

FACULTY LEADER CHECKLIST

BETWEEN NOW & THE DAY OF DEPARTURE

- ❑ **Contact your field partner or third party provider:**
 - Confirm travel dates and daily itinerary. Request a daily itinerary that includes all in-country dates and locations (if you will be in multiple locations request the dates for each location).
 - Confirm arrival date/time and mode of transportation from airport to hotel.
 - Request contact number(s) for in-country contact(s).
 - Request information regarding **Travel Visa Requirements** for your travel destination.
 - **Travel Visa Requirements:** Does this country require a tourist visa or student visa or other? Do American citizens need a visa to travel to your destination? Do international students need a travel visa to travel to your destination? Are you responsible for acquiring travel visas or is third party provider taking care of the visas? Who is collecting passports and paperwork?
- ❑ **International Students:** Make a list of the international students in your group and their passport countries. Remind all international students to get their I20 signed by the CBU International Office before departure and take the I20 with them in their CARRY-ON bag. They will need their signed I20 to be allowed to re-enter the US on the way back.
- ❑ **Immunizations:** Visit the CDC website (<http://wwwnc.cdc.gov/travel/destinations/list>) for information on the required vaccines for your travel destination. Pay close attention if you are traveling to a country in Africa as some African countries require proof of the Yellow Fever vaccine from your physician.
- ❑ **Register with the US State Department:** <https://step.state.gov/step/>. The State Department will send email updates for security incidents in your travel location.
- ❑ **Money:** Do you need money for expenses not covered by your third party provider fee? Are you taking a department credit card or cash to pay for those expenses? **Obtain the credit card or cash** through your department.
 - Ask field partner about the best method for exchanging US Dollars during your travels: Airport? Bank? Etc.?
- ❑ **Shuttle Confirmation: Schedule shuttle pick-up.** Confirm pick-up time and location (the Globe). Please allot **5 hours** to get from CBU to LAX and through the check-in/security process with a group.
 - Communicate shuttle pick-up time and location to participants. The meeting time at the Globe should be **30 minutes before** the actual shuttle pick-up time.
 - Ask the shuttle company if there are any specific instructions on how to contact the driver when you RETURN from your trip.
- ❑ **Submit the Travel Logistics** for your group to the Provost's Office Online Travel Registry:
 - Go to <https://calbaptist.terradata.com/>
 - Select **Faculty & Staff**
 - Select **International Academic Group Travel** or **Domestic Academic Group Travel**
 - Follow the **Step 2** instructions for *International travel*
 - Select Domestic Group Pre-departure Logistics for *Domestic travel*
- ❑ Remind all participants (including faculty and family members participating in travel experience) to submit personal **Pre-Departure Travel Information**
 - Go to <https://calbaptist.terradata.com/>
 - Select the appropriate Participant Group (Student, Faculty/Staff, Alumni/Friends)
 - Select the College or School
 - Select Program
 - Complete and Submit forms
- ❑ **Team Assignments:** if you have a large group, divide the group into smaller groups that consist of approximately 10 participants per faculty leader. Assign a student leader to each group as an assistant to the leader. This will make keeping track and checking in with participants easier throughout your journey.
- ❑ **Call Airline** several days before departure to confirm the airplane tickets for your group.
 - You can typically choose your seats during the confirmation call.
- ❑ **Call Cell Phone Provider:** notify your cell phone provider of your travels. Give them your travel location and ask about rates for voice calls, texting, and data usage.

- ❑ **Call Bank:** notify your bank of your travels. Give them the city, country, and dates of travel for each location.
- ❑ **Create an Emergency Contact Card** for your participants. This card should include phone numbers of faculty leaders, Academic Emergency Phone (951-396-0352), local contact, and hotel. Print a copy for each participant.
- ❑ **Print a Copy of the International Travel Insurance Card** for each participant. *If your provider does not include insurance that provides international coverage for Overseas Medical Expenses, Emergency Medical and Security Evacuation, and Repatriation of Remains, please notify the Office of the Provost and we will provide information about purchasing this required coverage.*

