

JUNIORS ABROAD FACULTY HANDBOOK



GEORGE FOX
UNIVERSITY
CENTER FOR STUDY ABROAD

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TIME-LINE 2019 – 2020

September – Juniors Abroad Faculty meeting

September/October - Faculty need to finalize budgets for the trips so that we can settle on the student cost for each trip. By the end of September, you should be well along in arranging for airline transportation, lodging and local transportation. (Note: class lists at this time are VERY tentative, and will change dramatically by next January. Please, do not contact students at this time without talking to me.)

November - Send the director a copy of your projected trip budget and preliminary itinerary no later than **November 1**. **Earlier would be nice**. It should include line items for overseas airfare, ground transportation, lodging, meals, and other costs (such as admissions and tours). See section on budgeting and the example in **appendix A**. This will allow us to settle on student costs for each trip. **Please note that we cannot change these costs after students are notified. SO, IT IS VERY IMPORTANT THAT YOUR BUDGET IS REALISTIC AND TAKES INTO ACCOUNT EVERYTHING.** It is good to have a misc. category of \$50 - \$100 for unforeseen expenses.

Due: November 1 – • **Trip budget due – PLEASE – IT IS ESSENTIAL TO HAVE THIS BY THIS DATE**

- Preliminary Itinerary
- Airline itinerary form
- Notify the Center for Study Abroad office of any family members who are traveling with the group.

We will be sending the students a large packet of information around the first of November with sign-up instructions and **cost information** and will have a general information meeting with them to answer questions in the middle of November. We will send a copy of this information to each of you. This information will also be posted on the Juniors Abroad website. Faculty members do not need to attend this information meeting but are welcome.

December - Students will confirm registration for Juniors Abroad. Class lists can change dramatically between the time school ends and when it begins in January. Again, it is best not to contact students until the first of January.

January/February - A **\$300 non-refundable** deposit is required from each student by **January 17, 2020**. If a student does not pay the deposit or have all of their forms, they may be removed from the class. **Students will expect to meet the first week of classes**. A typical class meets 8-10 times during spring semester. At this point I need a copy of your final syllabus. Please remind the students that their student accounts (except for Juniors Abroad or if they are on a payment plan) must be paid in full by February 15. A copy of the student's **passport** is also **due on January 17, 2020**. (If a student does not have their passport (or a receipt) by this date they will be **removed** from the class.) **All student airline itinerary deviations must be finalized by February 30.**

Due February 1 – • **Course syllabus**

- **Accommodation Form**

March /April - Half of the remaining trip balance is due **March 1** and the remainder is due **April 1**. If they cannot pay on these dates **they MUST contact student accounts** to make other arrangements or they will be **removed** from the course. **ALL FINAL MONEY REQUESTS FOR THE TRIP MUST BE TURNED IN BY APRIL 10, 2020.**

Due April 1	Family Member payment
Due April 10	Final Budget
	Final Itinerary
	FINAL MONEY REQUESTS
DUE APRIL 25	Final Check List

May - Trips typically leave the Monday - Wednesday of the week after graduation. After the trip, return all money, receipts, and final expense report to **Lynn**. If you have foreign currency leftover and it is currency that is common to acquire in the US, the financial affairs office asks that you either spend it or exchange it at the departure airport. If you have currency that we cannot get in the US and you KNOW that there will be another trip to that country you can bring it back. Return this foreign currency with your receipts, etc. to Lynn.

Due upon return

Final Expense Report (Lynn will send you a spreadsheet in late April)
All receipts (must be numbered)
Signed student food money form
Deposit form that comes with your cash advance check
All extra money in cash or check if you owe the school
Expense reimbursement form if the school owes you
Phone (if you used the schools' phone)
First Aid kit

ACADEMIC REQUIREMENTS

Each Juniors Abroad group is required to meet a minimum of **eight to ten** times during the spring semester to prepare students for the trip. All classes are scheduled from 6:30 – 9:00 pm M – Th. Academic requirements should include readings, and might include written reports, oral reports, quizzes, exams, etc.

Besides the obvious academic topic, the course should introduce the students to the cross-cultural aspects of the trip and help prepare the group for travel and for what they will see. It is important to talk about sites that you will visit. Students especially appreciate learning about the history, culture, and people they will be visiting. It is also important to prepare students for traveling in a foreign country, i.e.; **that things will be DIFFERENT and will NOT always go according to plan**. Do not assume that students know anything about traveling abroad (They may think they do)! Typically, journals are required of all students that are read by the faculty leaders at the end of the trip. There should also be required group activities on the trip.

Grades are due one week after you return and are submitted to Paul who will enter the grades when the students complete the required on-line evaluation. Do **NOT** enter grades.

In summary, the class time during the spring semester should include the following:

- Academic content
- Discussion of sites to be visited
- How to travel, packing, etc. – see safety and traveling tip handbook
- Safety discussion
- Traveling logistics
- GFU Lifestyle warning
- Cultural differences

Students are expected to travel to your destination with the group, and to remain with the group the **entire time**, unless there is a medical emergency. A number of students each year opt to stay longer. They need to communicate this to you as soon as possible but **NO LATER than February 20**, and they are responsible for any additional costs.

Juniors Abroad can be used for a General Education Intercultural Experience credit. Some students may request that they earn credit toward other requirements. This must be done by special petition and receive approval from the Dean of the appropriate college and the academic area credit will be earned. Students may also audit the course. The course is graded A – F. **Students are allowed to audit Juniors Abroad**, but are still required to attend class and complete assignments required by the course faculty.

Students must be earning a minimum grade of a C- to be eligible to participate in the travel portion of the course. If they do not participate in the trip, they will earn a grade of F. There will be no refund at this point.

