**Faculty Study Trip**

**Checklist**

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| **Task** | **Target Completion Date** |
| Write and Submit Program Proposal |  |
| Establish Budget |  |
| Set Per Participant Cost |  |
| Course Registration/Contact Potential Participant Pool |  |
| Contact Dean of Students |  |
| Deadline for Participation (Query 1) |  |
| Contact Dean of Students |  |
| Determine Student Aid |  |
| Distribution and Collection of Documents (waiver, medical, passport, Query 2) |  |
| Make on-site preparations (including pre-payments) |  |
| Prepare Final Itinerary |  |
| Pre-Departure Orientation |  |
| Go Abroad & Return |  |
| Submit Final Report |  |
| Reconcile Finances |  |
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| *Please list additional tasks below as necessary:* |  |
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