

International Group Winter Term Trip Leader Handbook



Bollywood Cinema in India: Winter Term 2008

Photograph by: Steven Volk

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International group projects are a long-standing and increasingly popular Winter Term option for Oberlin students. The college is committed to the support of these projects and recognizes that due to their complexity and high-risk nature they require administrative consistency and oversight. In response to that need the Office of Study Away has developed this Trip Leader Handbook in order to help both trip leaders and the college avoid unnecessary risk and liability.

I: The Roles and Responsibilities of Trip Leaders

Leading an international group Winter Term project requires a level of planning that is not typically present in on-campus classes. The increased responsibilities and unique roles of an international trip leader include:

A. General Emergency Preparation

- 1) Pre Departure Orientation: Trip Leaders are responsible for familiarizing themselves with the safety and security conditions in the destination country and for sharing that information with group participants. As a support to the Trip Leaders the Office of Study Away will develop and provide them with a country specific handout that addresses safety and security issues. Trip leaders should hold at least one pre-departure orientation to go over this material with participants. A representative from the Office of Study Away will be available to attend the orientation and review this material with the group.
- 2) Students with Disabilities or Pre-Existing Conditions: Trip Leaders are responsible for making reasonable programmatic accommodations.
- 3) Communication with Campus: Trip Leaders are expected to carry an international cell phone with them and provide that number, along with other contact information, to the Office of Study Away before departure.
- 4) First Aid: Trip Leaders should carry a first aid kit.

B. During the Trip

- 1) Documents: Trip Leaders should carry insurance and passport information for each student with them at all times.
- 2) Accessibility to and Communication with Students: Trip Leaders should ensure that students have a way of reaching them at all times. In addition Trip Leaders are responsible for sharing with the students all risks as they become known, including incidences of assault, illness, and unsafe travel means and locations.
- 3) Student Management: Trip Leaders should consider implementing a buddy system and are responsible for ensuring that students know what to do in the event of an emergency.
- 4) Driving: Any member of the group who plans to drive while abroad should obtain an International Driving Permit (IDP) before leaving the

country. IDPs are available through AAA (www.aaa.com) and the National Automobile Club (www.nationalautoclub.com). Make sure that you have adequate insurance coverage. Car rental companies worldwide usually provide auto insurance, but in some countries, the required coverage is minimal. When renting a car overseas, it is highly recommended that you consider purchasing insurance coverage that is at least equivalent to that which you carry at home. Generally, your U.S. auto insurance does not cover you abroad. However, your policy may apply when you drive to countries neighboring the United States. Check with your insurer to see if your policy covers you in Canada, Mexico, or countries south of Mexico. Even if your policy is valid in one of these countries, it may not meet that country's minimum requirements.

C. Crisis Management

- 1) Crisis Plan: Trip Leaders are responsible for assessing the nature of a crisis and are expected to respond according to the protocols laid out in the Crisis Response Plan: International Winter Term. (Attached in Appendix A.)
- 2) Crisis that May Trigger Use of Crisis Plan:
 - i. Medical Emergencies: including any hospitalization, no matter how brief, as well as any incapacitating injury or illness (physical or mental.)
 - ii. General Emergencies: including anything “newsworthy” regardless of its impact on students. Examples of general emergencies include: natural disasters, protests/civil unrest, and terrorist acts. General emergencies also include a missing or arrested student and any other crisis for which the Trip Leader needs external support or assistance.
- 3) Acts of Inconvenience: Trip leaders are responsible for adjusting to acts of inconvenience and do not need to notify the campus unless additional assistance is needed. Acts of inconvenience include: flight delays, cancellations, lost luggage, theft of passport, minor injuries or illnesses not requiring hospitalization.

D. College Policies that are Applicable Abroad

- 1) Student Regulations, Policies and Procedures: <http://new.oberlin.edu/students/policies>.
- 2) Oberlin College Sexual Offense Policy: <http://www.oberlin.edu/Equity>

II: Project Development

The Office of Study Away is available to guide and support Trip Leaders throughout the development and execution of their projects. The resources and guidelines below are informational in nature and can be modified to suit the needs of the individual projects.

A. Campus Resource Chart

Office	Support Provided
<u>Office of Study Away</u> Primary Contact: Ann Deppman 775-8623 ann.deppman@oberlin.edu	Oversees compliance with administrative protocols including collection of student information, insurance and waivers. Registers the group with the State Department, and provides each trip leader with a country specific pre-departure handout covering health and safety concerns. Support is available to help trip leaders throughout the planning and development of their projects as well to help identify in-country connections and other sources of support.
<u>Winter Term Office</u> Primary Contact: Donna Young x5-6499 donna.young@oberlin.edu	Publishes Winter Term course offerings, organizes the Winter Term Fair and has limited grant funding available to support Winter Term projects.
<u>Controllers Office</u> Primary Contact: David Laczko x5-5604 david.laczko@oberlin.edu	Manages accounting and can provide information on documentation needed for setting up and managing a short-term project account.
<u>Sponsored Programs Office</u> Primary Contact: Pam Snyder x5-8461 pamela.snyder@oberlin.edu	Manages external grant funding and is a resource for information regarding faculty travel and other grants.
<u>Bonner Center for Service Learning</u> Primary Contact: Beth Blissman x5-8055 beth.blissman@oberlin.edu	Supports projects with service learning objectives.
<u>Departmental Offices</u>	Provide general academic and or financial support depending upon the nature of the project.

