

**Global Partnerships Manual**  
**Steps for Student Background Checks**  
**Parameters for screening students prior a GP trip**

- **Application:** We use Wufoo.com to create an application and the link is sent to interested students. The questions in the Global Partnership's application are written at the end of this document, but in general touch on the student's motives for going on this specific trip. It also asks them to self-disclose any mental or physical health issues, or things that would prevent them from having a successful experience. Also, questions about their comfort levels i.e. will they eat food that's unusual for them and are they willing to engage in intercultural immersion.
- **Interview:** Students who have already gone on a trip and were successful typically conduct interviews with applicants. This process focuses on following up on what was written in the application and pressing in on confusing or questionable answers. Additional questions include things like how they deal with stress, what is their personality type etc.
- **Excel Sheet:** Compile all the prospective student's names in an excel sheet to be sent to the following people (only the trip advisor will conduct this part due to the sensitive nature)
  - **Aaron Schoof:** Senior Director of Data and Administrative Services (looks into the student's financial standing with the school, are they behind on payments? etc.)
  - **Elizabeth Fedec:** Dean of Students (EARS reports, which includes academic concerns as well as family issues, financial responsibility, and mental or physical wellness concerns).
  - **Aidan Howorth:** Director of Residence Life and Housing (looks into any conduct violations through residence life and housing such as drinking on campus).

### Example Questions on Application:

Basic Information like Full legal name, email, student ID number, birthdate, gender, racial background, intended graduation date, major, primary language, other languages

- Are you a U.S. citizen?
- Do you have a U.S. passport?
- Will you complete pre-trip preparation including weekly team meetings/trainings, occasional fundraisers, and intercultural activities?
- Have you traveled outside of the U.S. before? If so where?
- Why do you want to participate in this trip? What inspires you about this particular trip location?
- What extracurricular activities are you currently involved in?
- What cross-cultural and/or service experiences have you had (in addition to any service trips already mentioned)
- What skills do you have (writing, photography, teaching ESL, experience with children, sports, construction, computers, play an instrument, singing, dancing, etc.) that will contribute to your group's success and help serve our partner organization?
- How do you intend to pay for your trip? If you plan to fundraise, how committed are you to raising the full cost before the trip?
- Are you involved regularly in a church or faith community?
- Please tell us about any allergies, mental health conditions, health limitations, physical disabilities or dietary requirements you have.
- Would you be willing to live in the home of a family that does not speak English for several days?
- Would you be willing to eat food that is foreign to you?
- Would you be willing to limit your personal freedoms including time, space, attire and speech so as to fit in appropriately with the local culture?

### Yes/No Type Questions

- Meetings - Attend all pre-trip, on-site, and post-trip meetings and activities, including the mandatory trip orientation this may be granted on a case by case basis by the trip leader and only for extenuating circumstances.
- Liability - Behave in ways that are responsible, mature and representative of the best of North Park University. This means compliance with all applicable state, federal, and international laws as well as the North Park University Student Handbook. This includes the no-alcohol policy during college sponsored events. Ignorance of a law is not an excuse or defense. If your behavior is unacceptable or in violation of this agreement, the trip leaders (in consultation with the trip advisor) may terminate your participation in this trip. Termination means you must find your own way home at your own expense, your lodging and reservations will be canceled, and you will not receive a refund of any of your trip fees.
- Have you ever been charged with academic dishonesty or received any disciplinary sanctions from the Office of Student Development that you believe might be relevant to your participation in a Study Abroad program?
- I understand that I must complete a health waiver form and a liability waiver in addition to this application. (Waivers will be given to you after you have been accepted to a GP team.)
- Participation - Initiate and participate in activities that help build community, support learning and allow for personal growth. This may include organizing community meals, leading reflections (i.e., group journals, ecumenical prayer, and discussions), planning games or outings, etc. Stick with the group. Any activities done outside of the structured trip activities are at your own risk.
- Reorientation – As an individual or with your group, develop and implement a project to educate others about your experience and what you have learned. Projects could include a video, a slide show, a picture display, assisting with recruitment, doing presentations, etc...

- Payment – Payment is in three tiers. Please turn in 10% of your trip costs within 5 days of acceptance. Another 40% will be due one month after acceptance. The final 50% is due on the date specified on the trip webpage (usually one week before your trip.) You will not be eligible to attend the trip unless you have paid/raised the full amount for the trip.
- I understand that all team members must raise the entire amount of money for the trip before embarkation. I agree to help fund our trip with individual and group fund raising projects which may include one or more of the following: letter writing, GP auction, or sales.
- Cancellation – If for some reason you cannot attend the trip, you are still responsible to pay for any costs that have already incurred.