

LEADERSHIP OF COLLEGE- SPONSORED INTERNATIONAL FIELDTRIPS

Marlboro encourages faculty and staff who wish to lead off-campus trips that extend or complement conventional curricular opportunities. Field studies can provide opportunities for students to grow through experience-based learning and for faculty to cultivate professional interests. While emphasizing the positive rewards of travel and learning, we still must be mindful of the responsibilities that accompany group expeditions, especially those venturing beyond familiar destinations.

All trips abroad supported by college funds and/or other administrative assistance must comply with established guidelines addressing responsible group conduct safety and security concerns. Leaders of these programs will be responsible for filing documents outlining itinerary, budget and program protocol prior to making travel arrangements. Staff and the Committee for World Studies can help with the organization of plans and preparation of documents.

Here are some points to consider in thinking about taking a group abroad:

- Group leadership skills and group travel dynamics
- Knowledge of the host culture and language
- Local contacts providing trip support
- Willingness to enforce rules for safe conduct

- Skills needed to handle the inevitable logistical snafus of travel or medical emergencies (Current First Aid/CPR or First Responder certification required for trips to wilderness or far from medical facilities)
- Willingness to remain in regular e-mail or phone contact with the College

15 STEPS FOR A SUCCESSFUL TRIP ABROAD

1. **Work out a budget that accounts for all trip expenses.** Determine how the trip will be financed and what portion students will pay. Find additional sources of funding to reduce the cost of the trip for students. A trip of more than \$500-700 (per individual) will present financial challenges.

Budgets

Costs can be itemized into two categories:

- 1) Expenses per person
- 2) Socialized costs

Expenses that may be socialized can include classroom rental, guest speakers, specialist tour guides, security personnel, cell-phone rentals, photocopying, certain gratuities and other group expenses.

Some cross-over items may include airport transfers, excursions from base camp, shuttles from locus to locus, admission fees (some places charge a group fee) and even certain foodstuffs (snacks, a birthday cake, potable water).

For faculty-led trips, it is not unreasonable to budget expenses for faculty as a socialized cost. In cases where college funds support the trip, it may turn out that college monies balance against socialized costs.

Sources of Funding

Listed below are a few suggestions of Marlboro College resources that may be able to help with trip funding:

- Selectboard/ Town Meeting Funds
- Academic Affairs
- Student Affairs Office
- Town Meeting Committees
- Lyceum Committee
- Outing Committee
- Athletic Committee

When asking for funding it is advisable to bring a projected trip budget with itemized lines.

Cash Advances

- Please see Student Accounts to arrange a cash advance for the trip. Check early to get an understanding of how much cash will be available.
- Complete necessary paperwork (see Student Accounts) and provide an account number.
- Save all receipts to be turned in to Student Accounts upon return to campus. Describe the transaction on each receipt, especially if it is in a foreign language.
- Save all receipts for currency transactions.

- Recommendation: Keep all receipts in one place.

Student Money

- Make sure students know in advance of their financial responsibilities.
- Students should know several weeks before departure if they need to obtain travelers' checks or local currency or if ATM access is available.

Paying in Advance

It may be easier to pay for hotels, tours, transportation, etc. in advance. Calculate any additional fees associated and factor them into the budget. Make all payments early enough to ensure receipt of payment before departure.

2. **Submit trip proposal to the Committee for World Studies for review at least two months before departure.** The World Studies (WS) Office can assist with this process.

Review Process

Marlboro-sponsored international trips go through a review process. The Dean of Faculty (academic trips) or Students (non-academic trips) approves faculty/staff-led trips with the assistance of the Committee for World Studies. (Trips of four days or less may be directly arranged with the approval of the Dean of Faculty or Students. Repeat trips that have been approved in the past with the same leaders need not be reviewed by the Committee but may be taken directly to the Dean of Faculty or Students for approval.)

In the proposal review process it is the responsibility of the trip leader to provide the following:

- A written description of the proposed trip, including dates, itinerary, housing arrangements
- Maximum and minimum number of students who may participate and preliminary indication of how many have expressed commitment
- A description of how participants will be chosen
- Health and safety risks in the destination
- Any in-country contacts who will assist the group
- A preliminary budget noting sources of funding and cost to students
- Names of all Marlboro and non-Marlboro staff who will act as leaders

The Committee for World Studies reviews the proposal and makes comments to the trip leader(s). After incorporating comments, the proposal is presented to the appropriate dean. Approval of a field trip destination does not signify that the College guarantees safe travel. Approval for field trips may be withdrawn should conditions in the destination deteriorate prior to departure.