Juniors Abroad Attendance Policy

Class attendance is mandatory. Due to meeting only 8 - 10 times during the semester there is a zero-absence policy for all Juniors Abroad classes. Exceptions for illness and college sponsored activities such as theatre and athletics are allowed. These exceptions are limited to one absence. If a student misses more than one class session they are not allowed to participate in Juniors Abroad.

Student Eligibility

Any current junior or senior is eligible if they have a minimum 2.00 GPA, are in good standing with the Student Life Office (See catalog for complete list), and are approved by the GFU Health and Counseling Center. Juniors have priority. Seniors can participate but they may be placed at the bottom of the waitlist (if there is one). Transfer students are also eligible, but must pay a transfer fee depending on the number of semesters that they attend Fox.

Discipline

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

Current Policy states - If someone is caught in an act that is contrary to the university lifestyle statement the following policy will be followed:

- The student's grade will be lowered by one full grade
- The infraction will be reported to the student life office
- The faculty member(s) will meet with the Director of Juniors Abroad to discuss any further penalties.
- A fine, up to the total cost of the trip, may be applied to the students account

YOU should take the GFU lifestyle agreement seriously. Many of our students see Juniors Abroad as a time to consume alcohol. It is our responsibility to help them understand that this is NOT a time to party. This is a difficult problem, but one that we must deal with honestly, openly, and firmly. This means that faculty members take this seriously and do not downplay the importance of the life style policy (whatever your personal feelings may be). See Student Responsibility and Liability Agreement in **Appendix B**. Please discuss this with students BEFORE you leave. In particular make sure that they understand the following (which they have agreed to when they signed the liability agreement).

In the interests of the entire group, the appointed faculty of GFU reserves 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. The faculty/director of Juniors Abroad also reserve the right to lower the grade, or fine a person, up to an amount equal to the University's cost for the trip, for behavior outside of the GFU lifestyle statement.

Cancellation of Trips

Trips can and 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 enrollment – less than 10 students.

FINANCIAL

Students

Students will receive a Juniors Abroad bill in their spring statement from the university. They must pay at least the **non-refundable \$300 deposit** by the due date in January, half of their bill by March 1, and the entire amount by April 1. There can be exceptions to this (except for the deposit) if the student makes special arrangements with student accounts. **Once the student pays the deposit they commit to the entire student cost whether they go on the trip or not. If a student does not pay the entire amount before the trip departs, they will not be allowed on the trip. No exceptions.**

Budgets

The total cost of a trip should be no more than **\$4400**. In rare circumstances exceptions can be made. Student costs are approximately ½ of the total trip cost. This includes round trip air travel, all ground transportation, required activities, lodging and food. The group can either eat together or a food allowance is given to the student for meals eaten on their own. Country **visa charges** are charged to the student **separately**. Other costs the student may incur are immunizations, souvenirs, optional entrance fees, etc. Typical spending money is \$200 - \$400. If the student is required to do something (i.e. go to a museum), the trip costs for these activities must be included. **Every attempt should be made to keep the cost of the trip as low as possible.** However, we also want the students to enjoy their experience, so it is important that they have a minimum level of comfort. Typically, 2-star hotels, good quality youth hostels, or similar accommodations are appropriate.

Consider the following in putting together your budget. (See sample in Appendix A)

The budget should include all expenses that you expect for the trip but definitely need to include the following:

- Round trip Airfare
- Approximately 20 nights of lodging. Check to see if breakfast is included.
- Student food money. This is typically given to students for their food, **not** already covered by group meals. \$30 per day per student is the usual amount for Europe. Breakfasts are often included in the hostel or hotel cost. (Note: faculty get the same amount of food money as students).
- Ground transportation. This is typically rail or coach, whichever works best for your trip. On rare occasion air travel may be needed, but this is usually quite expensive.
- Required activities, such as museums, castles, outdoor activities, etc. It is best to reserve tickets online as you can often save money. This is especially true for student tickets.
- Tips for guides, bus drivers, etc. This will vary according to country. Check with travel agent or search online.
- Miscellaneous. It is usually best to include a miscellaneous amount (\$50 - \$100) for unexpected expenses.
- Phone fees

Foreign Transaction Fees. The Foreign transaction fee along with the ATM fees can be very significant. Some have been over \$800 for one trip. It is thus highly recommended that you set up an account with a local credit union or online bank that does not charge these fees. Two possibilities for online accounts are Charles Schwab and Capital One 360.

Faculty

For faculty trip leaders, the college covers travel expenses and pays a modest stipend. The stipend is \$5000 per trip. This amount is typically divided \$2500 per faculty member or \$3500 for the primary faculty member and \$1500 for the secondary faculty member. Travel expenses include everything that is included for students. Any expenses beyond that is the responsibility of the faculty member.

Paying Bills

PLEASE, ALWAYS send money requests directly to LYNN, NOT to the Financial Affairs office. Please INCLUDE AN **INVOICE** with all check and wire transfer requests. We cannot submit your requests to the Financial Affairs office without an invoice. If they are electronic, just email them along with your request. If they are not electronic, bring them to LYNN. These can be an actual invoice or an email **from** the company with the name of the company and the **amount**. **You must sign all check requests and reimbursement requests. Bring signed requests to the Center for Study Abroad office or scan and email them to Lynn.**

New Chart of Accounts numbers: 10000-190110-UG901-OFF-365X where X is the section for your course.
Account Number 52000

What these numbers mean:
Fund Code – 10000
Department ID – 190110
Operating Unit – OFF
CF1 – 365X

All forms are found on the Juniors Abroad Faculty Foxtale site.

