Chadwick International Global Trips Planning and Approval Checklist

Dear Trip Coordinator, prior to all trips departing, this form must be fully initialled and final approval signed by the Director of EE and the Division Principal at least two weeks prior, unless otherwise agreed. When submitting this form for final approval, please ensure that copies of all required documentation are provided in hard and/or soft copy to the Director of EE. Failure to do so may result in delays in approval and possible trip cancellation. Copies of all forms are linked within this document- please use access these form the links to ensure you are using the most current version. Please email me- jwillis@chadwickschool.org to request access if needed. Thank you, Jen Willis- Director of Experiential Education (Please PRINT this form and then complete a paper copy)

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| Task | Description | Notes | Trip leader initial | Director of EE initial |
| Trip Proposal | | | | |
| Global trips proposal- Google form | Form has been completed in detail- NB- please check with Jen Willis to determine if you need to complete this for repeat trips  [Intent to offer a Global Trip](https://docs.google.com/a/chadwickschool.org/forms/d/1TTaJvY-1C1kxrfD2VVWkdT2r83ekhxk9xawQe4vf4co/viewform?usp=send_form) |  |  |  |
| Educational justification | A clear educational justification is provided in the above and aligns with the Experiential Education Learning Cycle (see below) - and post trip follow-on and transference of learning is considered |  |  |  |
| Trip in calendar | Dates have been checked in the All School Calendar and directly with Division Principal (and Director of Athletics for US student involvement) and then entered into the Calendar |  |  |  |
| Faculty and student absenteeism | | | | |
| CI class and duties coverage | All attending faculty have confirmed coverage of all classes and duties |  |  |  |
| Student absenteeism | An email has been sent to teachers, advisors and athletics, music, drama departments informing of intended absenteeism to ensure student absenteeism will not affect prior commitments |  |  |  |
| Student missed work | Students have consulted with teachers in relation to missed work through completing  [this form](https://docs.google.com/document/d/1uEmMbgKM2qnv6hpVeOaIsIeqWJQ_5x5dEY7pelaaE7I/edit?usp=sharing). |  |  |  |
| Notify Division Assistants | Email the relevant Division Assistant to confirm the trip dates and all students/faculty attending the trip for attendance records |  |  |  |
| Finance | | | | |
| Program costing | A detailed budget including covering of chaperone costs is prepared |  |  |  |
| Account created for payment | An account for payment of trip expenses has been created- [see this link](https://docs.google.com/a/chadwickschool.org/forms/d/1htWNgm5rSWbIch0-3E9vL27N_HVhx2XX_-INubpGoYc/edit?usp=sharing_eid&ts=56d3eef8)- for questions contact Claire in Finance (ykbaek@chadwickschool.org) |  |  |  |
| Emergency funds | A credit card or cash is held for on-trip incidentals- request made to accounting for transfer of petty cash to personal account  [Petty Cash for Global Trips](https://docs.google.com/a/chadwickschool.org/document/d/1MuHhE8Yv7bGnmF30A8z2FLbRQrCLThUl0kscWSGrLn4/edit) |  |  |  |
| Financial aid | Details of any financial aid offered to/ accepted by students is provided |  |  |  |
| Payments | Payments for providers, accommodation, flights, visas are made |  |  |  |
| Trip Staffing | | | | |
| Staffing qualifications | Appropriate ratios and qualifications are covered- minimum 1:8 staff to student (minimum of 2 staff on any trip), and first aid and activity related qualifications held- detail *on IMP*  NB for trips to developing countries or areas or when higher risk activities are involved the ratio must be lowered- please see Jen Willis |  |  |  |
| On-call person finalized | On-call emergency contact is detailed and acceptance confirmed- visa has  been granted (where applicable) in case required to travel to country- detail *on IMP.*  Please ensure the *Final Google Folder* is shared with the on-call |  |  |  |
| Local contact | For travel to less developed areas, a connection has been made to ensure access to, local support and information in regards to health and safety |  |  |  |
| Health, Safety | | | | |
| Country security update | A current travel advisory is accessed:  [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov)  [AIG Travel Guard](https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20USA) (username: [jwillis@chadwickschool.org](mailto:jwillis@chadwickschool.org); password: CISongdo16) |  |  |  |