(Marlboro College Handbook)

3. Verify that all trip participants have passports that will not expire for six months after the date of entry (or, if visas are required, 60 days after the maximum renewable period. Ensure trip participants have passports in their possession.

4. Give Student Accounts a list of trip dates, participant names, total cost of trip, amount of deposit (at least \$100)

and deadline for payment. Early deposits prevent vague commitments and determine number of trip participants.

5. Book plane tickets early. The WS Office is available for help and advice in doing so. Plan early to ensure a group booking. There may be difficulty getting all seats on a single flight later than six weeks before departure.

6. Arrange transportation to and from airports at each end of the journey. Think about flight departure and return arrival times when arranging transportation to and from the airport. Flights from JFK are sometimes cheaper but ground transportation can be difficult to arrange and very expensive.

7. Use of a college vehicle is reserved through the Fleet Manager at x639. Faculty, staff and students who have been approved by Maintenance can drive college vans. Approved student drivers are not allowed to drive long distances, such as to JFK, without special approval from the Deans. Vehicles are covered under the general college budget so there is no additional gas charge. Note: Generally, college vehicles cannot be left at airports for the duration of the trip.

The Marlboro College Fleet

- 2 vans (15 capacity)
- 1 mini-van (7 capacity)
- 3 cars (5 capacity)

8. For travel with a college van outside of US, consult with Director of Plant Operations on documentation and insurance needs.

9. Provide the WS Office with a complete list of participant names as they appear on passports and a photocopy of the face page. This will be kept on file for emergency and insurance purposes. Copies will also be given to trip leaders.

10. Review CDC health recommendations and begin immunizations (when applicable). The Total Health Center (THC) will conduct a group health session. Participants are required to meet individually with the Nurse Practitioner to review personal medical concerns and complete the Health Clearance Form.

11. ISIC/ITIC (International Identity) cards are required for all participants. They provide discounts, travel and medical evacuation insurance. Cards are available from the WS Office for \$22. (Faculty cards are paid for by the Dean of Faculty.)

12. Pre-Departure Orientation: All international trips must conduct a pre-departure orientation that includes:

- Groups health and safety briefing with the THC and individual session with each participant to review individual health concerns.
- Guidelines for functioning effectively and appropriately in host culture including Conditions of Participation form to be signed by all participants.
- State Department travel advisories and information about legal matters in which neither the US government nor Marlboro College can intervene.

- Review of logistics (departure and arrival times, packing list, map, telephone numbers, etc.)
- Required documentation-Waiver of Liability, emergency information, complete itinerary with in-country contacts. (Signed and on file in WS Office).

The World Studies Office will arrange the orientation in cooperation with the trip leader(s) and will provide all participants with CDC health information and State Department travel information for the destination. Trip leaders must leave a detailed itinerary with in-country contact phone numbers on file with the WS Office. Copies will be distributed to the Dean of Faculty, Dean of Students, receptionist and other point people). All participants must be covered by college insurance or document equivalent coverage and obtain the ISIC/ITIC card for additional coverage.

(Marlboro College Handbook)

13. Register the trip with the US embassy. This is required for emergency purposes. Due to privacy laws, all participants must individually register (WS Office can assist if needed) at <https://travelregistration.state.gov/ibrs/ui/>

14. Determine emergency contact protocol to/from the college, particularly in remote locations. If possible, obtain a cell phone and leave the number with the WS Office. At minimum, identify phone numbers of local contacts who can reach you at all times.

Trip leaders should report regularly (via email or telephone) to the College. The WS Office can be a point of contact for family members with questions or concerns. All

trips into wilderness and far from medical facilities must include a designated leader with a current First Aid/CPR or First Responder certificate.

(Marlboro College Handbook)

15. Review emergency protocol & plan with the WS Office.

Make sure everyone is clear on emergency backup plans and guidelines for safety. Review with group periodically during trip.

**EMERGENCY PROTOCOL FOR
LEADERS OF INTERNATIONAL TRIPS**

Trip leaders have a special responsibility to be ready to respond to emergencies. They should prepare their groups to respond to crisis as calmly as possible. All emergencies need a prompt and effective response.