Lynn will enter your expenses throughout the year into an Excel expense spreadsheet and send this to you right before you leave on the trip. Once you receive the expense spreadsheet from Lynn you are responsible to enter ALL of your expenses on the trip. **Please keep and return as many receipts as possible.**

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. Fees can include a 3% foreign transaction fee and a \$5 ATM fee. Credit Unions often do not charge a transaction fee and usually refund ATM fees. Many foreign ATM's 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 Juniors Abroad. This will make it much easier to keep track of your expenditures. **As stated above, we are NO longer covering foreign conversion or ATM fees.** It is highly recommended that you set up an account with a local credit union or online bank account with a bank that does not charge these fees. These fees can be quite large and have known to be over \$800 in some instances. Two possibilities for online accounts are Charles Schwab and Capital One 360.

NOTIFY YOUR BANK TO MAKE SURE THAT THEY DO NOT CANCEL CARD USAGE WHILE YOU ARE ABROAD. Please remind students of this.

Credit Card- You can also pay a bill on the trip with your credit card and you will be reimbursed. This can be added to the expense spreadsheet. 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 foreign currency exchange fee. If a credit card is used BEFORE the trip you must use *Concur*. **Always select to pay in the local currency NOT US currency.** The conversion rate if you select US currency is always higher.

GFU Credit Card- If you use a GFU credit card while on trip, the expenses should be entered on the left-hand side of spreadsheet in the Expenses before trip area.

Check requests- Please send Lynn a university check request (signed), with receipts or invoice, explaining the charge and we will sign it and send it to the Financial Affairs office. Please understand that this typically takes a week or so. You must turn in the check request by MONDAY to have it paid by the following Friday. Thus, it is important to plan ahead and **make sure that various travel agents are aware of this and give us enough time.** We will make copies of all check requests and invoices. This is for paying bills BEFORE you leave on the trip. Number all receipts on the receipts and the request form.

Reimbursements- For personal reimbursements before the trip please use *Concur* to create an expense for personal reimbursements of money owed you. After the trip, you can just use the Juniors Abroad Expense report instead of *Concur*. You need to use one of the two following accounts:

Travel: 52000
Field Trips: 52010

Foreign Currency- Please request foreign currency at least three weeks (see date in timeline) in advance as it takes time for the bank to process these. We will send you a form to fill out. You do not need a check request for this. You can request certain denominations, etc., but the bank may not be able to fulfill the request. PLEASE DO NOT CARRY MORE CASH THAN NECESSARY. **Also realize that we do NOT get good rates from our local bank. This is especially true for currency for non-western countries.** Thus, it is best to use ATM's once you are in the country. However, it is always good to have some local currency when you arrive so that the students have food money, etc. If you are working through a travel agent in the country, you might consider having them get you some initial foreign currency.

Foreign Wires- Send wire transfer form, with ALL of the information requested, invoice, and copy of email with wire transfer information to Lynn via email or in person. (You will have to come by and sign the request) and we will process the request. Wires get the money there faster, and this is the preferred method to pay an overseas company. (We typically do not wire money in the US.) It is vitally important that you complete the wire transfer request with ALL the information requested. For an estimate of current currency conversion rates see <http://www.travlang.com/money>. Note that these conversion rates are approximate to the actual rates as they vary according to time of day, bank, etc. Our bank's rates are almost always higher. There is also at least a \$25 wire fee for each wire transfer.

Foreign Wire Instructions

- Send request (emails are fine, but you will have to come by and sign the request) to Lynn. The Director will sign and forward onto Financial Affairs.
- If the wire request is in foreign currency do not convert to US. The bank will do this when they process the request.
- Please translate where necessary - often foreign addresses are hard to understand.
- Clearly mark due date on the form.
- The Financial Affairs office will send a confirmation to you once the wire is sent. This will state the actual US dollar amount. It is best to take this confirmation with you on the trip, just in case....

Traveler Checks- These are NOT allowed.

Please have travel agents send bills to you or to the Center for Study Abroad office, NOT to the Financial Affairs office. The Financial Affairs office just sends them to us for approval. Again, emails of the invoices are fine.

You will also be given a contingency fund for emergencies or unexpected expenses. This is typically \$1000 - \$2000 and is usually returned at the end of the trip.

Upon your return from the trip please bring the extra money, receipts, cash advance form (that you receive with your check), student food allowance forms, check requests, and FINAL EXPENSE ACCOUNTING REPORT to Lynn, not the Financial Affairs office. You must have receipts (where possible) for ALL money that was spent. You also must number the receipts and the entry for the receipt on the expense spreadsheet. See instructions and example in Appendix E.

Lynn will send you a formatted spreadsheet for the Expense Report BEFORE you depart on your trip. Please use this for your final expense accounting.

Managing Money while on the trip:

- Only one faculty member should keep the expense report for the entire trip on a single expense report spreadsheet.
- Withdrawals from ATM's do NOT go on the spreadsheet. **Only report EXPENSES THAT OCCUR ON THE TRIP.**

The spreadsheet will do all of the addition (subtraction) for you.

Please do not alter the spreadsheet format in any way. The spreadsheet keeps track of the amount of money that you spend on the trip and compares that to the amount of money that the school gave you and tells you what you owe or what the school owes you. Lynn will enter any money that you spent BEFORE the trip.

- Keep track of the amount of cash that you withdraw.
- It is best to give the students a week or so of food money (for meals not paid directly by the faculty member) at one time.
- Students must sign the student expense form for the money that they receive. This should include their name and the amount given. It may be easiest to have them sign the last time money is given for the entire amount distributed during the trip.
- Please keep as many receipts as you can to turn into the Financial Affairs office with the expense report. They do not insist on having receipts for every expenditure, but every expenditure MUST be listed on the expense report. Receipts must be numbered on the spreadsheet.
- Warn students to make sure that their credit/debt cards work in other countries. For example, *Discover* does not work in many foreign countries. There is sometimes difficulty using Master Card in developing countries.

