

(Pictured- Student Involvement Wordmark)

## Student Organization International Travel Registration & Sample Itinerary

### **International Travel for Recognized Student Organizations**

The University of Alabama supports student organizations and the integral role they play in enhancing the college experience. In an effort to assist student organizations with travel needs, the University of Alabama requires any recognized student organization that is planning international travel to register their trip with The Office of Student Involvement/The SOURCE and Education Abroad prior to departure. Approved travel should adhere to the “**International Travel for Recognized Student Organizations Policy**”.

“**Sponsored International Travel**” is defined as any activity that takes place outside of the United States, such as a conference, performance, competition, service project, retreat, or social or professional activity, and that is coordinated, facilitated by the student organization and/or financially supported by the student organization’s funds. Registration and approval also require enrollment in The University of Alabama approved travel insurance program.

### **General Guidelines**

**Recognized Student Organizations at The University of Alabama who are planning Sponsored international Travel should abide by the following guidelines:**

- A. Ensure that the travel relates to the purpose, mission and/or guiding principles of the organization and that there is an educational or mission-based correlation to the questions of why you are going, what you will do, and where you are going for international travel;
- B. Have a designated “**Student Trip Organizer**” who is a UA student and member of the organization and responsible for submitting trip paperwork via the “**Student Organization Travel Activity Form**” to UA and updating members attending the trip on necessary aspects of the trip coordination process in a timely manner;
- C. Comply with the policies of student organizations as stated in the Student Organization Handbook and UA Student Code of Conduct;
- D. Ensure that travel is scheduled so that it does not create an unnecessary interference with a student’s academic responsibilities (Student organization travel does not constitute an “excused absence” from class; each traveler or “**Trip Participant**” is responsible for notifying their faculty members and arranging to make up any work that is missed)
- E. Have a designated “**Trip Advisor**” that is a full-time faculty/staff member at The University of Alabama;

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- F. Have a well-planned travel itinerary associated with the trip and have ensured that details of itinerary, travel arrangements, and accommodations have been shared with travelers who are participating in the trip. (See “*Student Organization International Travel Registration & Sample Itinerary*”)

### Your Itinerary/Program Considerations for International Travel

As a part of your organization’s registration of your international travel, you will be required to submit a **detailed itinerary**, as well as information regarding any third-party organization you are working with (if any) to coordinate your international trip. If your organization is utilizing a third-party program provider for your experience or is looking to vet a service experience, we encourage you to use the resources of the [International Volunteer Programs Association](#) (IVPA) to determine if the experience is the right fit for you. In particular we recommend the sections on:

- [Questions to Ask Your Program](#) – this is a simple guide to the types of questions you should ask any organization seeking to recruit you.
- [Principles and Practices](#) – a more in-depth measure of how to identify a reliable program that offers worthwhile program experiences.

IVPA also has a membership directory of organizations that meet the principles and practices outlined in the links above. The UA Education Abroad office is another resource that can connect student groups with potential third-party program providers.

### **Additionally, consider the following features of the organization you are traveling through:**

- Does the program offer a comprehensive website? You should be able to access a thorough program overview, host city/country information, staff contacts, current information on travel dates and costs, application submission instructions, relevant course descriptions (if applicable) and alumni feedback.
- Does the program offer pre-departure services? These may include responsive and accessible staff, advising services, visa assistance (if applicable) and comprehensive orientation materials.
- Does the program offer in-country services? These may include on-site staff to provide airport pick-up (or assistance) and housing placement, as well as 24/7 emergency and day-to-day support.

### **Itinerary Guidelines**

Your travel Itinerary should include all aspects of your trip and represent the details of the trip in chronological order with names, locations, and information where necessary. (See **Samples**: [Group Travel Itinerary Sample 1](#); [Group Travel Itinerary Sample 2](#); [Agency Itinerary Sample](#))

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### Pre-departure Orientation

Student Trip Organizers, Trip Advisors, and Trip Participants will be provided with a link to International SOS Video resources and a post-test. Every participant should receive an 85% passage rate on the post-test prior to departure. Details for accessing online video and post-test will be provided during the group’s registration process.

### Timeline and Student Organization Activity Form Procedures

#### When to Submit

Student Organizations should make plans to submit travel paperwork no less than 30 days prior to their travel. For details on the policy requirements that need to be met for Sponsored International Travel by a student organization, see "**International Travel Policy for Student Organizations**" Below are recommended deadlines and items needed based on travel location:

Type of Travel (Domestic/international)	Deadlines	Submit Student Org. Activity Form?	Advisor Required on trip?	International SOS Insurance Required, Pre-Orientation, & Trip Registration with Education Abroad?
International	<p><b>Spring Semester Travel-</b> October 15<sup>th</sup> or 60 days prior travel departure (<i>whichever is greater</i>)</p> <p><b>Summer Semester Travel-</b>February 15<sup>th</sup> or 60 days prior travel departure (<i>whichever is greater</i>)</p> <p><b>Fall Semester Travel-</b> March 15th or 60 days prior travel departure (<i>whichever is greater</i>)</p>	YES	YES	YES (Required Per Each "Trip Participant")

Prior to your group’s Sponsored International Travel, the "**Student Trip Organizer**" will be required to submit a "**Student Organization Travel Activity Form.**" This form will document details about your organization’s proposed travel and established plans. **The form will include:**

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- Date of the trip (to include departure date and duration)
- Reason for the trip
- Method of Transportation to and from destination
- Roster of all organization members (**Full Name, mybama user name, Crimson Email**) participating in the trip i.e.- "**Trip Participants**" (to be uploaded during form submission)
- Upload a Detailed Itinerary for all trip activities (See Samples: [Group Travel Itinerary Sample 1](#); [Group Travel Itinerary Sample 2](#); [Agency Itinerary Sample](#))
- Upload a Travel Route (if driving)
- Name & Address of Lodging/Accommodations
- Emergency Contacts (address, email, phone, website)
- Name, Phone, Email, and Contact Person of Agency (Will provide only if working with an external agency for trip arrangements)
- Advisor Name & Contact (email/personal phone)
- Trip Advisor Name and Contact Information (email/personal phone)

### **Emergencies and Other Considerations**

#### **University of Alabama Contacts**

**UA Police Department 24 Hour Assistance:** (205) 348-5454

**International SOS:** <http://uasystem.edu/international-travel-assistance/>

#### **Questions ?**

Student organizations who have additional questions can reach out to our office to discuss. Additionally, they can set-up an Organization Travel Consultation with our office by using our online appointment scheduling found at <http://thesource.ua.edu> or <http://studentinvolvement.ua.edu>.