

## **Global Partnerships Manual**

### **GP Advisor/Leader Checklist**

- Complete Faculty Leader Training
- Complete Mental Health First Aid Training
- Finalize itinerary
- Finalize budget
- Advertise the program and collect applications
- Review applications and select participants
- Submit deposit form to Business Office
- Purchase plane tickets
- Schedule 2+ pre-departure meetings (if class does not regularly meet)
- Collect participant forms:
  - Passports
  - Liability Waiver
  - Medical History Forms
  - Student Conduct
  - Immunization Waiver
  - Emergency Contacts
  - STEP Enrollment (can be done as a group)
- Submit insurance template to Office of International Affairs
- Submit a copy of all completed participant forms to the Office of International Affairs
- Review all student forms & make a copy for each leader
  - \*Have one-on-one conversations with students who have health concerns*
- Ensure that all students have paid trip fees (at least 30 days before trip departs)
- Communicate final itinerary, cell phone numbers, and emergency contact information to the Office of International Affairs