

Student Organization International Travel Proposal & Sample Itinerary

[**International Travel for Recognized Student Organizations**](#)

Cal Poly Pomona supports student organizations and the integral role they play in enhancing the college experience. In an effort to assist student organizations with travel needs, Cal Poly Pomona requires any recognized student organization that is planning international travel to register their trip with the Dean of Students and Office of Study Abroad prior to departure. Approved travel must adhere to the "International Travel for Recognized Student Organizations Policy".

"Sponsored International Travel" is defined as any activity that takes place outside of the United States, such as a conference, performance, competition, service project, retreat, or social or professional activity, and that is coordinated, facilitated by the student organization and/or financially supported by the student organization's funds. Registration and approval also require enrollment in Cal Poly Pomona approved travel insurance program.

[**General Guidelines**](#)

Recognized Student Organizations at Cal Poly Pomona who are planning Sponsored international Travel should abide by the following guidelines:

- A. Ensure that the travel relates to the purpose, mission and/or guiding principles of the organization and that there is an educational or mission-based correlation to the questions of why you are going, what you will do, and where you are going for international travel;
- B. Have a designated "**Student Trip Organizer**" who is a CPP student and member of the organization and responsible for submitting trip paperwork via the "**Student Organization Travel Activity Form**" to CPP and updating members attending the trip on necessary aspects of the trip coordination process in a timely manner;
- C. Comply with the policies of student organizations as stated in the Student Organization Handbook and CPP Student Code of Conduct;
- D. Ensure that travel is scheduled so that it does not create an unnecessary interference with a student's academic responsibilities (Student organization travel does not constitute an "excused absence" from class; each traveler or "**Trip Participant**" is responsible for notifying their faculty members and arranging to make up any work that is missed)
- E. Have a designated "**Trip Advisor**" that is a full-time faculty/staff member at Cal Poly Pomona, unless the group is working with a CPP affiliate provider who includes 24 hour health, safety and emergency response as part of their services.



- F. Have a well-planned travel itinerary associated with the trip and have ensured that details of itinerary, travel arrangements, and accommodations have been shared with travelers who are participating in the trip. (See [Sample Itineraries](#))

Your Itinerary/Program Considerations for International Travel

As a part of your organization's registration of your international travel, you will be required to submit a **detailed itinerary**, as well as information regarding any third-party organization you are working with (if any) to coordinate your international trip. If your organization is utilizing a third-party program provider for your experience or is looking to vet a service experience, we encourage you to use the resources of the [International Volunteer Programs Association](#) (IVPA) to determine if the experience is the right fit for you. In particular we recommend the sections on:

- [Questions to Ask Your Program](#) – this is a simple guide to the types of questions you should ask any organization seeking to recruit you.
- [Principles and Practices](#) – a more in-depth measure of how to identify a reliable program that offers worthwhile program experiences.

IVPA also has a membership directory of organizations that meet the principles and practices outlined in the links above. The Office of Study Abroad is another resource that can connect student groups with potential third-party program providers. *Note: unaffiliated organizations will need to go through the CSU vetting and approval process prior to program approval.*

[Additionally, consider the following features of the organization you are traveling through:](#)

Does the program offer a comprehensive website? You should be able to access a thorough program overview, host city/country information, staff contacts, current information on travel dates and costs, application submission instructions, relevant course descriptions (if applicable) and alumni feedback.

- ☒ Does the program offer pre-departure services? These may include responsive and accessible staff, advising services, visa assistance (if applicable) and comprehensive orientation materials.
- ☒ Does the program offer in-country services? These may include on-site staff to provide airport pick-up (or assistance) and housing placement, as well as 24/7 emergency and day-to-day support.