B. Checklist of Administrative Tasks

Done	Task/Action
	Meet with the Office of Study Away
	Develop a Rough Budget and Itinerary
	Complete the Project Proposal and Receive Approval
	Develop a Student Application
	Set up a Short Term Project Account if Necessary
	Apply for a Grant from the WT Committee
	Advertise and hold an Information Session for Interested Students
	Select and Notify Participants
	Conduct Group Fundraising as Needed
	Finalize the Budget and Itinerary
	Hold a Mandatory Pre-Departure Orientation
	Collect and Return the Student Information Sheets and Waivers

Done	Task/Action
	Complete and Return Contact Information Sheet
	Upon Return, Complete and Return a Trip Leader Evaluation

C. Best Practices for Student Selection:

1. Hold an information meeting at which students are given clear information regarding the nature of the project.
2. Have students complete a written application. The application should comply with the Participant Eligibility and Selection Policy and should not ask the students to disclose any limiting conditions or disabilities.
3. Interview applicants before making a final selection.

D. Best Practices for Mandatory Pre-Departure Orientation(s):

1. Use the country specific pre-departure hand out provided by the Office of International Programs to address safety and security issues and supplement it with your own information as it pertains to your specific project.
2. Make sure your orientation(s) review and address the following:
 - a. Safety and security;
 - b. Cultural differences;
 - c. Discomforts and inconveniences;
 - d. Potential disappointments or itinerary changes;
 - e. Packing;
 - f. Behavioral Expectations;
 - g. Payment schedule;
 - h. Insurance;
 - i. Passports and visas;
 - j. Immunizations and other specific health recommendations including dietary advice.
3. Have a representative from the Office of Study Away on hand to review the country specific pre-departure handout, insurance, waiver, and student information sheet. You may want to schedule an early orientation to cover these administrative items and hold subsequent ones as needed to address the remaining topics.

E. Expectations of Students and Trip Leaders:

1. Students are expected to:
 - a. Complete a Waiver;
 - b. Complete the Winter Term Abroad Information Sheet;
 - c. Attend the mandatory pre-departure orientation; and
 - d. Adhere to Oberlin College policies and procedures.
2. Trip Leaders are expected to:
 - a. Complete a Project Proposal and receive approval from the Winter Term Committee;
 - b. Hold at minimum one mandatory pre-departure orientation for participants at which safety and security issues are addressed;

- c. Complete and return the Contact Information Sheet to the Office of Study Away providing at minimum one working in country cell phone number;
- d. Provide the Office of Study Away with a copy of the group’s itinerary.
- e. Designate a “Deputy” Trip Leader who will be in charge of decision making in the event the Trip Leader is unable to carry out his or her duties; and
- f. Adhere to Oberlin College policies and procedures.

F. Documents and Forms posted on the International Winter Term Website

The following documents are available for viewing and/or download at:

http://www.oberlin.edu/winterterm/currentwt_international.html.

- Trip Leader Handbook
- Frequently Asked Questions
- Information for Individual International Winter Terms
- Project Proposal
- Budget Worksheet
- Student Application Template
- Sample Code of Conduct
- Student Information Sheet & Signature Page
- Student Waiver- Non Travel Warning Destination
- Student Waiver- Travel Warning Destination
- Trip Leader Contact Sheet
- Trip Leader Evaluation
- Student Evaluation
- Crisis Response Plan
- HTH Insurance Brochure
- Description of HTH Global Health and Safety Services
- HTH Enrollment Request Form
- Vaccination Fees
- Campus Funding Sources
- Administrative Requirements
- Cancellation Policy
- Participant Eligibility and Selection Policy
- Participants who are not students at Oberlin College Policy
- Volunteer Trip Leader Policy

G. Internet Resources

Trip Leaders are encouraged to perform their own due diligence and web research. The commercial resources listed below are informational in nature and not meant to be a specific endorsement or recommendation of any one company.

Type of Information	Internet Resource(s)
Oberlin College Winter Term Polices,	www.oberlin.edu/winterterm/Default.html

Type of Information	Internet Resource(s)
Procedures, Dates and Downloadable Documents	
Country Specific Health and Immunization Recommendations	www.cdc.gov/travel ; www.who.int/ith
Travel Clinics- Where to get Immunizations.	www.elyriahealth.com/immunization/ http://www.passporthealthusa.com
US Govt. Consular Information Sheets, Background Notes, Travel Warnings, Travel Alerts and Safety Tips.	http://travel.state.gov ; http://www.osac.gov
Travel Information for Students	http://studentsabroad.state.gov/ http://www.studentsabroad.com/
Travel Booking- Airfare Research	www.kayak.com ; https://group.fellowship.com/
Travel Booking- Student Airfare	www.statravel.com ; http://www.studentuniverse.com/
International Cell Phone Rental	http://www.vodafonerental.com/



Patagonia Project: Winter Term 2008

Photograph by: Elias Steltenpohl

Appendix A: Policies & Procedures Relating to International Group Winter Term Projects

Administrative Requirements

In order to participate in an international group Winter Term project students must submit the following forms to the Office of Study Away:

- Signed Waiver Agreement;
- Group Winter Term Abroad Information Sheet.

