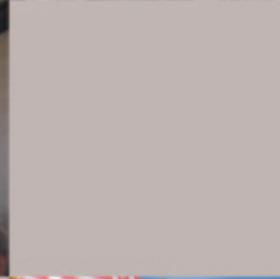
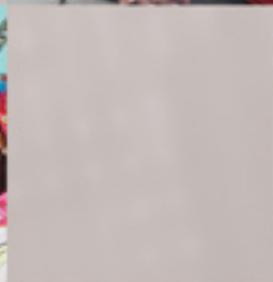


UNDERGRADUATE STUDENT GROUPS ABROAD: TRIP LEADER HANDBOOK



Student Groups Abroad: Trip Leader Handbook

Introduction

This handbook is intended for undergraduate students leading a group of two or more undergraduate students on a trip requiring overnight travel outside of the U.S. In some cases, undergraduate students may lead a trip that includes both undergraduate and graduate students. The guidelines included in this handbook also apply to such trips.

Examples of trips that fit this model include:

- Recreational trips
- Club, intramural, instructional, or recreational athletic events
- Conferences and other off-campus meetings
- Civic and community engagement projects
- Student club/organization events

If you are leading a trip that does not fit any of the above models, please contact Katie Bell, Assistant Director of the Yale College Center for International and Professional Experience, (203) 432-8761, kathryn.bell@yale.edu, in order to receive helpful guidance and information regarding trip planning and pre-departure preparation.

Trip Leader Role and Responsibilities

Trip leaders are expected to be ultimately responsible for all logistical and travel arrangements. Leaders must keep their Yale sponsors and advisers informed about any concerns or challenges that develop before and during the trip that could affect the safety or well-being of the participating students and/or the overall integrity and productivity of the program/project. Significant changes in itinerary or contact information must be immediately updated in the [Yale University Travel Registration database \(http://world.yale.edu/travel\)](http://world.yale.edu/travel) and trip leaders must notify their Yale-based sponsor or adviser. The University regards the trip leader as the primary contact for the group throughout the program/project.

In cooperation with the Yale-based sponsor or adviser, trip leaders have the following responsibilities:

1. Knowledge of and access to essential contact information (see Emergency Contact information).
2. Successful trip planning, including travel requirements, before and during the trip; finances; orientation; and attention to group cohesion/unity.
3. Knowledge of how to handle health and safety issues, including understanding the safety and security issues in the country being visited, recognizing and responding to emergency and safety situations; documentation of significant incidents; and familiarity with FrontierMEDEX Services.
4. Understanding University policies and procedures, including the [Yale University Travel Policy \(http://www.yale.edu/yalecollege/international/travel/policy\)](http://www.yale.edu/yalecollege/international/travel/policy), policies on transportation, risk management; trip cancellation; and other University policies regarding undergraduate travel. For more information about

University policies and procedures, visit [the Student Activities Section of the Yale University Office of Risk Management](http://ogc.yale.edu/risk-management-student-activities) website. <http://ogc.yale.edu/risk-management-student-activities>)

Please note: Yale will not fund, award credit for, or otherwise sponsor or support any international undergraduate academic or extracurricular project in any country that is rated a level “5” by FrontierMEDEX and/or for which the U.S. State Department has issued a warning advising that U.S. citizens defer all non-essential travel. Visit the Center for International Experience website to read the complete [Yale University Travel Policy](http://www.yale.edu/yalecollege/international/travel/policy) (<http://www.yale.edu/yalecollege/international/travel/policy>).

5. The trip leader must register the trip in the [Yale University Travel Registration Database](#), and enter the information of all travelers.
6. The trip leader must register each individual trip participant with the local American embassy or the local embassy of their home country.

Successful Trip Planning

Travel Policies and Preparation

Trip leaders must:

- Ensure that any written materials describing the program/project/trip are reviewed by the sponsor or adviser prior to distribution to potential trip participants or other individuals
- Review the [Yale University Travel Policy](#) and ensure that the trip is in compliance with this policy.
- Review the Leading and Sponsoring Group Travel section of [the Yale International Toolkit](#).
- Select trip participants, if applicable.
- Register Trip Participants in the [Yale University Travel Registration Database](http://world.yale.edu/travel) (<http://world.yale.edu/travel>). All fields must be complete and correct.
- Prepare an emergency plan for the trip. For assistance, contact Katie Bell (kathryn.bell@yale.edu, 203-432-8761).
- Coordinate trip preparation logistics, including:
 - Pre-departure orientation
 - Insurance for personal equipment. Trip participants may wish to purchase insurance for personal equipment taken on the trip, such as cameras, video equipment, laptops, etc. Before purchasing insurance, it is suggested that students check with their parent(s)/guardian(s) to determine if an existing homeowner’s insurance policy applies abroad and at the particular location where they will be staying.
 - Register group and trip participants with local embassy. Complete registration online at <http://travel.state.gov>.