Itinerary Guidelines

Your travel Itinerary should include all aspects of your trip and represent the details of the trip in chronological order with names, locations, and information where necessary. (See Samples: [Group Travel Itinerary Sample 1](#); [Group Travel Itinerary Sample 2](#); [Agency Itinerary Sample](#))

Pre-departure Orientation

Student Trip Organizers, Trip Advisors, and Trip Participants will be provided with a link to International SOS Video resources and a post-test. Every participant should receive an 85% passage rate on the post-test prior to departure. Details for accessing online video and post-test will be provided during the group's registration process.

Timeline and Student Organization Activity Form Procedures

When to Submit

Student Organizations should make plans to submit travel paperwork no less than 60 days prior to their travel. For details on the policy requirements that need to be met for Sponsored International Travel by a student organization, see "[International Travel Policy for Student Organizations](#)" Below are recommended deadlines and items needed based on travel location:

Type of Travel (Domestic/international)	Deadlines	Submit Student Org. Activity Form?	Advisor Required on trip?	International Insurance Required, Pre-Orientation, & Trip Registration with Office of Study Abroad & Risk Management?
International	Spring Semester Travel- October 1 or 60 days prior travel departure (<i>whichever is greater</i>) Summer Semester Travel- March 1 or 60 days prior travel departure (<i>whichever is greater</i>) Fall Semester Travel- May 1 or 60 days prior travel departure (<i>whichever is greater</i>)	YES	YES	YES (Required Per Each "Trip Participant")

Prior to your group's Sponsored International Travel, the "Student Trip Organizer" will be required to submit a "Student Organization International Travel Proposal." This form will document details about your organization's proposed travel and established plans. The form will include:

- Date of the trip (to include departure date and duration)
- Reason for the trip
- Method of Transportation to and from destination
- Roster of all organization members (*FullName, Bronco ID, CPP Email*) participating in the trip i.e.- “**Trip Participants**” (*to be uploaded during form submission*)
- Include a detailed itinerary for all trip activities (See Samples below: [Group Travel Itinerary Sample 1](#); [Group Travel Itinerary Sample 2](#); [Agency Itinerary Sample](#))
- Provide a Travel Route (*if driving*)
- Name & Address of Lodging/Accommodations
- Emergency Contacts (address, email, phone, website)
- Name, Phone, Email, and Contact Person of third-party provider/organization (*provide only if working with an external organization/third-party provider for trip arrangements*)
- Advisor Name & Contact (email/personal phone)
- Trip Advisor Name and Contact Information (email/personal phone)

Emergencies and Other Considerations

Cal Poly Pomona Contacts

CPP University Police 24 Hour Assistance: [\(909\) 869-3070](#)

Questions?

Contact the OSA at studyabroad@cpp.edu or [\(909\) 869-3267](#).

Student organizations who have additional questions can reach out to our office to discuss. Additionally, they can set-up an Organization Travel Consultation with the Office of Study Abroad and Dean of Students.

