

Application for Boston College Service and Immersion Trips Point-Drive Approval 2009-2010

Applications for programs planning to travel during Academic Year 2009-2010, or summer 2010, should be submitted to the Volunteer and Service Learning Center, McElroy 114, no later than 5PM on Friday, September 11, 2009. *If your application is not received by 5:00 PM on the above date your program will not be considered eligible for point drive funding.*

Please note: One Boston College faculty or staff member who will accompany the team must be listed on this application at the time of submission.

Important reminders on point drive eligibility:

- Programs seeking point-drive funding must be open to all Boston College undergraduate students and the process for applying for the experience must be communicated widely on campus. Programs are expected to communicate the application process to the VSLC prior to an application deadline, and to post notice throughout campus. Notice must be posted on the Service/Immersion Trip bulletin board across from the VSLC office in McElroy.
- Undergraduate students are not allowed to participate on more than one international service/immersion program that receives a point drive. Exceptions are made for academic programs not receiving point drive funding, and for students selected as team leaders on a second trip. It is the responsibility of the trip advisor to remind all student applicants of this restriction and to refer to the VSLC student participant database to determine if an applicant has traveled on a previous trip. Programs that assign a student for a second trip will lose point drive eligibility for the following year.
- Students may not travel on two point drive funded trips in the same year (serving as a trip participant and also as a leader for a second trip).
- Programs applying for a point drive may assign a maximum of two undergraduate team leaders.
- Programs are discouraged from assigning any student to a team who is a resident of the country being visited. Under no circumstances will a student be allowed to visit family members during a service/immersion program.
- All student trip participants are expected to complete a post-trip evaluation provided by the VSLC.
- For full guidelines on the point drive refer to the VSLC website.

SECTION 1: Basic Information

Trip Name: _____ Dates of Trip: _____

Boston College Sponsoring Department: _____

PeopleSoft Financials Chartstring (32 digits): _____
(Please double-check this number as it can change from year to year)

Name of Program Advisor: _____

Phone #: _____ E-mail address: _____

Name(s) of Boston College staff/faculty who will accompany students on this trip:

1. _____ 2. _____

Phone #: _____ Phone #: _____

E-mail: _____ E-mail: _____

Names of Student Leaders (maximum of two):

1. _____ 2. _____

E-mail: _____ E-mail address: _____

Number of student participants (including team leaders): _____

Total Number of People Traveling: _____

SECTION 2: Host Organization

On separate sheet of paper, please provide the following information about the in-country host organization and contact persons you will be working with:

General Information

1. Name of host organization
2. Contact person you will be working with
3. Address and contact information (include phone, email, web address if available)

Anticipated Role

1. What is the host organization providing for the group (include details on housing, meals, transportation, translation services, etc.)?
2. Describe the role your host organization will play in accompanying the group while in the country?
3. At any point will you work with a different organization, or administer the program independently from a host organization?

SECTION 3: Student Formation

Please submit the following:

1. What is the objective of this particular trip?
2. How will the team prepare for the experience (be specific)?
3. What is the plan for the team after the trip?
4. What are the learning outcomes you intend for the participants?

SECTION 4: Advisor Commitment

Please enclose a separate letter from the faculty/staff trip leaders who will be accompanying the group that includes the following:

1. Statement personally committing to regular group meetings
2. Description of your role while on the trip

Anticipated Budget for Point-Drive Approval

1. Travel:

Transportation to/from airport: _____

Airfare total: _____

(number of travelers _____ X airfare \$ _____)

2. In-Country Expenses:

** If your host organization is arranging and billing for all lodging, meals, transportation, and translation services:*

Host organization fee total: _____

(daily fee _____ X number of persons _____ X number of days _____)

** If these are being billed separately please provide the following:*

Lodging (fee X persons X nights): _____

Food : _____

Ground transportation: _____

3. Service Project Supplies/Fees: _____

If your trip involves a service project you can list this as an expense. Please provide all financial details related to your service project below:

TRIP TOTAL: _____

Budgets will be reviewed for accuracy and may be adjusted if necessary.

**Boston College Service and Immersion Trips
Team Rosters Information**

Trip Name and Department: _____

A database of students participating on our trips will be a tool for you to use when selecting students each year. Please provide the names and year of graduation for each undergraduate participant for the academic years listed (if applicable).

2008-09:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2009-10 (if known):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____