Exchanging Money Warning

In the past, we have experienced large sums of money being stolen. One group leader was robbed of \$4000 on the subway in Paris. Trips to Europe are often the victims of pickpockets. Please do not carry more cash than absolutely necessary. It is recommended that both group leaders be present (or some GFU football players) when large sums of money are exchanged, and that the money is distributed to students as soon as possible

GROUP SIZE

As a general guideline, the minimum group size should be 10 students. We are limiting enrollment for trips to 20 students. If you need to limit the size of your group to less than 20 let us know.

FACULTY LEADERS

Juniors Abroad is a program aimed at serving the needs and objectives of undergraduate students at George Fox University. Professors teaching in the program should be traditional full-time undergraduate teaching faculty (with at least a half-time teaching load) with nine-month contracts. For the benefit of the program, and at the discretion of the Director of the Center for Study Abroad, graduate faculty, individuals with faculty status, and faculty members with 11-month contracts may be considered for a secondary teaching position in the Juniors Abroad program. (In keeping with University policy, individuals who are on 11-month or 12-month contracts are required to take vacation or leave for the time they are involved in the Juniors Abroad experience. Check with your immediate supervisor. In rare circumstances George Fox full-time staff can fill in as the secondary faculty.)

Each trip is required to have two faculty leaders. Faculty leaders are required to make all arrangements for the trip, with the help of the Director of the Center for Study Abroad. As always faculty are responsible for the academic content of the course. Faculty members are also responsible for the care and feeding of students on the trip.

FAMILY MEMBERS

One member of a trip leader's family, age 15 or older, can accompany each faculty member. The cost for a family member is the **full cost of the trip** (not the student cost). The full amount needs to be sent to the Center for Study Abroad office, no later than **April 1**, the month before travel. The family member then receives all benefits as if they were a student. It is highly recommended (but not required) that the family member attend all class sessions to better know the students and group activities. It is important to remember that the trip leaders' primary responsibility is for the students.

Please understand, even though the family member is allowed to accompany a group, the **primary responsibility of the faculty member is for the students** and that students' access to leaders cannot be compromised by competing demands.

PASSPORTS

Students must turn in a copy of their passport by the first Friday of spring semester. Faculty must also turn in an electronic copy of their passport.

Current policy:

The student must have a current **passport OR a receipt (dated before January 1)** that proves that they have applied for the passport. If they do not have the passport they will be charged a **\$200 late fee**. If they do not have either a current passport or receipt they **WILL NOT be allowed** to participate in Juniors Abroad.

This policy requires that you apply for your passport and have it in hand by the due date in January. To allow processing time by the government, this means that you should apply for your passport no later than October of the year preceding your trip.

This new policy is designed to relieve stress for both students and faculty. We have consistently had problems with students not getting their passports in time for the trip, or in time to obtain necessary visas. Some students have missed going on the trip due to not receiving their passport or visa in time.

If you are unsure whether you are actually going on a trip by September, you will still need to get a passport “just in case”. With the new requirements for passports for Mexico and Canada, it is a good idea for everyone to have a passport.

PLEASE encourage students to get this done as soon as possible. Students have NOT been able to go on trips due to lack of a passport. On occasion the most difficult step is obtaining the birth certificate. They can rush the passport process, but it costs another \$60 extra. Also, be aware of any visas required for your travel.

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 international 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.**

Passport applications for US 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>.

Students must have an official copy of their birth certificate and one-passport photo. Students 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.

TRAVEL ARRANGEMENTS

Guides

Europe trips, do NOT use a guide for the entire trip. Entire trip guides are very expensive. We have found that you, the faculty, often know more than the guide. Guides for certain portions of the tours are fine as long as they fit into your budget. It is however, best to use a guide when traveling to a non-western country.

Airline Reservations

It is your responsibility to find a travel agent. See suggestions below. Please let the director know about your experiences with various travel agents. We are always looking for good ones and would like to stay away from problems.

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.

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 are always 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. Do not use the Internet for airline reservations.

How to deal with student airline deviations:

1. Announce to students at the first class meeting that, if they want to deviate they MUST let you know by **February 28th**. You can make this date earlier if you like, but no later than this.
2. The student must tell you the date and the airport (city) that they want to return from.
3. Check with the travel agent on the possibility of deviating and what it will cost the student. The student is responsible for any extra cost.

4. Inform the student of the cost and any extra arrangements and give them a deadline to respond back to you. **Inform them that once you make a change that it CANNOT be undone.**
5. If the student still wants to make the change inform the travel agent and book the new itinerary for the student.
6. Send an email with student name(s) and additional cost to the Center for Study Abroad. The student's account will be charged for the change fee.

Online train schedules for all of Europe can be found at <http://bahn.hafas.de/bin/query.exe/en>. This is an excellent and accurate source of train schedules for Europe, including England.

Accommodation Reservations

Typically, faculty make these themselves if traveling in Europe. It is often too costly to go through a travel agent. For example, one group was able to cut the per student per night costs from \$60 to \$30 by making reservations themselves. You may be able to get suggestions from other faculty (we have hotels in some cities we use every year) but it is relatively easy to use email to communicate with the various accommodations. You can often find accommodations through travel books (see below).

Making your own reservations has become easier with sites like *booking.com* which allow you to book multiple rooms for 20+ students.

You should attempt to book accommodations no later than September or October, as they seem to fill earlier every year.