Volunteers Around the World, Medical Outreach, Peru, Example Trip Itinerary (15 days)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST	n/a	8-10am	8-10am	6:30-7:30am	6:30-7:30am	6:30-7:30am	6:30-7:30am
AM	Depart USA	<ul style="list-style-type: none"> • Arrive CUZ • Transport to VAW office (20-30 minutes) • Brief General Orientation • Meet host family 	<ul style="list-style-type: none"> • Rest & Acclimate, Group 1 • Health check, Group 2 	Mock clinic	Asilo	<ul style="list-style-type: none"> • Hospital Tour • Intake data entry 	<ul style="list-style-type: none"> • Hospital Tour • Intake data entry
LUNCH	n/a	12-2pm	12-2pm	12-2pm (packed lunch)	12-2pm (packed lunch)	12-2pm (packed lunch)	12-2pm (packed lunch)
Mid-day	FLY	<ul style="list-style-type: none"> • REST • Acclimate • Downtown Cusco Tour 	<ul style="list-style-type: none"> • Rest & Acclimate, Group 2 • Health check, Group 1 	<ul style="list-style-type: none"> • Med & Supply Distribution • Clinic prep 	<ul style="list-style-type: none"> • Med & Supply Inventory • Prep for next clinic 	Prep for next clinic	Prep for next clinic
PM	<ul style="list-style-type: none"> • FLY • Arrive LIM • Immigration & customs • Pick up luggage, re-check 		Rest & Acclimate	• Medical Intro Class	<ul style="list-style-type: none"> • Clinic • Post-clinic meeting • Med & Supply Inventory 	<ul style="list-style-type: none"> • Clinic • Post-clinic meeting • Med & Supply Inventory 	<ul style="list-style-type: none"> • Clinic • Post-clinic meeting • Med & Supply Inventory
DINNER	n/a	7-9pm	7-9pm	7-9pm	9-11pm	9-11pm	9-11pm
QUIET HOURS	AIRPLANE	11pm-6am	11pm-6am	11pm-6am	11pm-6am	11pm-6am	11pm-6am
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST	6:30-7:30am	8-10am	6:30-7:30am	6:30-7:30am	8-10am	8-10am	8-10am
AM	Clinic	Rest (free time)	<ul style="list-style-type: none"> • Hospital Tour • Intake data entry 	<ul style="list-style-type: none"> • Anatomy Class • Intake data entry 	Free day	Free day	Free day
LUNCH	12-2pm (packed lunch)	12-2pm	12-2pm (packed lunch)	12-2pm (packed lunch)	12-2pm	12-2pm	12-2pm
Mid-day	<ul style="list-style-type: none"> • Post-clinic meeting • Intake data entry • Med & Supply Inventory • Prep for next clinic 	Rest (free time)	Prep for next clinic	Education day	Free day	Free day	Free day
PM	Free evening	Education day prep	<ul style="list-style-type: none"> • Clinic • Post-clinic meeting • Final med & supply count 	<ul style="list-style-type: none"> • Post-clinic week meeting • Finalize intake data • Turn all supplies & data in to Site Coordinator 	Free day	Free day	Free day
DINNER	7-9pm	7-9pm	9-11pm	7-9pm	7-9pm	7-9pm	7-9pm
QUIET HOURS	11pm-6am	11pm-6am	11pm-6am	11pm-6am	11pm-6am	11pm-6am	11pm-6am
	Saturday	Sunday					
BREAKFAST	6:30-7:30am	n/a	CLINICS: Clinic locations are typically 30-90 minutes from the volunteer office. Clinics are usually 4-6 hours long EDUCATION DAY: Lesson plan should be approved by Site Coordinators MEETINGS: Post-clinic meetings, data entry and med/supply inventory are <u>mandatory</u> for all volunteers FREE DAYS: Should be planned ahead of time with Site Coordinators *AIRPORT: Special arrangements can be made for individuals not on the group flight, at the individual's cost (\$15 for private taxi from CUZ; 20-30 minutes)				
AM	<ul style="list-style-type: none"> • Transport Cusco-CUZ (20-30 minutes) • Depart CUZ 	FLY					
Mid-day	FLY	Arrival USA					
PM	FLY						

SAMPLE INTERNATIONAL TRAVEL ITINERARY

DAY 1

International Travel Day
9:00AM (Central Time)

10:00AM

3:00PM (Eastern Time)

5:50PM

8:35PM

10:00PM

Saturday, December 10, 2016 U.S. -
Managua

Meet at LAX

Depart

Meet at airport in Los Angeles, CA

Flight departs LAX on DL???

