

International Travel Seminar Sponsor Application

This application is for groups planning a custom travel seminar through the Center for Global Education (CGE). This form should be completed by the person who has been designated as the primary coordinator or sponsor.

Please send the completed application to: Center for Global Education, Augsburg College, 2211 Riverside Avenue, Box 307, Minneapolis, MN 55454. Phone: 612/330-1159 or 800/299-8889; Fax: 612/330-1695.

I. General Information

Sponsor Information	
Group Name:	
Representative Name & Title:	
Address:	
Day Phone:	Evening Phone:
Cell Phone:	Fax:
Email:	Notes:

Backup/Alternate Information	
Is there a backup or alternate contact person?	
Name & Title:	
Address:	
Day Phone:	Evening Phone:
Cell Phone:	Fax:
Email:	Notes:

In-Group Leader Information	
Will a designated in-group leader accompany the participants? Yes_ No_	
Seminar Leader Name & Title:	
Address:	
Day Phone:	Evening Phone:
Cell Phone:	Fax:
Email:	Notes:

II. Travel Seminar Details

How did you find out about the Center for Global Education?
Who are you working with at CGE ?
Preferred Country(ies):
Preferred Timeframe:

III. Seminar Program

A. Orientation/Departure Preparation

All travel seminars begin with an orientation session on the first day of the program in each country visited. The CGE also provides all participants with pre-departure resources including logistical information, background reading materials about the country/region(s) and key topics. The CGE will provide clear and detailed communication to every participant via a welcome letter, a final pre-departure letter, and a post-seminar letter.

1. Where shall we send the pre-departure resources?

- Directly to the participants
- To the Sponsor for distribution

2. Are there any deadlines that would determine when you need the pre-departure resources sent? Yes No
If yes, when are those deadlines? _____

3. Is this travel seminar part of an academic* course? Yes No Course title _____
Dept _____

If yes, do you have a course syllabus already developed? _____

If so, please attach a copy.

**Please note that in Cuba seminars must be part of an accredited course.*

B. Travel Seminar Goals

Prior to departure, you will work with CGE staff in Minneapolis and/or at the program site to develop an itinerary that meets the needs of your group. Please answer the following questions so that CGE has a better understanding of your goals for the travel seminar.

1. What are your goals for the travel seminar? _____

2. Do you have any specific areas of interest or themes for the travel seminar (e.g., human rights, women's issues, health care, church, land issues, etc.)? _____

3. Do you have a name for the travel seminar? _____

C. Program Request Checklist

Please complete the Travel Seminar Program Planning Checklist for the country/region(s) to be visited found here: <http://www.augsburg.edu/global/seminar-create/inquiry/>

IV. Seminar Marketing

A. Promotion

The Center for Global Education coordinates travel seminars that are open to the public as well as travel seminars limited to a specific constituency. If you would like your travel seminar to be open to the public, we reserve the right to determine if your trip fits with our branding. CGE prepares a brochure for all open seminars to be used for recruitment and promotion.

Please indicate how you want to handle your travel seminar:

- Closed Trip – Only for members of your group or institution
- Qualified Open Trip – Open to the public but with preference given to your group, or another specific constituency. Notes: _____
- Open Trip – No restrictions on who can apply

Is a core group already committed to participating in the seminar? Yes No If Yes, how many? _____

How do you plan to promote the seminar? (for example, recruitment meetings, direct or email promotion, conferences, websites, listserves, ect.)

B. Brochures (CGE charges \$150 for the first 200 brochures)

The CGE will work with you to design and print brochures to assist in promoting your travel seminar. After the seminar dates and cost have been confirmed, and the brochure has been designed, you can expect to receive your printed brochures within **3 weeks**. Please keep this timeline in mind as you plan your schedule for promotion and recruitment.

1. Would you like us to make you a brochure? Yes No

CGE can provide you a sample of a color brochure we produce. In addition to your printed copies, we can also email you a pdf of the brochure for you to send to others electronically.

2. How many brochures would you like?

Color Total _____ (\$150 for first 200/ \$75 per each additional 100)

3. What title do you want for your travel seminar? _____

4. Names and phone numbers you would like listed under the "For More Information" section on brochure:

5. When do you need the brochures? _____

6. Address to which to send the brochures? _____

7. Comments or special instructions: _____

V. Fundraising and Pricing

A. Fundraising

1. Do you have plans for fundraising? Yes No

2. Do you have access to scholarship funds for trip participants who may not otherwise be able to afford this seminar?
 Yes No

-Please see our website for CGE scholarship information:
<http://www.augsburg.edu/global/seminars-join/scholarships/>

B. Pricing Options

A price is established for each travel seminar based on an estimated minimum number of participants, number of program days, and whether or not the costs for an in-group leader are included. If you include an in-group leader's costs, the final price for each seminar participant will increase to cover those costs.