Booking Guidelines

With the help of the Center for Study Abroad office faculty are responsible for making all arrangements for their trip. Faculty may use a travel agent of your choice; however, it has been very hard to have travel agents in the US meet our budget expectations. They do not understand student travel and want to put us up in 4* hotels and have a guide the entire time. The following are some guidelines for booking your trip. There are basically three options:

1. Have a travel agent book the entire trip.
 2. Book everything yourself. This would still mean having someone book your airfare.
 3. A combination of 1 and 2.
- **For air travel only:**
Wingz Travel – Connie Gregory - fcg@wingztravel.com. We HIGHLY recommend Connie for airfare. Connie is far and away the best travel agent that we have ever dealt with.
 - **For entire trip:**
Wingz Travel – Connie Gregory - fcg@wingztravel.com. Even though Connie does primarily air travel, she also has contacts in other countries that may be able to help book the entire trip.
Key Travel – contact: Denise O'Reilly, doreilly@keytravel.com, <https://www.keytravel.com/us>
Hart Travel – contact: Eva Luther, evaluther@harttravelpartners.com, <https://www.harttravelpartners.com/>
Millenium Tours – contact - Zohra Mamujee, zohra@mltours.com, <https://mltours.com> - this group specifically mentions Christian groups.
Go-today – contact – Karen Williams, karen.williams@go-today.com, <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.
 - **Bus in Europe:**
CarTours – Contact - David Silva, david@cartour.es. For Spain and Portugal
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.

It can be very difficult to find travel agents that meet our price demands. They often want guides and 4* hotels when we often do not need guides and certainly do not need 4* hotels. This is particularly true in Europe. Tour agencies in the country to which you are traveling tend to be much cheaper. We have connections in some countries.

- **Train in Europe**
Euraide rail travel. Euraide's website offers good information about rail passes etc.: www.euraide.de/
They are not always very good at getting back to you, but they are the cheapest and best at getting Europe train tickets, so they are worth a try.

NOTE: Alan is the best place to get train tickets, HOWEVER, he is not great at giving timely responses.

Rail Europe – This is a good site to get group tickets for rail in Europe. <https://www.raileurope.com/plan-your-trip/products/group-bookings/article/group-booking-form-12801>

More Tips

- 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 our price, it may be best to make arrangements on your own. It is more work, but is often much cheaper.
- It is suggested 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 by July or August, but definitely September at the latest.
- The due date for a final budget is **November 1, 2019**. This is an absolute deadline, as we need to set the student cost, which we cannot change.
- Do not forget food money for meals not covered by the tour company. Typically, breakfasts are included. The recommended amount for food is \$30 per day. This means that students cannot eat out at fancy restaurants every night.
- Please let us know about your experience with whomever you work with.
- **Your budget is \$4400**, including airline, ground transportation, lodging, meals, required entrances and activities.
- We will have a faculty meeting the first part of September and again in January.
- Consider the following as you work with folks for 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 the end of January.
 - Can we cancel seats if numbers change, without penalty?

RESOURCES

Each group has \$200 to purchase travel books, pay for refreshments for the group before or after the trip, etc. 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 our 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.

INTERNATIONAL STUDENT IDENTITY CARDS

International Student Identity Cards (ISIC) provides emergency discounts and emergency travel insurance for students. These are available from Lynn Scott in Center for Study Abroad. We provide emergency insurance for students through the university’s overall policy with Chubb Travel insurance (see below). Thus, the ISIC card is no longer required for all trips. However, if a specific trip requires these for major discounts for attractions we will require them for that trip. More information can be found at the ISIC website: <http://www.myisic.com/discounts/>

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 Insurance. Each trip leader should setup an account (students do not need to do this) in advance online. Contact Lynn Scott 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. See **Safety Policy and Procedures** below for further information.

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

MOBILE PHONES

All faculty are required to carry a mobile phone on the trip for emergencies. The university will provide phones, or faculty can use their own phones (assuming that they work internationally). Most carriers have international plans that you can sign up for a month at a time. These are for emergency use, but also come in handy for obtaining directions, checking on accommodations, etc. Faculty can use these to call home, but the cost is considerably higher (about \$0.70 - \$4.00/minute) than a phone card. Family calls should be short. **STUDENTS ARE NOT ALLOWED TO USE THESE PHONES** except in emergency.

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. Two phone apps that others have used are **Group Me** and **WhatsApp**. They do require data so, unless students have a data plan, they will only get messages when they have WIFI.

If you are traveling to a developing country it is possible that the university provided phones might not work for making **local** calls. Thus, 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 first dial the **International Direct Dialing (IDD) prefix**. (This is unique for each country. For example, to place an international call FROM the US this number is 011) followed by the **Country Code (CC)**, followed by the number (including area code).

For definitions and Country Codes see **Appendix E**.

Dialing Examples:

From UK to the US: 00-1-503-554-2702 (IDD = 00, CC = 1)

From China to the US: 00 - 1-503-554-2702 (IDD = 00, CC = 1)

From the US to France: 011- 33-334-221-1234 (IDD = 011, CC = 33)

OPERATION OF MOTOR VEHICLES

Operation of motor vehicles by students on Juniors Abroad trips is **strictly forbidden**.

APPLE IPADS FOR JUNIORS ABROAD FACULTY

Juniors Abroad faculty can request, via a proposal, an iPad for use as a Juniors Abroad faculty member.

Procedure:

- The faculty member should submit a proposal stating why an iPad would be useful to them as a Juniors Abroad professor.
- The proposal will be reviewed by the Director of the Center for Study Abroad and/or the Juniors Abroad Committee.
- If approved Juniors Abroad will purchase an iPad for the faculty member with the following stipulations and requirements.

Requirements and explanation.

1. If a faculty member's proposal for an iPad is granted the faculty's stipend will be reduced by one-half of the cost of the iPad up to \$300.
2. Only one iPad proposal per trip per year will be accepted.
3. Only one iPad per faculty member every four years will be granted.
4. A faculty member may upgrade by paying the difference between the \$300 maximum that the Juniors Abroad department will match and the cost of the upgrade.
5. It is highly recommended that the iPad include cellular. Without cellular GPS will not work unless you have WIFI. Data charges are the responsibility of the faculty member.

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 group. In many parts of the world women should always be accompanied by men. **If they 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 will be handed out in January and faculty are **required** to discuss this with the class.

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 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 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.