In addition:

Students are responsible for attending and familiarizing themselves with the content of all pre-departure orientations held by their Trip Leader; failure to do so may lead to dismissal from the program.

Trip Leaders are responsible for organizing at least one pre-departure orientation at which a member of the Office of Study Away will be present to discuss administrative requirements as well as safety and security issues in the destination country. Trip Leaders are also responsible for providing the Office of Study Away with a copy of the group's final itinerary, in-country contact information, and copies of each group member's passport. Failure to hold pre-departure orientations or to provide the Office of Study Away with the required information may lead to cancellation of the program by the Office of Study Away.

Participant Eligibility and Selection

Participant Eligibility: In order to participate in an international group Winter Term abroad a student must not be on disciplinary probation. As part of the application process

students will be required to fill out a Group Winter Term Abroad Information Sheet that will collect administrative information and give permission to the Dean of Students office to check student records to confirm eligibility.

Selection Criteria: Each Trip Leader shall, in consultation with the Office of Study Away, develop a process through which participants are selected for their program. At minimum this process will include a written application, but may also include an interview and other requirements as deemed necessary by the trip leader. The following criteria are examples of what may be considered as part of the application process:

- academic preparation and strength;
- sense of maturity, responsibility and citizenship;
- ability to describe how the study abroad experience will apply to academic and personal goals;
- knowledge of proposed destination and culture;
- completion of any course pre-requisites;
- fulfillment of any language requirements.

Appendix A: Policies & Procedures Relating to International Group Winter Term Projects

Cancellation of International Group Winter Term Projects

A decision to cancel a program will be made only after careful consideration of all available information and consultation with any of the following: the Trip Leader, On-Campus Sponsor, Office of Study Away, Oberlin College Dean of Students, Dean's Offices in both the Conservatory and College of Arts and Sciences, destination country contacts and officials, the US State Department, and institutional counsel. The final decision to cancel a program before it has started, or to bring students back from a program that has already begun, will be made by the Office of Study Away.

Events that might lead to a trip cancellation include (but are not limited to):

- a declaration of war by the U.S. against the country where the program is located or an adjacent neighbor;
- declaration of war by a third country against the country of the program's location;
- significant terrorist activity in the program city or country;
- protracted or indefinite closure of the host institution(s);
- inability of the local support staff to organize and carry out the program;
- disruption of public utilities and/or services;
- wide-spread civil unrest, violence and/or rioting;
- a declaration of martial law in the program city;
- recommendation of suspension/cancellation by the faculty program directors in country;
- a significant health threat;
- a natural disaster or other catastrophic event;
- a travel warning and /or specific directive by the U.S. State Department and / or U.S. Embassy;
- insufficient enrollment rendering the budget untenable;
- inability of the Trip Leader to participate in the program (for example, because of personal health issues);
- failure to comply with Oberlin College policies and procedures.

Volunteer Trip Leaders

Winter Term trips are normally led by Oberlin College faculty, staff, or students. Occasionally an individual who is not a member of these groups contacts the Office of Study Away to propose an International Winter Term project. Typically these volunteers are members of the Oberlin College community: alumni, past and present parents, retired faculty or staff. The office recognizes the value these volunteers provide to Oberlin College students and will assist the volunteer in the development of a program that meets Oberlin College standards. The success of the project depends upon the collaboration of the Volunteer Trip Leader, On-Campus Sponsor, and Office of Study Away. A general breakdown of responsibilities follows.

The Volunteer Trip Leader must:

- gain the willing support of an On-Campus faculty or staff sponsor;
- submit a current resume with at least 3 references;

Appendix A: Policies & Procedures Relating to International Group Winter Term Projects

- provide the sponsor with a detailed project proposal and budget;
- develop a project description and application to distribute to students;
- hold an informational meeting with interested students and the on-campus sponsor;
- hold at least one pre-departure orientation with the selected participants;
- make travel and accommodation arrangements for the group;
- sign a liability waiver;
- work with the On-Campus Sponsor on academic matters;
- work with the Office of Study Away on administrative matters;
- abide by Oberlin College's policies, regulations and ethics;
- report back to the On-Campus Sponsor following completion of the course.

The On-Campus Sponsor is expected to:

- consider the training, experience, and qualifications of the volunteer to carry out the proposed project;
- review with the volunteer's project proposal to ensure that it meets Oberlin College academic standards;
- complete and submit all paperwork related to Winter Term sponsorship and grant application.