DAY OF DEPARTURE

- ❑ Review *Travel Tips and Packing Guidelines*
- ❑ Be sure to have the following information in your carry-on:
 - Emergency Contact Card that includes phone numbers of faculty leaders, Academic Emergency Phone (951-396-0352), local contact, and hotel: make a copy for all participants
 - International Travel Insurance Card, Insurance Travel Insurance Coverage Summary: make a copy of the insurance card for all participants
 - Copy of External Activities Report: will include emergency contact for all participants
 - Copies of Passports
 - Cell Phone
 - Yellow Immunization Card with proof of Yellow Fever vaccine, if needed depending on location
 - Team Money, Budget Summary, Receipt Logs
 - Travel and Daily Activity Itineraries
 - Reflection and Debriefing Materials
 - Return Shuttle Information – number you need to call to notify driver of your arrival
- ❑ **BEFORE LEAVING CBU**
 - **Ask for physical confirmation of the following documents for all participants:**
 - **Passports:** make sure that all of the passports are signed on the “Signature of Bearer” line, valid for 6 months after your return date, and NOT in their checked bag.
 - **Yellow Immunization Cards** if required at your final destination – most locations do not require proof of vaccines, but some countries in Africa do require proof of the Yellow Fever vaccine. Be aware of the requirements at your final destination.
 - **I20s for International Students only:** check that they are signed by the CBU International Office. They **MUST** have these in order to be given re-entry into the USA.
 - Weigh bags to ensure they are under the max weight. If bags are too heavy participants will need to leave stuff behind or pay for the overage fee out of pocket. The university will not cover overweight charges.
 - If carrying **large sums of group money**, disperse some money to other faculty leaders. Check the per person cash limits for your airline carrier.
 - Assign the extra group bag(s) to other leaders and/or students as needed if you are taking extra bags with supplies.
- ❑ **AT THE AIRPORT**
 - Be sure that bags are checked to your final destination. Tag all bags with the luggage tags provided at the airport if participants do not have tags.
 - Once at the gate (*Please require everyone to meet at the gate before you dismiss for coffee, snacks, etc.*):
 - Count your sheep. Make sure everyone has made it through the security checkpoint.
 - **Hand out** Emergency Contact Numbers and International Travel Insurance Cards.
 - If there is time, they may now get coffee, snacks, etc.
- ❑ Once on board your flight, encourage participants to sleep according to the new time, drink plenty of water, and get up to walk every few hours. **PLEASE BE SURE THAT PARTICIPANTS DO NOT SIT FOR THE DURATION OF YOUR FLIGHT!** Encourage them to get up and walk around every few hours.

UPON ARRIVAL TO FINAL DESTINATION

- ❑ Count your sheep to make sure everyone made it off of the plane.
- ❑ Calmly work your way through passport control and customs; you may have been asked to fill out arrival cards on the airplane, be sure to take those with you. Be sure all participants have completed the necessary forms, if there are any.
- ❑ Count your sheep again once you have cleared passport control and customs to make sure everyone has cleared passport control and customs.
- ❑ Exchange a small amount of your money before exiting the airport if field partner advised this money exchange location.
- ❑ **Check-in:** Notify the Provost's Office (*text via the Academic Emergency phone*) of your arrival in country. Please confirm how we can reach you in case of an emergency.
- ❑ Function according to the time of that location; in other words, if it is still daylight, stay awake to conquer jetlag. If it is nighttime, go to sleep.
- ❑ **Passports:** Ask your local partner what would be the best practice for your location. Is it safe to leave them at the hotel? Does the hotel have a safe you can use? Also be sure to have a copy on you at all times.

WHILE IN COUNTRY

- ❑ **Regular Check-ins:** send a brief email update to the Provost's Office every 3-4 days at ProvostOffice@calbaptist.edu.
- ❑ Communicate with the Provost's Office via email or the emergency phone as needed.
- ❑ **Text the emergency phone any time you take anyone to the clinic or hospital.**
- ❑ Communicate with the Provost's Office regarding any emergency before contacting parents. The Provost's Office will assist with this step of communication.

BEFORE DEPARTING FOREIGN SOIL

- ❑ Call your airline a few days before returning to the US to confirm your reservations. If you discover any changes, please notify the Provost's Office immediately.
- ❑ **Reflection and Debriefing**
 - The importance of reflection and debriefing cannot be stressed enough. Please don't skip over it because you are the best person to help participants process what they are learning in real time.
 - Arrange with field partners ahead of time. Set aside about an hour each day and at least 5 hours at the end of your experience for reflection. Contact the Provost's Office for debriefing resources.
- ❑ Ideally, meet with your field partners to discuss the experience. Give positive feedback and suggestions for improvements as needed.
- ❑ Review **Day of Departure** Tips above – much the same for the return flight.
- ❑ Let students know that they will receive a link for a Travel Evaluation via email.

AFTER CLAIMING CHECKED BAGGAGE AT LAX

- ❑ Find the **shuttle** (you may need to call to let them know that you've cleared customs and are ready for pickup).
 - Text the Academic Emergency Phone when you are on the shuttle.
 - Text again when you've arrived back to the CBU campus.
- ❑ Send **5 pictures** (digital) to the Provost's Office to be used for marketing purposes.
- ❑ Complete Leader Report and Travel Evaluation (link will be sent from the Provost's Office via email)