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 to and read by 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 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 for Juniors Abroad is to be discussed and distributed to all students.**
- **All students will be required to complete and pass a safety quiz.** The student must pass the quiz at 90% or they will not be allowed to participate in Juniors Abroad. They may take the quiz until they pass or until the submission deadline.

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. Students will turn a copy of their passport into the Study Abroad office and we will scan the copy and send each faculty leader an electronic copy of their students' passports. It is also good if the student scans their passport and takes an electronic copy with them. (The best way to keep passport copies available is to scan them and email them to yourself.)
2. Trip itineraries must be given to the Center for Study Abroad, who will distribute copies to the International Risk Management Team. Students should also provide a copy of the itinerary to their parents or guardians.
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 the international calling code.
 - Phone number for the faculty's mobile phone (required for each faculty member).

An emergency information card designed to fit in a wallet is to be issued to each student. An electronic copy of this will be distributed to faculty (found on Foxtale), who are responsible to fill out and distribute to the student.

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, like faculty, 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 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

Lynn Scott (Assistant Director) (cell phone) - + 1 503-550-3299

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)

See Appendix E for further explanation

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.

Parent to Student Notification

In the event of an emergency, the parent 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 Juniors Aboard 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 Parent Notification

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

1. Contact the parent directly and inform the faculty leader, or
2. Contact the faculty leader who will assume responsibility for getting information to the parent, either by contacting the parent directly or by contacting the University Center for Study Abroad Office, who will then contact the parent. (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 or Assistant Director. If the Center for Study Abroad is unavailable, the call should go to Campus Public Safety, who will contact the appropriate University officials to work with the group leader.

Responsibility and Liability Statement

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

Daily Check-in

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

Travel in Developing Countries

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. In January 2018 the US State Department introduced a new system for Travel Advisories:

- **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. (Note that there may be some areas that have a do not travel warning.)
- **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 US government may have very limited ability to provide assistance. The Department of State advises that US 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, US 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 leaders must receive permission to travel from the President, the Provost, and the Chair of the Board of Trustees or their designee.**
 - An employee of George Fox must travel with any GFU group.
 - A pre-trip safety assessment will be performed and will include a rationale for the expert used to provide the safety assessment of the area to be visited. The safety assessment will consist of the trip leader contacting:
 - An external study abroad program’s on-site representative to gain a review of the situation on the ground in the country in question. **Or,**

- A trusted professional who lives in or has current experienced contacts in the area.
Or,
- A George Fox employee must have, within a reasonable period of time, visited the proposed location.
- The full itinerary must be approved, and travel will only be allowed in areas that are determined to be reasonably safe.

Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/>

All groups are **required** to register with STEP. 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.

Chubb Insurance and Assistance

Faculty must create an account with the university’s Chubb insurance online and then download the phone app before they leave on the trip. (Lynn will provide instructions) Chubb not only provides insurance, it also provides 24/7 travel assistance. Each faculty will be given a Chubb card. **It is one of the best sites to obtain information about where you are traveling.**

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.

In recent years we have had to deal with some very serious medical and mental health problems. Please contact Center for Study Abroad of 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 there is concern for the student’s health the Student Health and Counseling Services will contact the Director of the Center for Study Abroad and determine, in consultation with the group leader, whether the student can safely fulfill the requirements of the study trip. The faculty trip leaders will be notified of any concerns.

If the GFU Health Center finds that there is a medical or mental health issue that may impede the student’s successful participation of Juniors Abroad they will submit a report, at the January Faculty meeting, to the faculty leaders, listing the concerns. The faculty must discuss the concern with the student.

Medical Requirements

Group leaders should check with the George Fox University Health Services to determine if there are any special medication or **immunizations** necessary for travel to the trips 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 decide with the Health Center for immunizations. Students are required to fill out an immunization form (found on Foxtale) if any immunizations are required. Students must complete their immunizations prior to spring break.

The following is the fee structure for obtaining immunizations at the GFU Health and Counseling Center:

- Until March 1: no charge
- March 1 – Friday before Spring Break: \$25
- After Spring Break: \$50

(Note: these fees do not include cost of immunizations)

Medical Response Protocols

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 is required to 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.

During the trip:

Protocol for Student Illness/injury

If a student exhibits signs of an illness or is injured:

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 reticent 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 to Severe 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. Student 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:
 - i. Increasing fever (or if $>102^{\circ}$ F x 24 hours).
 - ii. Respiratory distress.
 - iii. Neurological disturbances (seizures, etc.).
 - iv. Increasing pain.
 2. Mental Health Symptoms:
 - i. Suicidal or homicidal ideation
 - ii. Disorganized thinking. (rambling speech, delusions, etc.)
 - iii. 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 and start 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 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 group is staying at the same location the student can be given permission to remain in 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. In some situations, Chubb will make payment directly to the provider. 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.
 - Student must keep all receipts, which need to be submitted to Chubb for refund upon their return (there is no deductible). In some situations, Chubb will pay provider directly.

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 take, etc.
- c. If illness worsens go to 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 leader about best treatment alternatives.
- h. If necessary, assist with logistics for return of faculty to 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 co-leader.