The Office of Study Away will:

- help the volunteer to locate an on-campus sponsor;
- help the volunteer to understand and comply with Oberlin College's administrative requirements;
- check the volunteer's references (while reserving the right to go 'off-list');
- evaluate any concerns with the volunteer's background or qualifications;
- add the volunteer to the College's liability insurance policy;
- help the volunteer with logistical details as they may arise;
- consider the safety and security aspects of the proposed project.

Participants Who Are Not Students at Oberlin College

In order to preserve the academic and student focus of international group Winter Term projects, Trip Leaders are generally discouraged from including participants who are not students at Oberlin College.

However, the Office of Study Away recognizes that circumstances will arise where it may be unavoidable, or even desirable, to include a participant who is not an Oberlin College student as part of the trip. In some situations the proposed additional participant may have a particular background or expertise that would enhance the experience of all of the participants. In other situations, an inability to bring the additional participant may make the trip itself a practical impossibility for the Trip Leader (such as a single parent with a minor child.)

If a Trip Leader wishes to include a participant who is not a student at Oberlin College in his or her trip, permission to do so may be sought by submitting the following

Appendix A: Policies & Procedures Relating to International Group Winter Term Projects

information to the Office of Study Away:

- a description of the proposed additional participant(s);
- a statement regarding the desirability or need for this participant;
- an explanation of how the costs for the additional participant(s) will be met and accounted for.

The Office of Study Away will review the submitted information and may consult with institutional counsel regarding the advisability of including the additional participant. If permission is granted, the Trip Leader will be responsible for keeping accounting records that will enable the additional participant to compensate Oberlin College for any costs incurred as a result of his or her participation, as well as for having the participant execute a waiver and any other forms required by Oberlin College.

**Appendix A: Policies & Procedures Relating to
International Group Winter Term Projects**

Crisis Response Plan: International Winter Term

TRIP LEADER:

- Trip Leader calls Campus Safety and Security Emergency Line: 440-775-8911. From most countries 011 is the international dialing prefix for the United States, however another code or operator assistance may be required.
- Trip leader states that this is an emergency in an international winter term program and provides Campus Safety and Security with a telephone number where s/he can be reached.
- Campus Safety and Security contacts the Dean On-Call.
- Dean On-Call calls Trip Leader back promptly. Trip leader provides the following information:
 - Name of caller, position, Winter Term project name, location and phone number(s)
 - Name of student(s) in crisis
 - Nature of crisis
 - Description of any immediate plan of action

DEAN ON-CALL:

- Calls Linda Gates (Dean of Students)
Work: 440-775-8462
Home: 440-774-5484
- May call Ellen Sayles (Director of Programs for International Studies)
Work: 440-775-8540
Home: 440-774-3470

TRIP LEADER OR DEAN ON-CALL (depending upon nature of the situation.)

Notifies student's designated emergency contact.

Roles and Responsibilities

TRIP LEADER:

The Trip Leader will notify Campus Safety and Security and await a return call from the Dean On-Call. The Trip Leader will consult with the Dean about desirable courses of action. The Trip Leader will notify and stay in contact with relevant international authorities, e.g. embassy, police, medical, etc. The Trip Leader will call/email all Oberlin College students involved in the project and arrange to stay in touch to offer further information, advice and support.

OBERLIN COLLEGE:

Dean On-Call will contact the Dean of Students. Together they will decide on the seriousness of the situation and may call Ellen Sayles, Director of Programs for International Studies. Relevant staff at Oberlin College will offer ongoing direction and support to the Trip Leader. Additionally, the Dean On-Call and the Dean of Students may decide that the situation warrants use of the Oberlin College Crisis/Disaster Response Plan, in which case an Emergency Director would be named and the situation would be managed as outlined in that document.

OBERLIN STUDENTS:

Students will ensure that the Trip Leader has full, up-to-date contact information for them, including information about any travel plans outside regular group activities. Students will contact the Trip Leader for information and instructions, and follow these instructions. Students will contact their parents to reassure them they are okay. Students should stay calm, and they should keep their phone/internet lines clear so that they can receive further information and instructions in the event of a serious crisis.

Appendix B: Planning & Sample Documents For Trip Leaders

International Group Winter Term Budget Worksheet

Year: _____ **Date of Budget:** _____

Location of Project: _____

Project Title: _____

Sponsor: _____

Trip Leader if Different from Sponsor: _____

Number of Participants: _____ students
 _____ leaders
 TOTAL _____

Trip Dates: _____

	<u>PROJECTED</u>	<u>ACTUAL</u>
REVENUE:		
Departmental Contribution:		
Grant Requests:		
WT Committee:		
Other:		
Other:		
Administrative Offices:		
Office of:		
Office of:		
Student Fees: # students @ \$ _____ ea. =		
Other Fundraising		
<u>TOTAL REVENUE</u>	_____	_____
EXPENSES:		
Graphic Services:		
Honorarium/ Fees etc.:		
Ground transportation to/from airport:		
International Airfare # participants @ \$ _____ ea. =		
In country ground transportation:		
Lodging # participants @ \$ _____ ea. x #days=		
Meals # participants @ \$ _____ ea. x #days=		
Health ins. # students @ \$31/mo or \$9/wk =		
International Cell Phone:		
Contingency:		
Other:		
Other:		
<u>TOTAL EXPENSES</u>	_____	_____
At project completion:	ACTUAL REVENUE	_____
	(ACTUAL	_____
	EXPENSES)	_____
	BALANCE	_____