Flight arrives in Managua on DL???. Group transfer to Hotel Selva Verde

Snack at Hotel

DAY 2

Cultural Excursion

7:00AM-8:00AM

8:00AM

9:00AM

10:00AM

11:00AM

1:00PM

2:30PM-4:00PM

5:00PM

6:00PM

8:00PM

Sunday, December 11, 2016

Breakfast at Hotel and Orientation Depart for Cultural Excursion

Zipline at Laguna Tiscapa

Visit Volcan Masaya

Visit Catarina

Lunch in Granada

Boatride in Las Isletas

Return to Hotel

Dinner at Hotel

Reflection/Evening Activity

DAY 3

Service Day

7:00AM-8:00AM

8:00AM

11:00AM

12:00PM

1:30PM-4:00PM

4:00PM

6:00PM

7:30PM

Breakfast at Hotel

Depart for Estelí

Arrive in Estelí and check in

Lunch at El Quesito

Orientation, Tour of UCATSE Medical

Campus and lab, Work in lab

Return to Hotel

Dinner at Hotel

Reflection/Evening Activity

Tuesday, December 13, 2016

DAY 4

Service Day

6:30AM-7:30AM

8:00AM-12:00PM

12:00PM-1:00PM

1:15PM-4:00PM

4:15PM

6:00PM

7:30PM

Breakfast at Hotel

Help at Puestos de Salud (City Clinics)

Lunch at El Quesito

Visit Hospital

Return to Hotel

Dinner at Hotel

Reflection/Evening Activity

SAMPLE INTERNATIONAL TRAVEL ITINERARY

DAY 5	Wednesday, December 14, 2016
Service Day	
6:00AM-6:45AM	Breakfast at Hotel
7:00AM-1:00PM	Operating Room observations
1:00PM-2:00PM	Lunch at Sabor Nicaraguense
2:00PM-4:00PM	Free Time
6:00PM	Dinner at Hotel
7:30PM	Reflection/Evening Activity
DAY 6	Thursday, December 15, 2016
Service Day: Rural Clinic	
6:00AM-6:45AM	Breakfast at Hotel
7:00AM	Depart for community
9:00AM-1:00PM	Rural Health Clinic
1:00PM-2:00PM	Lunch in community
2:00PM	Depart for Hotel
6:00PM	Dinner at Hotel
7:30PM	Reflection/Evening Activity
DAY 7	Friday, December 16, 2016 Estelí-Managua
Service Day: Rural Clinic, Farewell, Travel Day	
6:00AM-6:45AM	Breakfast at Hotel
7:00AM	Depart for community
8:00AM-12:00PM	Rural Health Clinic
12:00PM	Depart for Farewell
2:00PM-3:00PM	Farewell Celebration
3:00PM	Depart for Hotel
4:00PM	Depart for Managua
7:00PM	Dinner at Hotel
8:30PM	Reflection/Evening Activity
DAY 8	Saturday, December 17, 2016
International Travel Day	
4:30-4:45AM	Checkout, Breakfast
5:00AM	Depart for Airport
8:30AM	Flight departs Managua on DL???
1:10PM (Pacific Time)	Flight arrives in Los Angeles, CA
6:00PM (Central Time)	ARRIVE BACK TO LAX

INTERCULTURAL EXPERIENCES AND RESPONSIBLE TOURISM

VOLUNTEERING – RESPONSIBLE TOURISM – ACCOMMODATION

MACHUPICCHU ADRENALINE



This tour is designed for travellers who are looking for adventure and adrenaline on their way to Machupicchu. By taking the highway until “hidroelectrica”, you will pass through snowcapped mountains and cloud forests with incredible landscapes, and have the opportunity to take a breathtaking Zipline circuit across the Urubamba River Valley before relaxing in the Colcalmayo natural hot springs to enjoy the sunset over the green mountains. On day 2, the hike up to Aguas Calientes offers the chance to admire Machu Picchu from below and soak in your surroundings before seeing the famous wonder of the world.

ITINERARY

DAY 1

We will pick you up from your homestays between 6:00 AM and 7:00 AM in a private van. We will drive through the Sacred Valley, passing Chinchero, Urubamba, and Ollantaytambo before climbing to 14,100 feet above sea level at “El Abra Malaga”. El “Abra Málaga” is a passage through the snowcapped mountains between the Sacred Valley and the cloud forests of Quillabamba.