Protocol for Homestays

- a. Assure students have a means of communicating with 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 's housing.
- d. If leader is unable to find an alternate homestay for student, alternate lodging will be arranged.
- e. If a student exhibits signs of illness prior to or during home-stay:
 - Exempt student from home-stay experience and find alternative.
 - 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 condition 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 503-550-3299 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 US Embassy, curfew or travel restrictions imposed by host city.
- p. Once 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 which will also be shared with Campus Security.
- s. If contacted by the media, please refer all requests for interviews 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 Sheridan Street 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.
- 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 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.
- d. 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.
 - e. After you have spoken with the student using the above guidelines, contact other entities as appropriate, and **based on the student's wishes**.
 - f. Contact the Center for Study Abroad office: Lynn Scott, Assistant Director
 - Office: 503-554-2150
 - Mobile: 503-550-3299
 - OR GFU Campus Public Safety at 503-554-2090
 - g. The Center for Study Abroad Office will notify the appropriate campus personnel including the International Risk Management Team.
 - h. 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 – Sheridan St. 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 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 you 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 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 trip. Call the student group together to communicate a difficult situation 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://globaled.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 identity of student.
- b. **Notify George Fox Center for Study Abroad.** (See Emergency Protocol above) which will contact the appropriate University individuals.
- c. **Notify US Embassy or Consulate.** Notify the US Embassy or Consulate of student's death. Request name of the US Consular Officer assigned to the case. If deceased student is not a US Citizen, work with College to notify 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 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 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 official (with airport pick-up and accommodations) arriving to accompany 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 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 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 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.

Procedures for sending a student home from a Juniors Abroad trip

- 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. Student needs to contact parent/guardian in the presence of the faculty leader. If 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. Student will be responsible for all costs incurred to bring them home: taxi, bus, hotel, airline ticket, etc. Faculty leader needs to inform student that they may also be responsible to pay the GFU portion of the trip cost.
- f. Faculty leader must escort student 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. CSA office will communicate with the parents all details of the return trip once finalized.
- i. CSA office will notify the International Risk Management Team and other appropriate university personnel of the incident.
- j. Faculty leader will meet with the Director of CSA upon return from the trip.
- k. Faculty leader must submit detailed documentation and copies of all receipts regarding the incident.
- l. CSA office will create a student incident file, which will contain copies of all documents.

APPENDIX A - SAMPLE BUDGET

Juniors Abroad trip - Europe May 2000 (Note the year and lower budget. How things have changed!!)

TRANSPORTATION		Budget
Airline, Northwest		\$810
Rail, reservations and 2 couchettes, castle transport,		\$346
Bath and Stonehenge		\$25
London Visitors travel pass		\$32
Paris Transportation		\$20
Munich		\$15
Rome		\$15
London Transfer		\$17
Transportation Total		\$1280
LODGING	No. of Days	Amount per student per day
Munich	3	\$26
Rome	2	\$37
Florence	3	\$22
Chamonix	2	\$25
Paris	4	\$40
London	4	\$36
Lodging Total		\$32(average)
		\$573
STUDENT FOOD	Days	Amount/Day
	20	\$20
		\$400
MISC (MUSEUMS, etc.)		Amount
Castle		\$10
Freud		\$5
Coliseum		\$7
Vatican Museum		\$10
Uffizi		\$8
The Academia		\$8
Grand Canal		\$3
Paris Museums		\$30
Dachau		\$2
Natural History		\$3
Play and dinner		\$40
TIPS		\$3
Luggage Storage, Venice and Salzburg		\$10
Misc.		\$50
Misc. Total		\$189
Trip Total (per student)		\$2442

APPENDIX B - 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 wellbeing. 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 wellbeing 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 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 reserve 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 to have major medical insurance. George Fox University will provide travelers emergency

insurance. Further, 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.

Commented [MOU1]: Should we add statement about risky activities such as rafting, bungee jumping, etc.

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 C - EXAMPLE OF NOTES TO STUDENTS ABOUT THE TRIP.

Juniors Abroad 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 you 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)
- 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)

Appendix C

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. 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 Steve's 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 D - FINAL ITINERARY

East Africa Itinerary May 2016

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 hotel - Overnight at Namirembe Guest House.

Day 2) May 4: Kampala

Day trip to city for lunch, shopping at Craft Market, Ice Cream at Speckle 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 in the at Red Chili's, we explore the park by vehicle and will also take the boat up-river to Murchison Falls and track the chimpanzee 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 stop at the Ziwa Rhino Sanctuary and a picnic lunch for 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 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: Massai Mara

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

Day 12) May 14: Massai 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 in route. Overnight at Econolodge.

Day 18) May 20: Dar es Salaam to Zanzibar

Transfer to the Zanzibar Ferry to take 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 airport around 6pm.

Airline	Flt #	Date	From	To	Depart	Arrive
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

Appendix E - INTERNATIONAL DIALING INSTRUCTIONS

Country Code

The **country code** is the *national prefix* to be used when dialing **TO** that particular country **FROM** another country. In some cases, you will also need to dial a *city or area code*.

IDD Prefix (International Direct Dialing)

The **IDD prefix** is the *international prefix* needed to dial a call **FROM** the country listed **TO** another country. This is followed by the country code for the country you are calling (see above). The IDD situation in many countries has been changing regularly. Some countries have multiple IDD's, with each one used by a different long-distance carrier.

NDD Prefix (National Direct Dialing)

The NDD prefix is the access code used to make a call **WITHIN** that country from one city to another (when calling another city in the same vicinity, this may not be necessary). The NDD is followed by the city/area code for the place you are calling. When dialing from outside the country, the NDD **would not** be used after dialing the country code; when dialing from within that country, the NDD would be used, but the country code would not. **NOTE: All city/area codes used on this site are expressed for use in international calling; for national calls, prefix the area/city code with the NDD.**

To dial internationally you must first dial the **IDD prefix**, followed by the **Country Code**, followed by the number (including area code).

Dialing Examples:

From UK to the US: 00-1-503-554-2702

From China to the US: 00 - 1-503-554-2702

From the US to France: 011- 33-334-22

NND's and IDD's can be found on the internet.