- Ensure that all participants have the following before departure:
 - Valid passport. Participants should make a scanned copy of their passport and email it to themselves and their trip leader.
 - Visa (if required). If the group is traveling to a country that requires a visa for entry or for stays over a certain number of days, trip participants will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific, but you can obtain that information from the country's consulate. You may check with [CIBT](#), Yale's preferred provider of visa services, at <http://www.us.cibt.com/home.aspx?Login=40634>, for information on visas. Yale rates for passport and visa services are available through CIBT. You can find a list of most embassies at <http://travel.state.gov>.

NOTE: Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas.

- Medical insurance that covers the participant while abroad. If not covered by Yale University Health Services, students should verify that their family health insurance plan covers medical expenses in foreign countries. If it does not, students should purchase supplemental health insurance for travel abroad. Students should review their health plans' claim filing procedures for coverage abroad and make sure they carry their health plan's information with them. Health insurance often only covers emergencies while traveling. It is also advisable for participants to scan health plan cards and email them to themselves.
- FrontierMEDEX card. Contact the Yale College Center for International Experience at 203-432-8761 (kathryn.bell@yale.edu) to obtain FrontierMEDEX identification cards for all participants. You may also download the FrontierMEDEX card through the link on Yale's Risk Management website). http://ogc.yale.edu/FrontierMEDEX_Program Yale's group name is: **YALE** . Please note: FrontierMEDEX is NOT health insurance, but provides travel and emergency assistance. For more information about FrontierMEDEX services, please visit [Yale's Risk Management website](#) http://ogc.yale.edu/FrontierMEDEX_Program).
- Vaccines & Immunizations. Trip leaders can contact the Yale Travel Clinic (203-432-6472), review the [CDC's website](http://www.cdc.gov/vaccines) (<http://www.cdc.gov/vaccines>), or contact personal physicians about any shots or immunizations that may be needed.

Pre-departure Orientation: Essential Elements

Trip leaders must ensure, at a minimum, that all student participants receive the following information prior to departure. The orientation may be provided by the trip leaders in cooperation with the Yale sponsor.

- Program/project overview, list of all students traveling in group, and a detailed, up-to-date itinerary
- Local contact information for leader(s), before and during the trip. This includes address, cell phone, on-the-ground partner contact, and any other relevant contact information.

- Costs and refund policy (if applicable).
- Funding information (if applicable)
- Outline of behavioral expectations
- Emergency procedures and basic emergency information, such as the nearest local hospital/clinic and the phone number for emergencies (911 or the equivalent).
- Policies regarding the use of cars and other modes of transportation. Visit Yale's [Office of Risk Management](#) for more information.
- Review and share country-specific safety and health issues, including necessary immunizations and information about access to health care.
- Contact the [Yale Travel Clinic](#) at 203-432-6472 to arrange for a group health briefing (free) or tell the students to make appointments at the Travel Clinic, or make appointments with their personal physicians.
- Encourage all participants to make extra copies of all important documentation, specifically passports, visas, and insurance information. Participants should scan their passport and email it to themselves prior to departure.
- Review information about local laws, dress, and culturally appropriate behavior.
- Remind participants to check with their local banks regarding ATM accessibility and/or restrictions. Participants should also notify their banks and credit card companies to let them know that they will be abroad, and to avoid obstacles when withdrawing money or charging expenses.

Safety and Health

Safety is a prime concern of all who are involved in University-sanctioned travel. At all times, trip leaders must:

- Be available 24/7 to respond to emergency is related to program/trip participants.
- Carry a cell phone that you have determined in advance will work where you will be traveling.
- Have contact information available, and be prepared to communicate via telephone, email, or fax with Yale University and the appropriate office in the event of an emergency.

In addition to providing information about safety and emergency procedures in program materials and during orientation, the leader should consider the following guidelines to ensure safety:

- Anticipate potential safety issues, even if they seem unlikely, and work with the Yale adviser/sponsor to develop contingency plans in advance.
- Stress that program participants should make you aware of any independent travel plans.
- Keep a list of phone numbers-including those of the local police, Yale University Security (203-785-5555), and local emergency services (the 911 equivalent) and the local U.S. embassy- with you at all times (see Emergency Contact Information).

