

# GEO tips for Short-Term Abroad Trips

## A 3-step guide to getting started... (v. 10/26/2023, GEO)

### **Step 1:** GEO and the Provost's Office

- o Complete the Concept Proposal Survey.
  - Concept Proposal Deadlines:
    - Winter or Spring Break dates: October 15
    - Summer Break dates: January 15
    - If the 15<sup>th</sup> is on a weekend, the due date is the next Monday.
- o Go to the Study Abroad Short-Term Programs Course in Canvas
  - If you do not have access, email [geo@washcoll.edu](mailto:geo@washcoll.edu) to be added.
- o The Provost will tell you if the concept is approved.
- o Complete a Full Proposal
  - Cover sheet and instructions are in the Files section of the Canvas course.
  - Full Proposal Deadlines:
    - Winter or Spring Break dates: November 15
    - Summer Break dates: March 15
    - If the 15<sup>th</sup> is on a weekend, the due date is the next Monday.

### **Step 2:** Promote the Approved Program and Solicit Applications for Participants

- This step includes sending your applicant list to the following offices for approval – meaning that if any of these offices have concerns about a student who has applied for the trip, they will contact you directly to explain their concerns:
  - o Student Affairs
  - o Health and Counseling Services
  - o Residential Life
  - o Public Safety

### **Step 3:** Inform GEO and the College's Risk Manager of the final, approved participant list, and collect waivers and participation forms from each participant.

- Submit the following forms *at least* 1 month prior to departure
  - o Risk and Liability Waiver forms *from each participant*
  - o Short-Term Program Student Emergency Contacts Form *from each participant*
  - o Participant List and Contact Information Form
  - o Detailed Travel Itinerary

***Enjoy the trip! Please send GEO pictures and stories to share on our website!***