**Application for Boston College Service and Immersion Trips**

**Point-Drive Approval 2019-2020**

**APPLICATION DUE TO Katie Sullivan at**[**sullikp@bc.edu**](mailto:sullikp@bc.edu) **BY 5pm Friday, September 6, 2019**

**GUIDELINES FOR POINT DRIVE ELIGIBILITY**

The point drive system is a coordinated effort of the Volunteer and Service Learning Center and Dining Services to assist service/immersion travel programs in raising funds. The following guidelines constitute minimal requirements for groups seeking consideration for a point drive week.

1. All programs seeking a point drive must adhere to the [*Academic and Extracurricular Student Travel Policy*](http://www.bc.edu/content/dam/files/offices/policies/pdf/policies/2016/academicandextracurricularstudenttravelpolicy_00008927xc24c8.pdf), posted on the VSLC website. It is the responsibility of program advisors and trip leaders to be familiar with and follow this policy.
2. Programs seeking a point drive must be open to all undergraduate students and the process for receiving information and applying must be made public.
3. Due to the limited number of opportunities, students are not allowed to participate on more than one international service/immersion program supported by a point drive. Exceptions are made for domestic programs, travel programs connected to academic courses, and for students selected as team leaders on a second trip.
4. Students are not allowed to participate on two different teams receiving a point drive in a single academic year (including the summer), or in a single point drive cycle (September 1 – August 31), regardless of their role on the team. It is the responsibility of the program advisor to use the application and interview process to communicate this policy and to ensure that students are not assigned to a second team.
5. International programs may appoint no more than 2 undergraduate leaders traveling for a second time. A student may travel as a trip leader on a second program one time only. In special circumstances a student may serve as a trip leader for a second time (on a third international trip), but this must be pre-approved by the Service and Immersion Funding Committee.
6. International programs must have a minimum of two adult advisors traveling with the team and participating in the trip preparation and follow-up. This may include faculty, staff, and graduate students deemed qualified by the sponsoring department. In cases where there are more than 20 undergraduate participants on a team a third adult advisor should be included.
7. Applications for programs planning to visit a country where a US travel warning has been issued must include at the time of submission a letter of support from the sponsoring dean or vice president stating that the trip has permission to travel. In cases where a travel warning is issued after a point drive has been approved, the advisor is responsible for consulting with the appropriate dean or vice president in determining whether the trip will proceed as scheduled.
8. All students are expected to complete an independent post-trip evaluation provided by the VSLC, and advisors are expected to support this. Evaluations are available to program advisors on request.
9. All programs receiving a point drive must require a student deposit toward the trip budget. Programs should be implemented in ways that do not exclude high financial need students, and program advisors should have a plan in place to support these students in concert with the *Montserrat Coalition*.

# 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:*Please note: One (of the two or more) Boston College faculty or staff members who will accompany the team must be listed on this application at the time of submission.

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 a 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. At any point will you work with a different organization, or administer the program independently from a host organization? If so, please provide additional information.

# 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 (give details)?

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 before, during, and after the trip

2. Description of your role while on the trip

**Anticipated Budget for Point-Drive Approval**

1. Travel:

Anticipated airfare total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Number of travelers \_\_\_\_\_\_\_\_\_ X airfare $ \_\_\_\_\_\_\_\_\_\_\_\_ )

What is the name of the airport you will be flying into:

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What is the student financial commitment? (ie. mandatory deposit amounts, expenses they are expected to cover) Please break this out as necessary. Please include dollar amount:*

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