

## WESLEYAN TRAVEL CHECKLIST

The following checklist has been developed to help you in planning your trip. As organizer of the trip, it is incumbent upon you to gather and provide the information requested below if your trip meets any of the following criteria:

- Your group will receive funding from Wesleyan University for the trip
- You are a Wesleyan faculty member, staff member or student organizing the trip
- Participants will receive academic credit for work carried out on the trip

**PRIMARY UNIVERSITY CONTACT:** The contact person is determined by the primary purpose of your trip. The contact person will help guide the process and provide all necessary paperwork. If you are not sure who your contact person should be, contact Cathy Crimmins Lechowicz, who will direct you to the appropriate contact.

### CO-CURRICULAR TRIPS (NOT SERVICE-ORIENTED)

Contact: Timothy Shiner, Director of Student Activities and Leadership Development  
tshiner@wesleyan.edu or 860-685-2467

### CREDIT-BEARING TRIPS

Contact: Carolyn Sorkin, Director of International Studies  
csorkin@wesleyan.edu or 860-685-2550

### SERVICE-ORIENTED TRIPS

Contact: Cathy Crimmins Lechowicz, Director of Community Service and Volunteerism  
ccrimmins@wesleyan.edu or 860-685-2841

The information in the box must be completed before any University funds will be released.

- Proposal of Trip
- Liability Waivers for each participant
- International Travel Consultation – Contact Carolyn Sorkin; signature required.

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CAROLY SORKIN, SIGNATURE

- Medical Consultation – Immunizations and Tetanus; signature required.  
Contact: Joyce Walter, Director Davison Health Center  
jwalter@wesleyan.edu, 860-685-2656

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JOYCE WALTER, SIGNATURE

- Final Approval by Primary University Contact

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PRIMARY UNIVERSITY CONTACT, FINAL APPROVAL

## **OTHER IMPORTANT INFORMATION FOR YOUR TRIP:**

Fundraising Protocol/Budget (Worksheet available)

**NOTE:** You must complete all of the paperwork in the box before any funds will be disbursed by University departments or the Wesleyan Student Assembly.

Trips are expensive so it is essential to estimate closely the cost of the trip and determine what resources might be available to you. In the past, students have sought funds from the WSA, individual departments and offices on campus, and individual donors.

Transportation – For domestic trips, van usage and policies

Contact: Marcello Curridori, Transportation Manager  
mcurridori@wesleyan.edu or 860-685-3788

Training/Orientation/International Exchange

Determine what types of activities you will be participating in and what type of preparation you will need. For training/orientation, Cathy Crimmins Lechowicz is a resource; for international exchange, contact Carolyn Sorkin.

Finalized Itinerary and Emergency Contact Information (Template available)

Must leave a copy with contact person before departure

## **TRIP PROPOSAL**

**PRIMARY TRIP COORDINATOR(S):**

**PHONE:**

**E-MAIL:**

**COORDINATOR IS:**

**STUDENT**

**STAFF**

**FACULTY**

**TRIP'S PRIMARY PURPOSE IS FOR:**

**SERVICE**

**CREDIT**

**RECREATION**

**TRIP'S DESTINATION IS:**

**INTERNATIONAL**

**DOMESTIC**

**PURPOSE OF TRIP:**

**DATES:**

**LOCATION:**

**PARTNER AGENCY:** (where applicable)

**ESTIMATED NUMBER OF PARTICIPANTS:**

**TENTATIVE ITINERARY:**

**ACCOMMODATIONS:**

**TRANSPORTATION PLAN:**

**ESTIMATED COST/BUDGET:**

**ANTICIPATED SOURCES OF REVENUE:** (please be as specific as possible: WSA, Community Development Fund, academic department, etc.)