Emergencies

As a trip leader, you may find yourself facing an emergency involving one or more participants. In the case of an emergency, you should be prepared to be on call 24 hours a day until the emergency has been resolved.

For these purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies may include incidents that are “newsworthy” and reach news agencies and cause alarm to parents or University administration.

➤ Emergencies that meet this definition include:

- Physical assault
- Disappearance, hostage taking, or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Psychological crisis
- Significant accident, injury and/or death of any involved participants or other individuals associated with the trip, such as those with the host institution, guides and others
- Hospitalization for any reason or length of time
- Terrorist threat or attack
- Local political, natural, or man-made crisis or disaster that could affect students’ safety or well-being
- Infectious disease among participants or outbreak of an epidemic
- Arrest or questioning by the police or other security forces
- Crimes against a student
- Crimes committed by a student

Emergencies often require immediate response and merit thorough preparation. In the event of an emergency, you should notify Yale as soon as possible so that the University’s emergency response mechanisms can be activated to assist as necessary. Trip leaders do not need to handle emergencies alone.

Emergency Contact Information

The trip leader’s first point of contact for domestic emergencies or other situations requiring immediate contact with Yale administration is the Yale Police Department. In the event of an emergency during international travel, leaders may call FrontierMEDEX or Yale Security. Either may be called collect, 24/7. Once they receive a phone call, FrontierMEDEX

or Yale Security will notify the Office of International Affairs which coordinates any University response or assistance that is needed.

Office/Resource	Phone
FrontierMEDEX (Yale Group #YALE)	1-410-453-6330
Yale 24-hour Security Office	1-203-785-5555
Yale University Health Services	1-203-432-0123
Yale's SHARE Center	1-203-432-6653

Note: Trip leaders and participants should know the country's outbound international dialing code before traveling to that country.

What to do in an Emergency

If you encounter an emergency while traveling:

1. Where serious injury or illness has occurred, immediately seek medical treatment at the closest medical facility. If medical service is not available, contact [FrontierMEDEX](tel:1-410-453-6330) (call collect 1-410-453-6330).
2. Contact [FrontierMEDEX](tel:1-410-453-6330) (call collect 1-410-453-6330) to inform them of your emergency. FrontierMEDEX will assist, monitor and coordinate your situation until it has been resolved or you are no longer in danger.
3. Notify Yale (call Security 24/7 at 1-203-785-5555). Yale Security will notify the Office of the Secretary and, if necessary, your program.
4. For medical emergencies, notify [University Health Services](tel:1-203-432-0123) (1-203-432-0123) or your personal health care provider.
5. Contact the nearest [U.S. Consular service or Embassy](#) or the [consulate or embassy of your country of citizenship](#).

General/Trip Planning Resources

- Faculty Research Database (<http://world.yale.edu/data/>)
- Yale University Library, International Projects and Activities Database (<http://www.library.yale.edu/international/database>)
- Center for International and Professional Experience Pre-departure Resources (<http://www.yale.edu/yalecollege/international/predeparture>)
- Yale International Toolkit http://world-toolkit.yale.edu/travel_overview

****Special Note about Election Study Missions****

As these trips become more common among the Yale student body, trip leaders have the following additional responsibilities:

- **Safety.** Election study missions will not be funded in any way if there is a warning on the State Department list, or if they are a level “5” on FrontierMEDEX. Trip leaders must adhere to the Yale University Travel Policy for Undergraduates. Contact Katie Bell (kathryn.bell@yale.edu, 203-432-8761) at the Center for International and Professional Experience for more information about safety issues in a particular destination, or concerns about whether such warnings may change in advance of an election. Students are encouraged not to organize election study missions to countries where election-related violence is a significant concern.

- **Self-representation.** Yale student groups on election study missions should represent themselves only as visiting students impartially studying an election. Note that student groups are not election monitoring groups, which are official entities that are invited by the host government and adhere to international principles of election observation. High-quality election observation missions are now typically deployed months in advance of an election and attempt to observe the entire electoral process. Official international observers also undergo media training and sign a code of conduct for observers outlining the conditions under which they will comment on the quality of electoral process, and work to avoid making inappropriate, potentially disruptive, or poorly timed comments about an election, particularly when the politics surrounding the election are tenuous. Yale undergraduates have not received such training, and should not attempt to be official election monitoring/observing entities. Contact Susan Hyde, Professor of Political Science at Yale (susan.hyde@yale.edu), for advice about election study missions.

- **Public relations.** Whether funded by or supported through Yale directly or not, you are representing Yale. Please contact the Yale University Office of Public Affairs and Communications (203-432-1345) to learn about the appropriate measures that election study missions should take prior to their departure.