1. Will the costs of an in-group leader be included?

2. Estimated number of participants:

3. Number of in-country program days

Note: If final registrations are less than the estimated minimum number of participants then there are several options:

1) The travel seminar may be cancelled; 2) It may be combined with another scheduled travel seminar; or 3) The price may be recalculated and participants will pay the increased cost; an option for recalculation is to exclude the costs of an in-group leader if that was originally included. CGE will work with you to decide on the best option.

VI. Registration and Payment

The Center for Global Education prefers that participants register for our programs online:
<http://www.augsburg.edu/global/seminars-join/register/>

The deposit for all travel seminars is \$250 per person. Participants can register without paying the deposit if your institution or organization will be paying for all participants, (e.g. through a grant) or if the participants will be paying you directly for the travel seminar, and you will pay us. Please check one: \$250 Fee Registration No-Fee Registration

How do you want to handle billing? Check one:

- Send the group invoice to you/your organization or institution
- Send separate invoices to participants (not an option for seminars to Cuba).

VII. Flights: (Please discuss flight issues with your CGE staff person, if necessary).

For all countries with the exception of Cuba, it is the responsibility of the sponsor to ensure that air travel arrangements are made to the travel seminar destination. In some cases, the sponsor will book everyone in your group on the same flights. In others, the sponsor will direct individual participants to book their own flights within certain parameters for arrival and departure at your travel seminar destination.

CGE is happy to refer you to travel agents we have worked with in the past..

If your group is travelling to Cuba, please indicate your "gateway city": _____Miami _____Mexico City

It is the sponsor's responsibility to ensure that air travel is arranged to the gateway city from which your group will depart to Havana. CGE will arrange air travel between the gateway city and Havana. CGE strongly encourages the group to spend the night prior to departure for Cuba in the gateway city as well as the night that it is scheduled to return from Cuba. CGE is not responsible for any change fees if an incoming flight does not get to the gateway city in time for travel seminar participants to board the flight for Cuba. Similarly, CGE is not responsible for any change fees associated with connecting air travel if your group's flight from Cuba to the gateway city is delayed for any reason.

Important terms: The booking of flights to Cuba requires a \$100 per seat deposit to book a ticket. CGE must receive this seat deposit and passport information for everyone in your group as one lump payment before flights can be booked. This \$100 seat deposit is nonrefundable.

VIII. Contract Agreement with Travel Seminar Sponsors

A \$500 sponsor deposit is required with your completed application. This deposit is refundable after the travel seminar returns if the budgeted number of participants was reached. The deposit is non-refundable if the: 1) Travel seminar is canceled due to an insufficient number of participants; 2) Travel seminar is canceled due to reasons attributable to the sponsoring group; 3) Travel seminar proceeds with fewer participants than the budgeted number.

Cancellations and Refunds:

Cancellation notices for individual participants or the entire group must be received by the Center for Global Education in writing. The \$250 per person deposit is non-refundable. A cancellation notice received up to 75 days before departure will be assessed only the deposit plus any non-recoverable costs (i.e. \$100 seat deposit for Cuba, visa fee, etc.). A cancellation notice received 61-74 days before departure will be assessed 25% of the total travel seminar cost; a cancellation notice received 31-60 days before departure will be assessed 50% of the total cost. **A cancellation notice received within 30 days of departure will be assessed the full program cost.**

In the event that a Travel Warning is issued by the U.S. State Department for a country that will be visited during a program and CGE agrees that it is unsafe to travel there (or the sponsor has an existing written policy against traveling to a country/location with a Travel Warning), then we will try to reroute that program to another country. If we need to cancel the program, participants will be refunded any recoverable expenses.

If there is no Travel Warning, but a participant cancels due to fear of a worldwide crisis, then they may be able to transfer their \$250 deposit to another program within the same fiscal year (if agreed upon by CGE); however, they would still be responsible for paying any unrecoverable expenses related to the original trip.

All participants are encouraged to purchase trip cancellation or interruption insurance in the event of a personal or family illness or other unforeseen events.

IX. Payment of Deposits & Brochures:

- \$500 sponsor deposit

How would you like the Sponsor deposit used after the seminar ends?

- Apply to next year's travel seminar!

Donate to the Center for Global Education: Scholarship Fund General Fund

Refund to sponsoring group after the travel seminar returns:

Check payable to: _____

Flight deposit for Cuba enclosed for \$100 x # of seats. (Will be applied to final flight costs.) \$_____

Extra amount enclosed for additional brochures \$_____

Total Enclosed \$_____ (Kindly make your check payable to the Center for Global Education).

Payment may also be made by VISA or MASTERCARD	
Please indicate type of card:	
Cardholder Name:	
Card#:	Exp. Date:
Signature:	

I have read the above statement and agree to its conditions. (*Note: all sections of this application must be completed before submitting.)

Signature (Primary Coordinator or Other Representative)

Date

Print Name

**Please send CGE a hard copy of this form. An additional e mailed copy is also appreciated.*