

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;
- 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.

Volunteers are not considered employees for any purpose other than general liability protection. Volunteers serve at the pleasure of the college, and therefore can be released at any time without notice or cause.