Appendix B: Planning & Sample Documents For Trip Leaders

International Group Winter Term Student Application [Template for use of Trip Leaders in development of Student Application]

Winter Term 20__ Application

Project Title: _____

Return to: _____ **by:** _____

Name: _____ T-Number: _____

Class: _____ Major/Intended Major: _____

OCMR: _____ Phone Number(s): _____

Email: _____

Please describe why you wish to participate in this Winter Term project and how it will benefit you.

What language courses have you taken, and what languages (other than English) do you speak?

Have you traveled to _____? If yes, please describe your travel.

Are you planning to study abroad any time soon?

Do you have a valid passport? ___Yes ___No. If yes, what is its number and expiration date? _____ ***If the expiration date of your passport is sooner than 6 months from your date of return, you will need to renew your passport for this trip!***

****Note:** Students will be expected to be prompt, culturally sensitive and willing to eat standard local fare. Those students who have difficulty adhering to tight schedules, inalterable dietary requirements, and/or difficulty walking for extended periods of time should give the trip serious consideration before applying.**

Appendix B: Planning & Sample Documents For Trip Leaders

Sample Code of Conduct for Use of International WT Trip Leaders

**Code of Conduct
Oberlin College Winter Term: January [Year]
[Course Title]**

I, _____ commit myself to successful participation in the Oberlin College Winter Term: [Course Title]. While participating in the Winter Term, I understand that I must abide by certain rules, including:

1. I will be prompt to all events, gatherings and group meetings, and will be courteous to my fellow students, my hosts, and my group leaders.
2. I will make a positive contribution to the Winter Term.
3. I will remain with the group for all group events, unless I have received prior permission from the group leaders.
4. During free time, I will NEVER go out unaccompanied by another member of the group, and I will ALWAYS notify the group leaders or their designees of my intended destination and time of return.
5. I will NOT have any contact with illegal drugs.
6. I will NOT engage in illegal drinking or public intoxication.
7. I will obey the instructions of my group leaders.

I understand that breaking any of these rules may result in my immediate suspension from the Winter Term, loss of Winter Term credit, and my return to the United States at my own expense.

(signature)

(date)

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

**INTERNATIONAL GROUP WINTER TERM
Trip Leader Project Proposal**
[Available in Fillable PDF format on WT website.]

*Please complete this Project Proposal form and return it to Ann.Deppman@oberlin.edu,
or Peters 205, by September 21, 2009.*

Title of Proposed Project: _____

Trip Leader's Name(s): _____

Email: _____

Phone: _____ OCMR: _____

Destination Country/ies: _____

Trip Leader's connection to Oberlin College:

Faculty or Staff _____ Student _____ Volunteer _____

If the Trip Leader is a volunteer, please describe the volunteer's connection to Oberlin
College: _____

Name of project sponsor (if different from Trip Leader):

This is project is:

New _____ Repeating _____

If this is a repeating project please state the number of years this project has run and/or
the most recent year this project ran: _____

1. Please provide a brief description of the project including the locations you intend to
visit.

Appendix C: Administrative Documents to be Returned to the Office of International Programs

8. Is there anything else you'd like us to consider at this time?

Grant funding from the Winter Term Committee is contingent upon submission and approval of this Project Proposal.

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

**INTERNATIONAL GROUP WINTER TERM
Student Information Sheet**

[Available in Fillable PDF format on WT website.]

Winter Term Project Title and Year: _____

Participant Information

Name: _____ Date of Birth: _____

OCMR: _____ Citizenship: _____

Campus Phone: _____ Student T#: _____

Home Phone: _____ Cell Phone: _____

Email or other contact info: _____

Emergency Contact Information

Parent(s) or Guardian(s): _____

Home Address(es): _____

Home Phone(s): _____

Cell Phone(s): _____

Email Address(es): _____

Alternate Contact (optional): _____

Relationship to you: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Medical Information

It is important that you disclose any medical problems (past or present), including mental health conditions, that might affect your ability to participate in this international Winter

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

Term project. This information will not affect your acceptance into the project and will be kept confidential in accordance with the law. Relevant information will be shared with Oberlin College staff, Trip Leader(s), and/or appropriate health professionals as it pertains to your health and safety.