APPENDIX F – SAMPLE EXPENSE REPORT AND INSTRUCTIONS

There are ONLY two areas that you may need to enter expenses into the spreadsheet:

1. **Expenses paid on trip (blue area on right)** – Unless you use a university credit card this is the only place that you enter anything!!!
 - All amounts need to be numbers only. Your expenses on the trip will come from the **money that has been advanced to you.**
 - Once you enter the foreign currency amount and the conversion rate the spreadsheet will calculate the amount in US dollars.
 - **University Credit Card** - If you use a university credit card you will need to enter all of the transactions in the **Expenses Paid in Advance of Trip**. You will also must use Concur.
- Please do **NOT** do anything to change the spreadsheet, except to enter data. Formulas are entered and if you change anything this could affect the calculations. **It is set up to print on one page.** Please do not change page setup.
 - The spreadsheet will **automatically** calculate the necessary information.
 - The conversion factor will change some, over the course of your trip. If you know exactly what it is, then please enter it exactly. If you do not know the exact conversion, just use an average.
 - **ALL EXPENSES MUST be entered** into the appropriate cells and NUMBERED to match the receipt if available. (Do NOT enter cash withdrawals. Enter only what you spend).
 - The totals in the **YELLOW** box must match what you either owe the university or what the university owes you. **This number should balance with your bank account or cash that you were advanced.**
 - Return the spreadsheet electronically to Lynn as soon as possible when you return, preferably within a week of your return.

APPENDIX G – JUNIORS ABROAD PRETRIP CHECKLIST

Study Group _____

Program: _____

Semester/Year: _____

Please check off each item below as it is completed. All is to be done BEFORE you leave on your trip. When everything is checked, sign and return to **Director of Juniors Abroad**.

Item/Action/Document	GFU/Group Leader Complete (Date/Init.)
Personal Safety Lecture (in class)	
Safety Handbook (distribute)	
Emergency Card (distribute)	
Passport copy – copied and sent from Juniors Abroad Office (for Group Leader)	
Itinerary and Roster (Turn into Director of Overseas Study)	
GFU Lifestyle Warning (in class)	
Final Budget (turn into Director of Overseas Study)	
Final Itinerary (turn into Director of Overseas Study)	

Signature _____ Date _____

APPENDIX H – FORMS

The deposit form and release of information form are now online forms. Data collected from this online form will include:

- student name, cell phone number, email, GFU ID #
- passport name, dates, and numbers
- Emergency contact name, phone #, and email

SAMPLE MEDICAL RELEASE FORM

Travel Abroad Programs
George Fox University

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I authorize the George Fox University Health and Counseling Center to complete the bottom of this form based on my personal medical and or mental health records. This information should be released to (check one):

- Academic Affairs – Junior’s Abroad Program
- Christian Ministries – Serve Trip Program
- Center for Global Studies – Semester Abroad Program

The information will be used on my behalf to determine if there is *presently* any physical or mental health condition(s) that might compromise my safe participation in the above mentioned program.

This authorization may be revoked at any time but that revocation will not affect any information already released. Unless revoked earlier, this consent will expire upon completion of the above mentioned program.

Please Print: _____
Name Date of birth

Signature of Participant: _____ Date: _____

.....
Bottom portion to be completed by the GFU Health and Counseling Center

Based on the participant’s Travel Abroad Medical Form, physical and mental health records, and in consideration of the specific program the student wishes to engage in:

- there are no known concerns reasonably expected to impede the student’s successful participation and completion of the program listed above.
- the following medical or mental health issues may impede the student’s successful participation and completion of the program listed above. Therefore, **the student and program leader should meet to develop a plan** of support as well as a crisis contingency plan.

Medical/Mental Health Issue	Current Issue (within the last 12 months)	Has past history of
	<input type="checkbox"/>	<input type="checkbox"/>

HCC Staff Member: _____ HCC Stamp

Travel Abroad Medical Form

Please print:

Name _____ Phone contact _____

Date of Birth _____ Age: _____ Gender: ___Male ___Female Height: _____ Weight: _____

Health Review:

Drug allergies: _____

Dietary allergies, restrictions or intolerances: _____

Current medical problems/conditions: _____

Current prescription medications you take: _____

Remember to refill your prescriptions prior to leaving for your trip!

Serious injuries, illness, hospitalizations or surgeries in the past 24 months: (with reason and dates):

Check the following problems that apply (or have applied) to you:

- | | | |
|--|---|---|
| Yes No | Yes No | Yes No |
| <input type="checkbox"/> <input type="checkbox"/> Anemia | <input type="checkbox"/> <input type="checkbox"/> Cancer | <input type="checkbox"/> <input type="checkbox"/> Heart problems |
| <input type="checkbox"/> <input type="checkbox"/> Anxiety | <input type="checkbox"/> <input type="checkbox"/> Depression | <input type="checkbox"/> <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> <input type="checkbox"/> Asthma | <input type="checkbox"/> <input type="checkbox"/> Diabetes | <input type="checkbox"/> <input type="checkbox"/> Insomnia |
| Do you use an inhaler <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> <input type="checkbox"/> Eating disorder | <input type="checkbox"/> <input type="checkbox"/> Tooth pain/problems |
| (Check to see if you need a refill before you go!) | <input type="checkbox"/> <input type="checkbox"/> Epilepsy | <input type="checkbox"/> <input type="checkbox"/> Other _____ |

Please explain any items you have checked above: _____

Mental health issues in the last 24 months: _____

Immunizations: (please provide the dates for any of the following you have already received)

Most recent tetanus (Tdap/Td): _____ Yellow Fever _____ Typhoid (oral or injection) _____

Hep A #1 _____ #2 _____ Hep B #1 _____ #2 _____ #3 _____

Have you had chicken pox or received the vaccine? Yes No

Signature of Participant _____ Date _____

IMMUNIZATION FORM



**GEORGE FOX
UNIVERSITY**

**George Fox University
Immunizations**

Course Name: Ecuador

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/Pertusis	
Hepatitis A	
Hepatitis B	
Yellow Fever	
Typhoid	
Malaria	
Cipro	
Diamox (optional)	

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

Signed