

# GEOtips for *Repeating* Short-Term Abroad Trips

## A 4-step guide to staying on track... (v. 7/25/19, GEO)

### Step 1: Reflect upon Strengths and Weakness of the Previous Trip(s) and Consider Changes

- Consider written and oral student evaluations of the previous trip, together with your own notes about what you saw as going well and what could be improved.
  - Consider any new goals/experiences you wish to integrate into the program.
- Update yourself about developments since your last trip in the region/country you will visit.
  - Double-check with U.S. State Department Travel Warnings and with news web sites.
- Feel free to consult with the Associate Dean for International Education (Prof. Andrew Oros: [aoros2@washcoll.edu](mailto:aoros2@washcoll.edu)) or Global Education Office (at [geo@washcoll.edu](mailto:geo@washcoll.edu)) about changes in the region and/or suggestions for altering/improving your itinerary.
- Consult with College's Risk Manager (Adrian Peterson; [apeterson2](mailto:apeterson2)) in cases where there are substantial changes in situations in the region or your itinerary in order to address any possible College concerns before the itinerary is released to students.

### Step 2: Email the Provost, the Budget Director (Ms. Laura Johnson; [ljohnson3](mailto:ljohnson3)), and GEO ([geo@washcoll.edu](mailto:geo@washcoll.edu)) that You Plan to Repeat the Trip

- Include the estimated departure dates and summary of major changes to your past itinerary, the cost of the trip to students, and the date that the deposit is due.
  - GEO will add this information to its Short-Term Abroad Programs web-page.
  - The budgets should be submitted to the Budget Director for approval prior to soliciting participants. If there is a third party vendor / contract, please submit a copy of the proposal and contract to the Budget Director and VP of Finance for review and approval.
- Once this email is received by GEO, a GEO staff member will invite the Faculty Leader(s) to the Study Abroad Short-Term Programs Canvas Page, where you will find the following forms, which must be returned **no later than one month prior to departure**:
  - Risk and Liability Waiver Form
  - Short-Term Program Student Form
  - Participant List and Contact Information Form
  - Detailed Travel Itinerary

### Step 3: Promote the Approved Program and Solicit Applications from Participants

- This step includes sending your applicant list to the following offices for comment – 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:
  - Student Affairs
  - Health and Counseling Services
  - Residential Life
  - Public Safety
- **Students should complete and return the Risk Liability Waiver when they submit a deposit for the trip**, and be reminded of the cancellation policies at that time.

### Step 4: Email GEO and the College's Risk Manager of the final, approved participant list and the final itinerary prior to departure AND submit the Off-Campus Trip Notification Form to Public Safety