Do you have any allergies to medications? Yes _____ No _____

If yes, please list and describe reaction and treatment:

Do you have any food or environmental allergies? Yes _____ No _____

If yes, please list and describe reaction and treatment:

Please list any medications you are taking on a daily, regular, or as needed basis:

Please list any health conditions you have that may need special consideration or that may otherwise impact your participation in this program:

Insurance

You will be automatically enrolled in the HTH Worldwide HealthSelect Overseas Insurance Program as a condition of your participation in this international Winter Term project. Unless your Trip Leader has made other arrangements a charge for this insurance will be placed on your student account. You will be responsible for payment even if you are later unable to participate in the program for which it was purchased. (Some refunds are available for cancellations prior to departure.) Rates for 2009 are \$9/week or \$31/month. You will be enrolled for the travel dates provided by your Trip Leader, if your travel dates differ from your group's you should contact Ann Deppman, ann.deppman@oberlin.edu, to provide that information. This plan is not available to cover leisure travel of more than a few days before or after the program dates. HTH recommends that extended travel be referred to one of their leisure travel products which can be viewed and purchased online at: hthtravelinsurance.com or by calling their customer service team at: 888.243.2358. A brochure outlining the benefits provided by the HTH plan can be reviewed and downloaded at http://www.oberlin.edu/winterterm/currentwt_international.html.

Appendix C: Administrative Documents to be Returned to the Office of International Programs

I have read and understood the terms of the above paragraph. Yes _____ No _____

Eligibility

Are you currently on disciplinary probation? Yes _____ No _____

Please return by November 23, 2009 to: Ann' Deppman at The International House: 187 N. Professor St., or at Peters 205.

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

**INTERNATIONAL GROUP WINTER TERM
Student Information Sheet Addendum**

Sign and Return to Ann Deppman (187 N. Professor or Peters 205) by Nov. 23, 2009

Authorization for Emergency Medical Treatment

In the event of a medical emergency Oberlin College, through its representatives, will arrange for you to receive emergency medical care including hospitalization and or surgery if necessary. You will be responsible for the costs of such treatment if they are not covered by insurance.

I, _____, authorize Oberlin College to obtain emergency
Print Name
medical treatment for me as stated in the above paragraph.

Date: _____ Signature: _____

Release of Information

The information you have provided in the International Group Winter Term Student Information Sheet may be made available for review by the Oberlin College Office of Study Away, Oberlin College Senior Staff, the Deans-on-Call at Oberlin College and appropriate health care professionals. If this information is deemed pertinent to your health and safety while abroad it may also be released to your Trip Leader, host family, and resident director, if applicable. In the event of any emergency abroad Oberlin College may notify your emergency contact(s) as listed on the Student Information Sheet.

I, _____, authorize Oberlin College to release information
Print Name
as stated in the above paragraph.

Date: _____ Signature: _____

Certification of Accuracy and Completeness

The information you have provided in the Student Information Sheet is presumed to be complete, true and accurate. It is your responsibility to update any information that becomes outdated before your departure. If you withhold information that is later determined to impact you ability to participate in the project you could be withdrawn and/or sent home. If you are sent home for reasons relating to with-held information you will be responsible for all costs incurred.

I, _____, accept the terms of the above paragraph.
Print Name

Date: _____ Signature: _____

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

Student Waiver Non-Travel Warning Destination

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY

In consideration of the agreement by Oberlin College to consider allowing credit in accordance with Oberlin College's procedures for evaluating credits, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I, _____, the undersigned, for myself, my heirs, *(name of person executing this document)* personal representatives and assigns, do hereby agree as follows:

A. I acknowledge that _____ (the "Participant") has determined to *(name of participant)* study abroad (the "Study Activity") in _____, (the "Study Location"). I acknowledge that I have been informed that there are heightened risks involved with the Study Activity. I acknowledge that these risks include living in a foreign country; traveling by various modes to and within a foreign country; eating and drinking local food and drink; foreign political, legal, social, transportation, health, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical facilities and providers; and local weather conditions.

B. (1) I Release, Waive, and Discharge Oberlin College and its board members, trustees, faculty, instructors, agents, advisors, employees, affiliates, members, volunteers, staff, representatives, attorneys and officers (collectively, the "Releasees") from -- and (2) Covenant Not To Sue Releasees in connection with -- any and all claims (including, not by way of limitation, any claims arising from negligence of Releasees or any of them resulting in personal injury, accidents or illnesses (including death) and/or property loss) arising from or relating in any way to participation in the Study Activity and/or travel before, during, or after the Study Activity. As part of this Release, Waiver, Discharge, and Covenant not to sue, I understand that the Releasees are not responsible for any injury or loss I may suffer when I am traveling independently before, during, or after the Study Activity or am otherwise separated or absent from the Study activity, and I hereby Release, Waive, Discharge, and Covenant Not to Sue the Releasees in connection with any such injury or loss.

C. I acknowledge that travel to and participation in the Study Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injury. I further acknowledge that the Study Activity entails unusual risks due to many factors among which are the following: (1) Unpredictable international incidents may result in an adverse climate for US citizens in the Study Location at any time; (2) (a) The laws and regulations of the Study Location may not afford the protections available to the individual under US law; and (b) medical care in the Study Location may not meet US standards. US medications may not be available, and US medical insurance is not always valid outside the US.