Once we start the descent, you will notice the change in ecosystem and have a chance to see the rare birds that live in the area. We will have a few stops to give you the chance to enjoy the scenery and take a few photos.

Our lunch will be approximately at one o’clock in the town of Santa Teresa, where we will be spending the night. After lunch we will do a zipline circuit that takes about 2 hours and spans 3 km back and forth across the valley with 5 lines, Tibetan bridge and an optional Via Ferrata rock climb. You will have the option to do standard, superman, and upside down traverses. From here we will head to the Colcalmayo hot springs where we will have 2 hours to relax and enjoy the beautiful scenery, as well as have dinner.



INTERCULTURAL EXPERIENCES AND RESPONSIBLE TOURISM
VOLUNTEERING – RESPONSIBLE TOURISM – ACCOMMODATION

DAY 2



After breakfast we will go in van until Hidroelectrica, where we will start our hike to Machu Picchu. The hike is 10 kilometers long, between 2 and 3 hours depending on our pace. As we go along the train tracks leading to Aguas Calientes, we will be passing through the jungle of Cusco.

From below, we will catch a glimpse of Machu Picchu and the three mountains that tower over us: Putucusi, Huaynapicchu and Machu Picchu. We will arrive to the town of Aguas Calientes at approximately noon. We will stop for lunch before heading up to the ruins in bus. In the afternoon there are less visitors, so we will be able to take photos and visit the various temples at a more leisurely pace. After approximately 2 hours of your guided tour in the ruins we will head back

down in the bus to Aguas Calientes for a quick dinner and to catch our train back to Ollantaytambo. From Ollantaytambo we will take one last shuttle back to Cusco, arriving home around 12 pm.



INCLUDES

- Private tour to Machupicchu 2 days.
- Pick up from Housing.
- English- Speaking Tour Guide
- Lunch and dinner day 1, breakfast, lunch and dinner day 2
- 1 night accommodation in Santa Teresa (double, triple, and quadruple rooms to share with other people in the group)
- Round trip bus to Machu Picchu from Aguas Calientes
- Entrance Ticket to Machupichu ruins
- Entrance ticket to the hot springs of Colcarmayo

INTERCULTURAL EXPERIENCES AND RESPONSIBLE TOURISM
VOLUNTEERING – RESPONSIBLE TOURISM – ACCOMMODATION

- Zipline circuit and all safety gear
- Train Aguas Calientes to Ollantaytambo
- Souvenir T-shirt

DOES NOT INCLUDE

- Breakfast Day 1
- Professional Photo Session of Zip Line
- Tips

RECOMMENDED PACKING LIST

- Money in soles
- Snacks (fruits, nuts, etc. For the hike)
- Bottle of water
- Camera
- Sunglasses
- Sunscreen
- Insect Repellent
- Comfortable, close-toed walking shoes
- Light clothes (remember, it is just 2 days!)
- Swimsuit, sandals and a small towel for hot springs

IMPORTANT INFORMATION

The hiking you will be doing is very basic. The terrain is mainly flat and footing is stable. You will be going along the train tracks, but at the times we will be hiking it is unlikely a train will be passing, and in the rare chance it does the train travels very slowly, warns with its horn well in advance, and there is always plenty of room along the sides to get out of its way.

The altitude of Aguas Calientes is 2,700 feet lower than Cusco, so altitude sickness should not be a concern if you are doing ok in Cusco. Our guide is first aid trained and will have a first aid kit the entire trip. Having said that, it is important you recognize your personal level of fitness. The second day, with the hike from Hidroelectrica to Aguas Calientes and the tour of Machu Picchu you can expect to be walking for about 5-6 hours. If you do not feel physically capable of doing this, this is not the tour for you. In case of emergency, you will be evacuated from Aguas Calientes by train until Ollantaytambo where you can be taken to a hospital. Upon confirmation of participation, each traveler will be required to sign a liability waiver.

