that any individual additions to or deviations from the tour itinerary are

my responsibility regardless of the reason. I further understand that the directors of the program are committed to assisting in any reasonable manner but will encourage independence and self-motivation since they are necessary to the educational purpose of the tour.

- All arrangements for travel accommodations and other necessary services are made by the duly appointed faculty and staff of George Fox University with the goal of serving the best interests of the participants. The University shall not be held liable for claims arising from such arrangements and services.
- That the University takes no responsibility for any official personal documents that are not in order.
- If a person carries contraband across any border, the University will be absolved of any responsibility for such an act.

I further understand that the University will not be held responsible for:

- Loss, theft, or damage of personal property (including train passes and passports) at any time during the travel-related Study.
- Personal injury or illness incurred during the tour including but not limited to injury or illness incurred as a result of riding in any public conveyance (e.g. bus, ship, or aircraft) or as a result of natural disasters, war, or negligence not directly attributable to the gross negligence of George Fox University or its duly appointed employees.
- Consequences of my own negligence, carelessness, or failure to follow University policy or instructions.

6. **Housing:** I understand that I, along with my roommates, will be held equally accountable for any damage that occurs to the room, its furnishings, or property to which I am assigned as my residence during my trip. Students who are found to be responsible for damage, will be charged for the full amount of the necessary repairs, replacements, or custodial services. Students may also face disciplinary action from George Fox University. I further understand that my portion of damage-related charges will be added to my account at George Fox and that a hold will be put on my records until those charges are paid.

7. **University Policies:** I understand:

- That I am responsible for my personal conduct at all times and agree to comply with all expectations of George Fox University including the George Fox Life Style Standards as given in the George Fox University Student Handbook.
- That in the interests of the entire group, the appointed faculty or staff of GFU reserve the right to send a person home at that person's expense for reasons of disciplinary action or if the person is unable due to injury, illness, or other circumstances, to maintain the tour itinerary. For behavior outside of the GFU lifestyle statement your grade will be lowered at least one letter grade. The faculty/director of Juniors Abroad also reserves the right to fine a person, up to an amount equal to the University's cost of the trip. I will not be entitled to a refund from the University in the event I am required to leave the program and return home.
- That I must have a C- or above grade the week before travel begins or I will not be allowed to travel and will not receive credit for the course.

8. **Fees:** I will pay all fees associated with my participation in Juniors Abroad on the due dates as provided in the Juniors Abroad Instructions. I understand that my failure to pay the required Juniors Abroad fees will result in my being dropped from the course and no longer being eligible to travel with Juniors Abroad and will not receive credit for the course. I also understand that I will still be responsible for the entire student cost of the trip once I submit the deposit.

9. **Health:** I am fully aware of the fact that I am responsible for all of my personal medical needs. I am responsible for having major medical insurance. George Fox University will provide travelers emergency insurance. Further,

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I am responsible for any costs not covered by the George Fox insurance. The faculty or staff leader of your Juniors Abroad course will provide information about disease risks in the area to be visited. I agree to abide by his/her requirements/recommendations concerning immunizations, oral medications, etc. or I will not be allowed to participate in Juniors Abroad. I understand that I will provide an honest and accurate medical history to the George Fox Health and Counseling Center for their review, and abide by all of their recommendations.

I understand while studying abroad, accommodations, travel, and basic living will be very different than at home. For example, many towns, communities, and institutions abroad are not easily accessible for those with certain disabilities. I understand that traveling with a group on a demanding itinerary will be stressful. Rest and private time will be limited. Further, I understand that some trips involve strenuous activities, including a large amount of walking, climbing and strenuous hiking.

The Center for Study Abroad and the George Fox Health and Counseling Center will seek to advise students about particular activities that may cause concern for some students with physical and health related limitations. However, I understand that I am ultimately responsible for all health-related issues before and on the trip. I understand that it is my responsibility to inform the George Fox Health and Counseling Center if I have any physical (e.g., diabetes, food allergies) or mental health (e.g. depression, anxiety, eating disorder) issues that might affect traveling abroad. I understand if I have to return home while on the trip that I am responsible for all costs.

10. **Liability:** I fully understand that there are dangers, hazards, and risks inherent in off-campus study activities, which could include serious or even mortal injuries and property damage. I realize that George Fox University does not require me to participate in this program, but I wish to do so in spite of the dangers and risks.

In consideration of and in return for the services, facilities, and other assistance provided to me by George Fox University in this program, I release George Fox University and its board of trustees, officers, employees, and agents (in their official and individual capacities) from any and all liability, claims, and actions, damages, expenses and costs that may arise from injury, harm, death, or damage due to participation in this program.