D. I agree to comply with all applicable laws during my participation in the Study Activity and/or travel before, during, or after the Study Activity, including United States, state, and local laws, as well as the laws of any foreign jurisdiction through which I travel, and I acknowledge that I am solely responsible for addressing any penalty or legal proceeding resulting from my alleged or actual violation of any such law. Releasees are not responsible for providing any assistance under such circumstances. I further agree to comply with all applicable provisions of the Oberlin College Student Rules and Regulations during my participation in the Study Activity and/or travel before, during or after the Study Activity. I acknowledge that any violation of any law or any violation of the Oberlin College Student Rules and Regulations may constitute grounds for discipline by the College.

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

E. I understand that while Oberlin College, in consideration of my execution of this Waiver of Liability, Assumption of Risk and Indemnity, agrees to evaluate the course work of the Study Activity according to Oberlin College's procedures for determining whether credits will be granted, Oberlin College does not guarantee that such credits will be allowed.

F. I Agree to defend, indemnify and hold harmless Releasees from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorneys fees, and to reimburse Releasees for any such expense incurred in connection with or as a result of (1)(a) Participant's participation in the Study Activity or (b) travel associated with the Study Activity, or (2) any attempt by anyone, including, not by way of limitation, Participant or anyone claiming on Participant's behalf, to avoid the terms of this Waiver of Liability, Assumption of Risk and Indemnity.

G. I Acknowledge that Oberlin College reserves the right to cancel the Study Activity without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by Oberlin College. I also acknowledge that Oberlin College is not obligated to refund any fees I have paid to participate in the Study Activity if Oberlin College cancels the Study Activity as a result of a United States Department of State travel advisory for the Study Location or as a result of any other safety-related or health-related issue as deemed necessary by Oberlin College.

The undersigned further expressly agrees that (1) this document and/or any action or claim relating to this document and/or the Study Activity shall be governed by the laws of the state of Ohio without regard to the laws of conflict of law thereof; (2) any action or claim relating to this document and/or the Study Activity shall be initiated and maintained in municipal or state court in Lorain County, Ohio or in United States District Court for the Northern District of Ohio; and (3) the foregoing Waiver, Assumption of Risk and Indemnity is intended to be as broad and as inclusive as is permitted by the laws of the State of Ohio and that if any portion thereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full force and effect.

I have read this Waiver of Liability, Assumption of Risk and Indemnity, fully understand its terms, and understand that I am giving up substantial rights – including my right to sue. I acknowledge that I have the opportunity prior to signing this Waiver of Liability, Assumption of Risk and Indemnity to have it reviewed by my attorney. I know, understand and appreciate these and other risks that are inherent in the Study Activity. I expressly agree and assert that participation in the Study Activity is voluntary and I knowingly assume all such risks and elect to proceed with the participation despite all the risks. I acknowledge that I am signing this Waiver of Liability, Assumption of Risk and Indemnity freely and voluntarily and intend, by my signature, the complete and unconditional release of all liability to the greatest extent allowed by law.

Date: _____

Participant's Age (if
minor): _____

Participant's Signature

TO BE READ AND SIGNED BY PARENT/GUARDIAN, IF MINOR:

I hereby represent that I am the parent or guardian of the minor whose name appears above. I have read and consent and agree to the terms and provisions set forth in this Waiver of Liability, Assumption of Risk and Indemnity on behalf of myself and said minor.

Date: _____

Parent/Guardian of Minor

**Appendix C: Administrative Documents to be Returned to the Office of
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Student Waiver Travel Warning Destination

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY

In consideration of the agreement by Oberlin College to consider allowing credit in accordance with Oberlin College's procedures for evaluating credits, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I, _____, the undersigned, for myself, my heirs,

(name of person executing this document)
personal representatives and assigns, do hereby agree as follows:

I acknowledge that _____ (the "Participant") has determined to study abroad (the "Study Activity") in _____, (the "Study Location"). I acknowledge that I have been informed that there are heightened risks involved with the Study Activity and that a Travel Warning for the Study Location has been issued by the United States Department of State. I acknowledge that these risks include living in a foreign country; traveling by various modes to and within a foreign country; eating and drinking local food and drink; foreign political, legal, social, transportation, health, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical facilities and providers; and local weather conditions. I further acknowledge and represent that I have reviewed and taken into account the recommendations, information, precautions and warnings for travel to, from and within the Study Location as provided by the United States Department of State and the United States Center for Disease Control and Prevention.

B. (1) I Release, Waive, and Discharge Oberlin College and its board members, trustees, faculty, instructors, agents, advisors, employees, affiliates, members, volunteers, staff, representatives, attorneys and officers (collectively, the "Releasees") from -- and (2) Covenant Not To Sue Releasees in connection with -- any and all claims (including, not by way of limitation, any claims arising from negligence of Releasees or any of them resulting in personal injury, accidents or illnesses (including death) and/or property loss) arising from or relating in any way to participation in the Study Activity and/or travel before, during, or after the Study Activity. As part of this Release, Waiver, Discharge, and Covenant not to sue, I understand that the Releasees are not responsible for any injury or loss I may suffer when I am traveling independently before, during, or after the Study Activity or am otherwise separated or absent from the Study activity, and I hereby Release, Waive, Discharge, and Covenant Not to Sue the Releasees in connection with any such injury or loss.