PRICE PER PERSON VARIES ON HOW MANY PEOPLE SIGN UP

(PRIVATE TRANSPORTATION COSTS PER PERSON CHANGE BASED ON QUANTITY)*

**INSTRUCTIONS**

Email a completed copy of this form to studyabroad@cpp.edu by the firm deadlines indicated on the second page. Student organizations traveling abroad are *required* to submit this form as part of the Education Abroad international travel approval process.

TRIP INFORMATION

Name of Student Organization _____

Student Organization Email (if applicable) _____

Travel Dates _____ City & Country _____

Estimated Number of Students _____ Estimated Number of Faculty/Staff _____

Trip Purpose:

PROGRAM LEADER INFORMATION

Primary Trip Leader Name _____ Phone Number _____

Email _____ Are you a Student or Faculty/Staff? _____

Are you traveling with the group abroad? Yes _____ No _____

*The primary trip leader will be responsible for all communication with the Office of Study Abroad

Additional Leader:

Secondary Trip Leader Name _____ Phone Number _____

Email _____ Are you a Student or Faculty/Staff? _____

Are you traveling with the group abroad? Yes _____ No _____

COURSE CREDIT

Is there a course associated with this international trip? Yes _____ No _____

Course Prefix, Number, and Section _____ Credit Hours _____ Term _____

IN-COUNTRY PARTNER REQUIREMENT

In order to provide logistical support, meet safety standards, and university contractual requirements, program leaders who work with a partner and/or third-party provider must have the organization approved by CPP legal council and the Chancellor's Office. If needed, contact Education Abroad for assistance identifying an in-country partner.

Name of Provider _____ Name of Contact Person _____

Email Address _____ Phone Number _____

Website _____

CONTRACT/AGREEMENT

Attach a copy of the contract, agreement, and/or proposal when submitting this form to the Office of Study Abroad:

The documentation you attach should come from the in-country partner or provider. It must outline the details of your program including per person costs, payment deadlines, program inclusions, and the provider's cancellation/withdrawal policy.

Student Organization International Travel Proposal Form

Student Organizations Traveling Abroad

SIGNATURES

The signatures below are *required* for a successful submission of this Student Organization International Travel Proposal Form.

By signing below, I confirm that the information provided on this form is accurate to the best of my knowledge and I will alert The Office of Study Abroad immediately if there are any changes.

Primary Trip Leader Name_____ Email_____

Signature_____ Date_____

Student Org. President Name*_____ Email_____

Signature_____ Date_____

*If same as Primary Trip Leader, complete and sign in both locations.

By signing below, I acknowledge that I am aware of this international group trip being planned by the student organization for which I serve as an advisor.

Student Org Advisor Name_____ Email_____

Signature_____ Date_____

DEADLINES TO SUBMIT TRAVEL PROPOSAL FORM

Failure to submit this form by the applicable deadline indicated below will prevent your Student Organization from receiving approval to travel internationally.

Winter Break Trips

October 1st

Spring & Spring Break Trips

October 1st

Summer Trips (May/June/July)

March 1st

August & Fall Trips

May 1st

NEXT STEPS

1. Email this completed form to studyabroad@cpp.edu before the deadlines above. Don't forget to also include in your email a copy of the relevant contract, agreement, and/or proposal from your in-country provider.
2. Once submitted, the Travel Policy Advisory Committee (TPAC) will review the International Travel Proposal. If there is a US Department of State Travel Warning or other existing serious health or safety risk, TPAC will submit a recommendation to the President who will make the decision about whether or not to make an exception to the University policy. *Note: The University reserves the right to change its decision regarding approval at any time should circumstances change.*

Decisions for exceptions will be based on the nature of the Travel Warning, including: the locations impacted by the Warning, the experience and training of program organizers and local support staff, the importance and academic relevance of involvement, and potential safety risks.