11. **Legality:** The construction, validity, and performance of this Agreement shall be governed by the laws of the state of Oregon, and any actions or suits that arise out of it shall be settled in a court of general jurisdiction within the United States. If any part of any provision of this Agreement is held to be invalid, it shall be struck and the remainder of the terms and provisions shall be binding and enforceable. I also understand that this Agreement binds my heirs, executors, administrators, and assigns.

I have read and understand this entire Agreement, and I will abide by its terms and conditions.

Date _____ Signature of Participant _____

APPENDIX B - EXAMPLE OF NOTES TO STUDENTS ABOUT THE TRIP

Some Helpful Information

Weather:

Who knows? However, the weather can be cool and wet in London and it should be very warm in Rome. In other words, be prepared for a variety of conditions.

Luggage:

Soft-sided is good. Have name and address both inside and outside of all luggage and carry-ons.

Small/medium backpack as carry on:

This is also nice for carrying stuff around the city.

Medium size suitcase to check in:

The kind with wheels like stewardess' use (A) is the best. The other kind with wheels (B) is very prone to tipping over on rough sidewalks, etc. A nice internal frame backpack is also a good way to go.

*Don't bring too much stuff (most people do). YOU are responsible for carrying your own luggage the entire trip. We will walk quite some distances with our luggage from train stations to hotels and back.

Stuff to Bring

- passport
- flashlight (?)
- towel (just in case, but the hotels should have towels)
- comfortable shoes for walking
- sandals to get to and from showers
- books for leisure reading
- bathing suit (?)
- toiletries
- normal clothing for warm to cool weather
- camera and film (film is cheaper here than in Europe)
- addresses for postcards and phone numbers to call home - check with your long-distance carrier for the correct and easiest way to make international calls from Europe
- electrical adaptor and convertor (if you bring electrical appliances)
- travelers checks, ATM cards
- plastic bags for laundry
- laundry soap in premeasured ziplock bags
- journal to keep daily entries in
- GFC student body card - this can help you get discounted prices to museums, etc
- cards (the playing kind, BUT watch out for Glenn)

Laundry Facilities

There will be laundry facilities in the cities we visit, but be prepared to have fun figuring out how to use the machines in a foreign language

Comfort on Plane

The plane ride is LONG. Dress comfortably. **You need your passport with you.** You may also want to keep your toothbrush/toothpaste, washcloth, deodorant, prescription drugs, a change of clothes, camera, film, and reading material with you on the plane. Once you check in at the Portland airport you will not see your luggage again for a long time. (You might ask Glenn about what happens when the luggage does not arrive at the same time that you arrive)

Electrical Appliances

If you must bring electric appliances you need both voltage converters **and** outlet adapters (plugs) for European electrical outlets, which are very different from ours. These can be purchased at Radio Shack or Fred Meyer.

Money

Bring something to safely carry money, tickets and passports. Expect to spend \$200- \$600 for optional activities, souvenirs, snacks etc. ATM's are the best way to get money. Traveler's checks also work, but are more inconvenient. You really do not need to take much in the way of US currency. It is costly to exchange and could be stolen. Many shops will accept VISA and MasterCard, but not all.

Other

- Don't bring valuable jewelry
- Don't pack breakable items or pressurized canisters
- Learn the local money system (we will talk about this)
- Learn a few words to read/speak (like Do you speak English, thank you, please, etc)
- Study a travel book (these are available at bookstores, libraries and from us.) Any book by Rick Steves is great. The *Let's Go* books are also good for our kind of travel.
- Bring your itinerary with hotel addresses in case you get lost
- Give your itinerary to parents or friends for emergencies and general interest
- Begin to pack EARLY
- Carry what you've decided to take at least several blocks down the street about a week before we plan to leave. If it feels too heavy LIGHTEN IT.
- A photocopy of your passport will help you get a new one if you lose yours
- Some people pack a collapsible bag to use on the return trip when they are loaded with souvenirs.

APPENDIX C - EXAMPLE ITINERARY

East Africa Itinerary May 20XX

May 2nd Monday

ARRIVE AT PORTLAND INTERNATIONAL AIRPORT BY 10:30 AM FOR CHECK IN

Do not check-in until the entire group arrives

<u>Airline</u>	<u>Flt #</u>	<u>Date</u>	<u>From</u>	<u>To</u>	<u>Depart</u>	<u>Arrive</u>
Delta	DL 178	5/2/16	Portland	Amsterdam	1:33 PM	8:30 AM -5/3/16
KLM	KL 539	5/3/16	Amsterdam	Entebbe	10:40 PM	10:20 PM

UGANDA

Day 1) May 3: Kampala

Arrival – Arrive at Entebbe Airport and transfer to Kampala by bus. Check in to the hotel Overnight at Namirembe Guest House.