| Health requirements for destination | Vaccination and prophylactic medication requirements have been confirmed and parents and student are aware of these (see <http://wwwnc.cdc.gov/travel>)  NB- CI policy is to instruct families to review requirements with their own dr- we do not mandate any requirements |  |  |  |
| Third party provider specific permission forms | Where applicable- registration/permission/liability forms have been completed for attending organized events/tours  If using a company to run the trip, please ensure they complete the [Third Party Provider Questionnaire](http://goo.gl/forms/MGqtPWZj9z)- you will need to share the link |  |  |  |
| *Itinerary* | A detailed itinerary outlining daily movements and contingencies, as appropriate, is provided *on IMP* |  |  |  |
| Travel and accommodation documents and details | | | | |
| *Copies of student and adult passports* | Paper or electronic copies of all passports are provided- check passports  have adequate expiry time left- (passports should be collected by trip leader on day prior to travel to ensure none are forgotten) |  |  |  |
| *Visas* | Paper or electronic copies of visas for all chaperones and participants are provided- visa has been obtained for on-call person, if required  School agent: Hee Jin Park [phj1430@lotte.co.kr](mailto:phj1430@lotte.co.kr) |  |  |  |
| Local transport | Travel arrangements to and from Incheon airport have been confirmed- buses booked or self travel include *on IMP* |  |  |  |
| *Flights details* | Flights are confirmed and copies of e-tickets are provided  Bookings: In Sook Suh [isseo@lotte.co.kr](mailto:isseo@lotte.co.kr) |  |  |  |
| Destination transport | A summary of all local transport requirements and providers is provided *on IMP* and companies have been vetted for safety records [following this form](https://docs.google.com/document/d/1uLY4a_ORqhUtEgHnXCQMKuGp6ZAMI-x3cA-UxapzfJw/edit) |  |  |  |
| Accommodation | Accommodation is confirmed and details are provided *on IMP-* you will need to vet this upon arrival [following this form](https://docs.google.com/document/d/1N-7I112RmcFGJDgD6HdljhBI-D6UIcVsBTG1_xRbTpw/edit) |  |  |  |
| Travel Insurance | Current school travel insurance is detailed and optional student coverage, as relevant is detailed *on IMP* |  |  |  |
| Risk Management | | | | |
| Provider information | Any providers of trips, tours or activities have been thoroughly vetted- the below form should be sent to providers for their completion prior to committing to using the provider:  [Third Party Provider Questionnaire](https://docs.google.com/a/chadwickschool.org/forms/d/1P0RBtwCXWdOIhOBfu8KFZ5gBe6eAAFKl9xDwE9Vdis8/viewform) |  |  |  |
| *Risk Assessment* | The RA is complete and approved by Dir of EE and a copy provided that demonstrates a clear understanding of associated risks and minimization and management strategies  [Risk Assessment Form](https://drive.google.com/file/d/0B0VSmvZO2Fc3cjhjamhrY2JPaWs/view?usp=sharing) |  |  |  |
| *Incident Management Plan* | The IMP is complete and approved by Dir if EE and a copy provided  [IMP](https://docs.google.com/document/d/116sxJiuFdyP5_1hmNE7ST-A5UG0r2KsfYcChfUGqj5c/edit?usp=sharing) |  |  |  |
| Notification for insurance | An email has been sent to Jen Willis and Darrow Milgrim, Trip and Chris- Insurance- ([darrow\_milgrim@ajg.com](mailto:darrow_milgrim@ajg.com); [Chris\_Thomson@ajg.com](mailto:Chris_Thomson@ajg.com); [Trip\_Thomas@ajg.com](mailto:Trip_Thomas@ajg.com) ) with the completed IMP attached so that insurance coverage can be confirmed |  |  |  |
| Emergency contact cards | Cards have been created for each student detailing school, chaperone contacts, accommodation and health concerns- student names are not to be included |  |  |  |
| On trip communication | Communication method is finalised and phone number that will work in destination is included in IMP and communicated to parents (either by setting your mobile phone to roaming or purchasing a sim (both reclaimable expenses) |  |  |  |
| First aid kit | First aid kits have been obtained and checked |  |  |  |
| Participant (faculty and student) information | | | | |
| List of participants | A list of all chaperones and students is provided *on IMP* |  |  |  |
| Student readiness | Information has been sought through advisors, GLLs, SST and/or Principals to ensure readiness of each student to participate |  |  |  |
