

BOSTON COLLEGE
Service and Immersion Programs
TRIP LEADER CHECKLIST

- ☐ Required forms reviewed and completed by all program participants (including leaders); submitted to sponsoring department and copies given to trip leader.

Medical Form
Terms and Conditions for Participation

- ☐ Copy of Medical Forms submitted to University Health Services.
- ☐ Group emergency contact form submitted to sponsoring department and BCPD.
- ☐ Name and contact information of each trip participant submitted to the VSLC.
- ☐ Participants requiring visas or passports have valid documents and copies have been given to sponsoring department and trip leader.
- ☐ State Department Travel Advisories shared with participants.
- ☐ Trip itinerary and in-country contact information shared with participants.
- ☐ Health information and recommended immunizations shared with participants.
- ☐ Conduct expectations (especially regarding alcohol) shared with participants.
- ☐ List of trip participants submitted to ODSD for review.
- ☐ Participants educated about laws and customs of host country.
- ☐ Travel and accommodation reservations confirmed.