

IMAGINE INITIATIVES PROGRAM PROPOSAL SHORT TERM – NO OVERNIGHT

Program Title _____ Program Leader _____

Program Components:

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Required for all Approved Programs:

- Travel Application – Short Term – no overnight for All Program Participants 7

Imagine Initiatives / Short Term - no overnight

- Cultural/Performing Arts Initiative** in which every Defiance College student has an opportunity before graduating to attend a wide range of mind-broadening cultural experiences.
- OTHER** – please list if this is another type of IMAGINE INITIATIVE program.

Program Fact Sheet

Program Title: _____

Program Leader(s): _____

Email: _____

Phone: _____

_____ Email: _____

Phone: _____

Location: _____

Date/Time of Departure: _____
Proposed

Date/Time of Return: _____
Proposed

To be completed once the program has been approved

Date/Time of Departure: _____
Actual

Date/Time of Return: _____
Actual

Material Submission deadline: _____ (30 days prior to departure)

Material Reviewed: _____ Date: _____

Program Summary: Please provide a summary of your proposed trip. In it explain how it meets the criteria of the Cultural and Performing Arts Initiative by “broadening the cultural experience” of our students. *(You may attach additional pages if needed.)*

Logistics in Brief - please complete once the program has been approved

1. What is the departure point for the initiative?
2. How is the group traveling from point of departure to destination?
3. What meals are included?
4. Are there any expected out of pocket costs for participants? If yes, please outline below in the budget section of this form.
5. Are there date deadlines for deposits and / or final payment?

Program Budget - Please complete only those portions which are applicable to your proposed initiative.

Group costs are based on _____ (number of participants)

Faculty Director Expenses:	TOTAL	\$ _____
• Local Transportation (pp)		\$ _____
• Meal Allowance (pp)		\$ _____
• Gratuities/Tips for the group		\$ _____
• Events: Tickets, Admissions, Excursions, Other (pp)		\$ _____
• Other: please list		\$ _____
Direct Student Expenses:	TOTAL	\$ _____
• Local Transportation (pp)		\$ _____
• Meals included in the package cost (pp)		\$ _____
• Events: Tickets, Admissions, Excursions, Other (pp)		\$ _____
• Other: please list		\$ _____
• Tuition (if program is offered in conjunction with course credit)		\$ _____
PACKAGED ACADEMIC/CULTURAL TOUR: if the initiative is using a package tour with a per person cost simply list the cost here and attach an itemized list of what the package includes. Mark any expenses not included above.		\$ _____

Expected Student Out-of-Pocket Cost:

- Personal Incidentals
- Meals not included in the Program
- Any anticipated additional/optional costs to students (provide an itemized list)

TOTAL

\$ _____
 \$ _____
 \$ _____
 \$ _____

Total Program Budget:

Cost per person

\$ _____

Anticipated number of student participants _____

Anticipated number of faculty/staff directors _____

List the minimum number of participants required in order for the trip to take place. _____

Once the program has been approved and 14 days prior to departure complete the following:

Expenses incurred/paid by Defiance College prior to departure: \$ _____

Expenses anticipated on-site: \$ _____

(1) Provide an itemized list of the on-site expenses to be paid in cash

TOTAL CASH ADVANCE requested \$ _____

Cash advance with contingency \$ _____

(2) Provide an itemized list of the on-site expenses to be paid by Defiance College credit card

TOTAL CREDIT CARD LIMIT requested \$ _____

Credit limit with contingency \$ _____

Please attach each of the following to the proposal.

- Itinerary/Program Schedule** – initially submit a proposed itinerary followed by an actual itinerary once the program has been approved. Include all dates of departure / arrival for each portion of the initiative; contact information for all accommodations; flight numbers, etc. in the final itinerary.
- Student Selection Process** – please outline the selection process for faculty, staff and student participation in this initiative. Is this trip part of a course or open to the campus? Per the Travel Application the following criteria need to be met by all student participants.
 - Students must have a minimum of a 2.0 grade point average and must meet any course/travel prerequisites.
 - Students must not be on academic or disciplinary probation. The College has the right to screen students' academic and disciplinary histories, which may be considered in the selection process. Students placed on academic or disciplinary probation after being accepted into a program will not be eligible to participate.
 - Once selected to participate in an Imagine Initiative the student must turn in a complete Travel Application, which consists of: the Application Form, the Financial Agreement, the Emergency Contact Form, the Medical Information Form and the Conditions and Assumption of Risk Form.
 - For all initiatives that occur outside of the United States. The student must also submit a copy of their passport, immunization record, and proof of health insurance coverage.
- Previous Initiatives** – Have you led or participated in any of the Imagine Initiatives in the previous year? If so please list the initiative and initiative type (Cultural/Performing Arts, DC to D.C., EDventures, or DC Global) below.
- Pre and Post Assessment** – please submit your proposed mechanism for pre and post assessment. Post-trip assessments must be submitted to the Office of the Provost via email to geichenberg@defiance.edu.

- Pre-departure Orientation** – the following is a minimal list of the necessary components of a pre-departure orientation. Explain how the following information will be covered with all participants.

Practical Details:

- Academic Information
 - Syllabus completed with all program/assignment requirements (If the program is associated with college credit then a syllabus must be included in the program information file.)
 - Institutional policies and procedures
 - Learning Outcomes and purpose of the initiative
- Legal Considerations and procedures
 - Travel Application/cancellations policies
 - Rules of conduct
 - Grounds for dismissal from the program
- Health and Medical Care
 - Support for students with special needs
- Personal safety and adjustment
 - Behavior, responsibility and student conduct
 - Crime and violence

To be assigned once the program is approved

Designated Single Point of Contact _____

Contact information: _____

Designated Administrative Point of Contact _____

Contact information: _____

Travel Application for Short Term – no overnight must completed by each person traveling on a Defiance College initiative and submitted 72 hours prior to departure.