

**INTERNATIONAL GROUP TRAVEL PROPOSAL**  
**Virginia Western Community College**

1. Name of faculty director: \_\_\_\_\_
2. Dates of trip and countries where travel will occur: \_\_\_\_\_  
 \_\_\_\_\_

Please attach a full itinerary, giving travel dates and all countries to be visited.

3. Attach an outline for the orientation session for travelers. The orientation should include current information on the security of the country, both politically and medically, as determined from reports issued by the U.S. State Department.
4. Attach a statement providing the following information:
  - a. For whom is the trip designed (VWCC students, senior citizens, community members, others) and how many people can participate?
  - b. How will the travelers be recruited? Regular VWCC students should have a recommendation from a faculty member other than the faculty member directing the trip. If a participant is sponsored by a business, a recommendation from the employer should be submitted.
  - c. Give the cost of the trip for participants with an itemized breakdown of expenditures.
  - d. What are the logistical arrangements (housing, meals, transportation, safety/security, etc.)?
  - e. Has research been done to assure that the country to which the students are traveling is safe? Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the State Department within ninety (90) days of travel.
  - f. Attach a copy of any brochures or publicity, which you plan to distribute off-campus. Send a copy to the Public Information Office, the School Dean and the Vice-President of Academic and Student Affairs for written pre-approval.
5. Have the individuals shown below indicate by their signature that they are aware of and approve your proposal.

Division Dean \_\_\_\_\_ Date \_\_\_\_\_

School Dean \_\_\_\_\_ Date \_\_\_\_\_

Vice-President of Financial & Admin. Services \_\_\_\_\_ Date \_\_\_\_\_

Vice-President of Academic & Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_