C. I acknowledge that participation in the Study Activity is voluntary and of my own choosing and not a requirement of Oberlin College for my course of study, and that there are other study abroad options available to me. Releasees have not encouraged and, in fact, have discouraged participation in the Study Activity.

D. I acknowledge that travel to and participation in the Study Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injury. I further acknowledge that the Study Activity entails unusual risks due to many factors among which are the following: (1) Unpredictable international incidents may result in an adverse climate for US citizens in the Study Location at any time; (2) (a) The laws and regulations of the Study Location may not afford the protections available to the individual under US law; and (b) medical care in the Study Location may not meet US standards. US medications may not be available, and US medical insurance is not always valid outside the US.

E. I agree to comply with all applicable laws during my participation in the Study Activity and/or travel before, during, or after the Study Activity, including United States, state, and

Appendix C: Administrative Documents to be Returned to the Office of International Programs

local laws, as well as the laws of any foreign jurisdiction through which I travel, and I acknowledge that I am solely responsible for addressing any penalty or legal proceeding resulting from my alleged or actual violation of any such law. Releasees are not responsible for providing any assistance under such circumstances. I further agree to comply with all applicable provisions of the Oberlin College Student Rules and Regulations during my participation in the Study Activity and/or travel before, during or after the Study Activity. I acknowledge that any violation of any law or any violation of the Oberlin College Student Rules and Regulations may constitute grounds for discipline by the College.

F. I acknowledge that the conditions in the Study Location may deteriorate rapidly, and that I must keep myself informed of current events. I shall register with the nearest US Embassy or Consulate General and enroll in the Warden System with the US Consulate or Embassy nearest my destination. If I am not a citizen of the United States, I shall register with my home country's Embassy or Consulate.

G. I understand that while Oberlin College, in consideration of my execution of this Waiver of Liability, Assumption of Risk and Indemnity, agrees to evaluate the course work of the Study Activity according to Oberlin College's procedures for determining whether credits will be granted, Oberlin College does not guarantee that such credits will be allowed.

H. I Agree to defend, indemnify and hold harmless Releasees from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorneys fees, and to reimburse Releasees for any such expense incurred in connection with or as a result of (1)(a) Participant's participation in the Study Activity or (b) travel associated with the Study Activity, or (2) any attempt by anyone, including, not by way of limitation, Participant or anyone claiming on Participant's behalf, to avoid the terms of this Waiver of Liability, Assumption of Risk and Indemnity.

I. I Acknowledge that Oberlin College reserves the right to cancel the Study Activity without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by Oberlin College. I also acknowledge that Oberlin College is not obligated to refund any fees I have paid to participate in the Study Activity if Oberlin College cancels the Study Activity as a result of a United States Department of State travel advisory for the Study Location or as a result of any other safety-related or health-related issue as deemed necessary by Oberlin College.

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I have read this Waiver of Liability, Assumption of Risk and Indemnity, fully understand its terms, and understand that I am giving up substantial rights – including my right to sue. I acknowledge that I have the opportunity prior to signing this Waiver of Liability, Assumption of Risk and Indemnity to have it reviewed by my attorney. I know, understand and appreciate these and other risks that are inherent in the Study Activity. I expressly agree and assert that participation in the Study Activity is voluntary and I knowingly assume all such risks and elect to proceed with the participation despite all the risks. I acknowledge that I am signing this Waiver of Liability, Assumption of Risk and Indemnity freely and voluntarily and intend, by my signature, the complete and unconditional release of all liability to the greatest extent allowed by law.

**Appendix C: Administrative Documents to be Returned to the Office of
International Programs**

Date: _____ Participant's Signature _____
Participant's Age (if _____
minor): _____

TO BE READ AND SIGNED BY PARENT/GUARDIAN, IF MINOR:

I hereby represent that I am the parent or guardian of the minor whose name appears above. I have read and consent and agree to the terms and provisions set forth in this Waiver of Liability, Assumption of Risk and Indemnity on behalf of myself and said minor.

Date: _____ Parent/Guardian of Minor _____

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International Programs**

**INTERNATIONAL GROUP WINTER TERM
Trip Leader Contact Information Sheet**
[Available in Fillable PDF format on WT website.]

Project Title & Year: _____

International Destination(s): _____

Date of US Departure: _____ **Date of US Return:** _____

Name(s) of Trip Leader(s): _____

Trip Leader(s) Cell Phone(s): _____

Name of Deputy Trip Leader*: _____

**Person who will be responsible for decision-making in the event the Trip Leader is unable to continue in that role. This should be someone on the trip or a local contact who can be available to step in and assist the students in case of crisis.*

Deputy Trip Leader's Cell Phone (if different from Trip Leader):

Do you expect to have access to email during the project? If yes, please indicate expected frequency of access.

Yes _____ No _____

Expected Frequency: _____

Optional Additional Information

Name of Local Contact: _____

Phone Number for Local Contact: _____

Email address for Local Contact: _____

Local Address: _____

Other means of contacting the group: _____