| Student emergency contact information | Information has been compiled that details next of kin, parent or guardian names and contact information and detailed *on IMP* |  |  |  |
| *Detailed chaperone information* | Contact information and medical forms have been completed for all chaperones and details of experience and qualifications provided |  |  |  |
| *Student Health Forms* | Paper or electronic copies of all medical forms have been obtained from the Nurse and the additional Global Trips from also completed  [CI Global Health Form](https://docs.google.com/a/chadwickschool.org/document/d/1WIolmEuA0zrnTCfPzLv1GXdyrqsW_00MPWcL6sNcweA/edit) Alternatively, BK can print the Outdoor Education Health Form, which will have most of this information including routine vaccinations, but may not be current so you need to check the date the form was completed ([bchoi@chadwickschool.org](mailto:bchoi@chadwickschool.org)). |  |  |  |
| *Photos of each student* | Chaperones must have a photo of each student in either an online or print version, or ready access to this, in the event of an emergency |  |  |  |
| *Medical Summary* | A summary outlining all significant medical or other special care requirements has been created and shared with chaperones  NB- for extended trips, please also conduct a medical and emotional health interview with each student at the start of the trip |  |  |  |
| *Student capabilities* | Information has been sought from Athletics, HPE or other relevant faculty to determine student’s physical capabilities/limitations for included activities, especially water related |  |  |  |
| Permission forms | | | | |
| *Parental Permission Form and AoR completed*- | Select **Online Forms** on Portal  Scroll to bottom of page to Outdoor Education Dashboard:  **ACKNOWLEDGEMENT OF RISK *-OR-* PERMISSION FORM**  [**Create Form**](https://forms.chadwickschool.org/songdo/admin/outdoored.php?option=createriskacknowledge) **|** [**View Forms**](https://forms.chadwickschool.org/songdo/admin/outdoored.php)  Select Create Form and then select Global |  |  |  |
| Communications | | | | |
| Equipment list | A detailed packing list has been provided to parents, students, chaperones |  |  |  |
| Parents communications | A form of communication with parents while overseas has been established and communicated- email, Kakao, SMS... |  |  |  |
| Parent meetings- 2- one  four weeks prior and one two weeks prior | Initial meeting- Prior to this and as early as possible parents must be given  an overview of the main purpose of the trip and/or any sub-trip  excursions, breakdown of cost and payment schedule, proposed daily  schedule. Final meeting ( minimum of one, at least two weeks prior to  departure)-a parent meeting must be held- parents must be given  emergency contact name and numbers, final daily schedule, confirmed  travel arrangements. |  |  |  |
| Informed Consent | It is essential that parents are aware of all aspects of and risks inherent to the trip including the nature of activities, accommodation, transport and supervision, and that, in the event of any changes to these areas or to itineraries, they are informed immediately. |  |  |  |
| Student briefings | A minimum of two , at least two weeks prior to departure- to include itinerary, what to bring, educational/behavioural expectations |  |  |  |
| Chaperone briefings | Chaperones have been briefed on their roles and responsibilities, any students of concern and have copies of IMP and Risk Assessment |  |  |  |
| *Trip updates schedule* | A schedule of check-in times or plan for communications with on-call has been provided |  |  |  |
| Technology use | Students have been briefed on appropriate technology use throughout trip and parents are aware of intentions- eg no calls home... |  |  |  |
| Review of Manual | Trip Leaders and Chaperones must have read and be familiar with all aspects of the [CI Global Opportunities and Trip Leader Manual](https://docs.google.com/document/d/1K5M-L1xpn-vVOsp68MsbKxPc1BeaS9dvCM4KgvRAmEs/edit) |  |  |  |
| *Final Google Folder shared* | A Google Folder containing all *underlined and italicised* documents has been created and shared with on-call person, Division Principal, Director of EE and Head of School |  |  |  |

Approved by: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director of EE) Date: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Principal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