Day 2) May 4: Kampala

Day trip to the city for lunch, shopping at Craft Market, Ice Cream at Specke Hotel. Overnight at Namirembe Guest House

Day 3) May 5: Kampala to Murchison Falls

Travel to Murchison Falls National Park. Overnight at Red Chili's Campground.

Day 4 & 5) May 6 & May 7: Murchison Falls

From our camp at Red Chili's, we explore the park by vehicle and will also take the boat up-river to Murchison Falls and track the chimpanzees in Budongo Forest Reserve. Overnight at Red Chili's Campground.

Day 6) May 8: Murchison Falls to Kampala

Leave Murchison Falls after breakfast and drive back to Kampala with a stop at the Ziwa Rhino Sanctuary and a picnic lunch overnight at Namirembe Guest House. Dinner and cultural show at Ndere Cultural Center. Overnight at Namirembe Guest House

Day 7) May 9: Kampala

Spend the day exploring Kampala. Visit the African Hearts Orphanage in the morning. Free time in the afternoon in Kampala. Overnight at Namirembe Guest House

Day 8) May 10: Jinja and the Nile

Rafting on the Nile with ADRIFT – ½ day trip. Pick up by Adrift Rafting to the Nile. Overnight camping at Adrift camp.

KENYA

Day 9) May 11: Jinja to Kisumu

Travel Day. We will cross the border from Uganda into Kenya and spend the night at a campsite outside of Kisumu.

Day 10) May 12: Kisumu to Maasai Mara

Another travel day. To Massai Mara Wildlife Reserve. Evening game drive. Overnight at Gametrackers camp.

Day 11) May 13: Masai Mara

Spend the day exploring the Maasai Mara with game drives in the early morning and late afternoon. Overnight at Gametrackers camp.

Day 12) May 14: Masai Mara to Hells Gate

After an early morning game drive, we will leave the Mara for Hells Gate National Park. Overnight at Hells Gate.

Day 13) May 15: Hells Gate

Mountain Biking through Hells Gate and optional Gorge hike. Overnight at Hells Gate.

Day 14) May 16: Hells Gate to Amboseli National Park

Travel Day with a stop for lunch at the Java House on the outskirts of Nairobi. Camping in Amboseli park.

Day 15) May 17: Amboseli National Park

Game drives around the park. Camping in Amboseli park.

TANZANIA**Day 16) May 18: Amboseli to Arusha**

Leave Amboseli after breakfast and drive across the Kenya/Tanzania border to Arusha. Lunch will be served en-route and you will arrive in Arusha late in the afternoon for dinner and overnight at a local campground.

Day 17) May 19: Arusha to Dar es Salaam

After an early breakfast catch the Dar Express bus for an all-day journey to Dar es Salaam. Lunch on route. Overnight at Econolodge.

Day 18) May 20: Dar es Salaam to Zanzibar

Transfer to the Zanzibar Ferry to take the 7:30am ferry to Zanzibar – Tour Stone Town. Lunch. After lunch leave for accommodations in northern Zanzibar. Overnight at Sunset Bungalows.

Day 19) May 21: Zanzibar

Snorkeling in the Indian Ocean – Overnight at Sunset Bungalows.

Day 20) May 22: Zanzibar

Free day to explore the beach life – Overnight at Sunset Bungalows

Day 21) May 23: Zanzibar/Dar Es Salaam

Return in the morning to Stone Town for shopping and lunch. Then take the ferry to Dar es Salaam. Dinner and overnight at the Econolodge.

Day 22) May 24: Dar Es Salaam

Free day in Dar es Salaam. Visit to the Fish Market and Botanical Gardens. Late lunch and leave for the airport around 6pm.

<u>Airline</u>	<u>Flt #</u>	<u>Date</u>	<u>From</u>	<u>To</u>	<u>Depart</u>	<u>Arrive</u>
KLM	KL 571	5/24/16	Dar es Salaam	Amsterdam	11:05PM	7:25AM -5/25/16
Delta	DL 179	5/25/16	Amsterdam	Portland	10:00AM	11:17AM

IMMUNIZATION FORM



George Fox University Immunizations

Course Name:

Student Name _____

The following Immunizations/Medications are required for your Juniors Abroad travel. You cannot travel unless you have proof for each of these.

Please initial each immunization/medication that you have acquired.

Tetanus/Diphtheria/Pertussis	
Hepatitis A	
Hepatitis B	
Yellow Fever	
Typhoid	
Malaria	
Cipro	
Diamox (optional)	

I have obtained all of the required immunizations/medications as listed above.

Signed