- **Real emergencies** pose a genuine and sometimes immediate risk to the safety and well-being of participants. These include, but are not limited to, coups and other civil disturbances; natural and human-made disasters; incarcerations; serious physical or emotional illness; accidents; physical assaults; disappearances or kidnapping; and terrorist threats and/or attacks.
- **Perceived emergencies** pose no significant risks to the safety of participants but are seen as threatening by

family members in the US or by students and colleagues on campus. Perceptions of threat can arise from a number of things: sensationalized reporting of an event abroad; distortion of information provided by a participant in a telephone call, email message, fax or letter home; or simply out of the nervousness of a family member or friend with little or no international experience. Such perceptions can affect family members and others very strongly and need to be treated seriously.

- **Potentially traumatic experiences** may pose no immediate threat to a student's safety but require careful attention during the remainder of the trip and follow-up after returning to campus. Such experiences might include witnessing a death, narrowly escaping serious injury, being in the vicinity of a serious natural disaster even if the group is safe, anxiety about a tragedy or problem at home, etc. These experiences can affect the entire group as well as the individual most involved.

PREPARATION: *Caveat Viator*. Let the traveler beware.

- Prepare the group on health and safety issues. Remind them periodically of what they have learned.

- Make sure every traveler accepts the responsibility to be alert and follow advice of the leader.
- Discuss back-up plans before departure.
- Contact the Outdoor Program Office x253 for a First Aid Kit to sign out and take on trip.
- All trips into wilderness and far from medical facilities must include a designated leader with a current First Aid/CPR or First Responder certificate.

COMMUNICATION: Keep all channels of communication open especially information during a crisis.

With the Group

- **Review country safety guidelines three times:** on first day of program, mid-point and near the end (when participants may be over-confident about their traveling skills).

With the College

- **Regular updates** from programs abroad help reassure parents and inform community members. The WS Office should be contacted (by email, phone, or fax) at least three times- upon arrival, at mid-point or once a week and close to departure for return.
- **NOTE: If an area or situation becomes unstable, or the group experiences any difficulties, please contact the college more frequently.**
When in a wilderness area, arrange to report regularly to a local contact whom we may contact. This is essential in case of an emergency.

- **Use the emergency contact sheet.** Trip leaders will carry a contact sheet with the appropriate contact information for Marlboro College staff. In cases of trips where leaders carry cell phones, emergency contact cards will be distributed to participants.
- **File incident report forms for emergencies, accidents, etc. within 48 hours.** Fax (802-257-4154) or email the forms to the WS Office or other college contacts detailing the emergency. Describe who, what where, when and how it is/was being handled and follow up plans if necessary.

TRIP FOLLOW-UP: Close the loop.

- **Follow-Up:** Trip leaders should prepare a report after the trip including suggestions for future trips to the region and in-country contacts who may be helpful. Reports should be filed in the WS Office.
(Marlboro College Handbook)
- **Arrange follow-up session with group to debrief experience at a distance. Re-entry can be difficult. Check in with students on a regular basis after returning. A group presentation to the community is an excellent way to share experiences and highlight trip outcomes.**

On-Campus Considerations

- If trip participants must park their vehicles on campus while away, contact the Director of Plant Operations

x297 to determine the best place for parking.

Unauthorized cars parked overnight may be towed.

- Careful and thorough planning should be made in advance to determine proper individual documentation required for travel outside of the United States. International students and faculty may require visas or additional documentation. Check with the Associate Director of World Studies for international participants' needs when traveling outside the country.
- Contact the THC x225 upon trip confirmation to discuss pre-trip medical requirements or concerns. Immunizations are required or strongly recommended for certain destinations. The THC will address other health-related considerations which may require prior planning before departure.
- The WS Office can provide an official letter indicating names of trip participants, sponsoring organization(s), arrival and departure dates and itinerary. This can be helpful at police checks, etc.

community. This can include writing articles for the *Citizen* or other College publications and/or giving a community presentation.

- Make notes of resources and useful information you collected from your trip including hints for the next time. This information is most useful for future trips when it is compiled into a short report and kept on file in the WS Office.
- Good practice includes thank you notes to pertinent parties. This list may include organizations/people who have given money, in-country contacts who were involved with the trip and anyone on campus who provided exceptional service.

Please consult with the World Studies Office (x220) and staff for assistance with the trip and with any questions.

Upon Return

- Trip participants are encouraged to find ways to share their experiences with the Marlboro College