



Global Education Program Leader Pre-Departure Checklist

As your program's departure date approaches, the Global Education Office (GEO) is here to help. The following are required for all programs. You are welcome and encouraged to complete any step prior to the noted deadline. Please do not hesitate to reach out with questions throughout your pre-departure.

Program Name:

Semester & Year:

Program Leader(s):

Program Leader Training

Virginia Tech [Policy 1070: Global Travel Policy](#) requires all individuals leading student programs abroad to attend GEO Program Leader Training once every two years, at a minimum. Contact Global Safety & Risk Management at vtglobalsafety@vt.edu for assistance.

Date last completed:

Student Roster & Application Requirements

Verify that all participants are in a "committed" status in Terra Dotta.

Verify that all participants have completed all university requirements Terra Dotta (MyStudyAbroad application portal).

Approximately 30 days before your departure, GEO will reach out with copies of participants' emergency contacts, FERPA information, voluntary health disclosures, and passport information.

Pre-Departure Sessions

Program leaders are required to deliver a program pre-departure orientation that covers academic and behavioral expectations, country and culture specific information, travel preparation support, final program itinerary, program communications plan, and health, safety, and security considerations. GEO can also assist with your pre-departure sessions! We can provide tailored briefs/discussion concerning safety, intercultural competency, etc. If you would like to invite a member of GEO's team to one of your pre-departure sessions, please reach out to them as early as possible to ensure availability.

Program leaders are asked to reserve 30 minutes of the last class or program session to provide students with the [Study Abroad Experience Survey](#) link and request that they complete the online evaluation to provide feedback on their program experience.

Final Itinerary

Send your program's final, detailed itinerary to Global Safety & Risk Management at vtglobalsafety@vt.edu. This should include day-to-day program activities, lodging, flight/transportation details, etc.

Emergency Action Plan

Program leaders are responsible for writing and maintaining an Emergency Action Plan (EAP) for their program. Contact Global Safety & Risk Management at vtglobalsafety@vt.edu for assistance with developing or updating your EAP.

Emergency Communications Plan

Program leaders are required to have a working means of communication (e.g., cell phones) through which they can be contacted at all times in case of an emergency. At least 30 days before departure, provide the following to Global Safety & Risk Management at vtglobalsafety@vt.edu:

- International cell phone numbers for all program leaders, volunteers, etc.
- A local contact at your destination(s), in case you cannot be reached in an emergency (provider, guide, partner institution, etc.).
- Names of any dependents traveling with the program. (Sponsors of accompanying dependents are responsible for enrolling their dependents in CISI separately using the [CISI Academic Dependent Enrollment form](#).)

Finances

Confirm with your fiscal support that all program fee charges have been collected.

Ensure your Pre-Approval has been approved in Chrome River.

CISI Group Enrollment

Global Safety & Risk Management will reach out to program leaders 30-45 days before departure to prompt group enrollment in CISI. Please feel free to reach out to vtglobalsafety@vt.edu if you would like your program enrolled earlier. All program leaders, volunteers, and program participants should be enrolled with the group, allowing for one invoice to be paid by the program through HokieMart. Dependents must be enrolled separately by their sponsor using the [CISI Academic Dependent Enrollment form](#).

Emergency Contact Cards

Global Safety & Risk Management will reach out to program leaders 15-30 days before departure to prompt program leaders to provide information to be included on Emergency Contact Cards provided by GEO for all travelers on the program. If you would like the cards earlier, provide the following information to vtglobalsafety@vt.edu:

- Name, title, cell phone number, and e-mail address of emergency contact(s) (include all program leaders, co-leaders, volunteers, and other relevant contacts).
- Number of cards to be created by GEO.

APPROVALS:

Faculty Member/Program Leader

Name:

Signature:

Date:

Department Head/Chair

Name:

Signature:

Date:

(Signature indicates that all information required in checklist has been provided to the Global Education Office)