

This page provides an overview of the requirements for student clubs/organizations that want to develop short-term international travel experiences (i.e. service projects/immersions, student club/organization sponsored travel, etc.). The step-by-step process below was developed to assist student clubs/organizations in the trip planning and implementation process, while reducing any potential liabilities and maximizing the educational value for the trip's participants. Student club/organization international travel must be approved at least 6 months before the intended departure date.

### **Club/Organization International Travel Process**

- Determine the needs/goals for travel (at least 6 months before departure)
  - Determine goals/learning objectives for the trip and how it will forward your goals as a student club/organization at Seattle University.
  - Contact the Education Abroad Office in the planning stages. [The Safety Policy for International Travel with a Leader Representing SU](#) prohibits travel to countries where the US Department of State has issued a Travel Warning (or other conditions listed in the policy) no matter how worthy the cause.
- Coordinate the trip (at least 6 months before departure)
  - Make sure club/organization advisor is aware of the travel plans as early as possible. At least one faculty/staff member is recommended to travel with the group as an on-site advisor for the duration of the trip.
  - Trip participants are limited to currently enrolled SU students, current SU faculty/staff, community members registered as volunteers (SU Volunteer Registration obtained through Human Resources), and approved affiliates. All travel participants are expected to abide by the SU Code of Conduct at all times throughout the duration of the trip.
  - If working with an outside organization, consult the Partner Organization Considerations document. Ensure that you have a good connection and communication with that agency and that they are aware of your timeline.
  - Review and determine any potential liabilities and participant needs.
  - Fill out the Club/Organization International Travel Planning Form
  - Determine details of the trip, including participants, learning objectives, pre-trip activities, budget and fundraising (consult with SGSU), and post-trip activities.
  - Submit completed Club/Organization International Travel Planning Form to the Director of Student Activities at least 6 months prior to the intended departure date.
- Plan for the trip (4 months before departure)

- Ensure that your Club/Organization International Travel Planning Form has been approved by the Director of Student Activities. A final schedule and all contact information will be required prior to departure.
- Attend leader training to learn about university policies and emergency protocols related to club travel, conducted by the Education Abroad Office.
- Plan mandatory pre-departure training for attendees by consulting with the Education Abroad Office. Be sure to include the purpose of the trip, the itinerary, a review of the health and safety aspects of the trip, and any cultural/political/economic information related to travel destination.
- Continue to communicate with the outside agency/organization about the process (if applicable).
- Clarify travel itineraries and fill out ALL relevant participant paperwork:
  - Club/Organization International Travel Waiver (submitted to Student Activities)
  - SU Volunteer registration (submitted to Human Resources)
  - Medical travel statement form (submitted to Education Abroad)
  - Health Disclosure form (submitted to Education Abroad)
  - Documented proof of participants' health insurance
  - Documented purchase of an ISIC card or verification of purchase of SU travel abroad insurance
  - Visas/ Passports
- Plan a post-trip reflection session for participants.
- Go on the trip!
  - Keep student documents confidential and keep emergency numbers on hand.
  - Encourage participants to reflect or journal throughout the trip.
- Return to campus (1 month after return)
  - Conduct a post-trip reflection session for participants.
  - Consider presenting about your experience to the university community in some way (ex: Soup with Substance in Campus Ministry, What Matters to Me in Student Development, etc.) Failure to engage the university community after the trip may result in prohibition of developing and/or implementing future trips.
  - Keep records of trip planning documents to be used for future trip planning by your club/organization.