INTRODUCTION

RI College Student Organizations with Institutional Recognition, wishing to travel abroad are advised to prepare and propose a comprehensive plan of travel as outlined in this document well in advance – prior to making financial and/or other commitments. In your plan, please include the following items:

☐ General Information
  o Name of Student Organization currently recognized by Student Community Government and Institutionally Recognized by RI College Student Activities
  o Destination(s)
  o Dates of trip
  o Statement of relevance of activity to group’s stated Mission Statement
  o Participant(s) Information (i.e. Name, RIC Student EMPL., local and permanent address, telephone number(s), email address, etc.)

☐ Faculty/Staff Advisor(s) Contact Information (Recommended 1 per 10 students)
  o Signed, current Advisor Agreement must be on file
  o The organization must pay for the advisor(s) travel, lodging, and entrance to events the entire group is attending
  o Advisor should take United Educators’ “Short Term International Programs - Managing the Trip” On-line Training Module
    ▪  https://www.edurisksolutions.org/
    ▪  A Student Activities staff member will send the advisor the username and password

☐ Full day-by-day itinerary with address, phone and dates/plans for:
  o Air Travel
  o Lodging
  o Ground transportation
  o Hospital/Medical facility at each destination

☐ Information Regarding the Destination
  o Copy of current Travel Advisories published by the US Department of State of the country for which travel is planned
  o Copy of current Travel Health Notices published by the Center for Disease Control and Prevention of the country for which travel is planned
  o Meet with Health Services to get a list of required immunizations as recommended by the US Department of State for the country for which travel is planned

☐ Additional Travel Planning
  o Use of any Third-Party providers (ex. travel agencies), the portions of the trip they’re overseeing, and a copy of the contract you have with them
Source and cost for medical insurance recommended for international travel with a minimum $25,000 coverage and includes a reparation of remains benefit (Note: Students with the College’s Health Insurance are covered for 80% of their expenses).

Source and cost of Trip Insurance, including Trip Cancellation Insurance
  ▪ Trip cancellations, trip interruption, trip delay, lost or stolen baggage, delayed baggage, sickness or accident, emergency evacuation, accidental death and dismemberment, emergency cash transfer

Cost of Emergency Evacuation Insurance through FrontierMEDEX
  ▪ Information available through the Office of Administration and Finance

Source and cost of International Student Identity Card

Source of international cell phone

Source of international credit card

Emergency Plan
  ▪ Contact information of local authorities
  ▪ Communication procedures

Once funding is secured, student participants and accompanying advisor(s) should complete the following forms:
  □ Submit Trip Registration Form to Student Activities
  □ Submit Assumption of Risk, Liability Release, and Covenant Not to Sue complete with full emergency contact information to Student Activities
  □ Submit a list of the participants’ international cell phone numbers to Student Activities
  □ Submit the MEDEX Emergency Evacuation Services Enrollment Form to the Asst. VP of Finance
  □ Each student traveling must complete the confidential Health History Form to Health Services at least six weeks in advance and meet with a Health Services staff member
  □ Enroll all participants in the Smart Traveler Enrollment Program (STEP) through the Department of State

In a Pre-Departure Orientation meeting with all participating students and accompanying advisor(s), discuss:
  □ Trip itinerary and expectations
  □ Cultural norms of the destination
  □ Role and responsibility of the advisor(s) and risk management considerations
  □ Emergency Plan
  □ Safety using social media
    ▪ Don’t post anything until you return home to reduce the possibility of being a terrorist target
  □ Review:
    ▪ Checklist
    ▪ Center for Global Education Emergency Card, Personal Emergency Action Plan and Steps
    ▪ Confirmation of documentation and information