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This application is for groups planning a customized program through the Center for Global Education and Experience (CGEE). This form should be completed by the person who has been designated as the primary coordinator of the program.

Please send the completed application to: globaled@augsburg.edu. A signature is required, so please include either an electronic signature OR physically sign and then scan and email the document. If neither of these are options, the application can be mailed or faxed to: Center for Global Education and Experience, Augsburg College, 2211 Riverside Avenue, Box 307, Minneapolis, MN 55454. Phone: 612/330; Fax: 612/330-1695.

I. *General Information*

|  |
| --- |
| Primary Contact Information |
| Group Name: |
| Leader Name & Title: |
| Address:  |
| Day Phone: | Evening Phone: |
| Cell Phone: | Fax: |
| Email: | Notes: |

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

|  |
| --- |
| **In-Group Leader Information** **(may be the same person as primary contact)**Will a designated in-group leader accompany the participants? Yes\_ No\_ |
| 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 and Experience? |
| Who are you working with at CGEE? |
|  |
| Preferred Country(ies): |
| Preferred Timeframe: |

II. 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. CGEE also provides all participants with pre-departure resources including logistical information and background reading materials about the country/region(s) and key topics. CGEE will provide clear and detailed communication to every participant via a welcome letter, a final pre-departure letter, and a post-program letter.

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

* Directly to the participants
* To the in-group leader 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

 If yes: Course title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept\_\_\_\_\_\_\_\_\_\_\_

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

 If so, please attach a copy.

 *\*Please note that Cuba programs must be part of an accredited course.*

*B. Travel Seminar Goals*

Prior to departure, you will work with CGEE 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 CGEE has a better understanding of your goals for the program.

**1.** What are your goals for the program?­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**3.** Do you have a name for the program?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***C. Program Request Checklist***

Please complete the Travel Seminar Program Planning Checklist; your CGEE program provider has or will provide this.

IV. Marketing

*A.* *Promotion*

CGEE coordinates customized programs that are open to the public as well as customized programs that are limited to a specific constituency. If you would like your program be open to the public, we reserve the right to determine if your program fits with our branding. CGEE prepares a brochure for all open programs 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, etc). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

CGEE will work with you to design and print brochures to assist in promoting your travel seminar. We will provide you with a sample and instructions for submitting text. 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

**2.** How many brochures would you like?

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

**3.** When do you need the brochures?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** Address to which to send the brochures?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.** 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

CGEE does offer a limited number of scholarships for customized programs. Please inquire with your program coordinator.

*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?

  Yes  No

**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:The travel seminar may be cancelled; it may be combined with another scheduled travel seminar; or the price may be recalculated and participants will pay the increased cost.

**VI. Registration and Payment**

CGEE prefers that participants register for our programs online; your program coordinator will provide you with a link directly to registration forms specific to your program.

We will provide a primary invoice for a $250 deposit per participant (i.e. 10 participants = $2,500 invoice) approximately 4 months prior to departure.

We will provide a second invoice for the remaining balance approximately 6 weeks prior to program departure.

Cuba invoices follow a different timeline; the program coordinator will communicate that to you prior to deposit.

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

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

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

If your group is travelling to Cuba, it is the in-group leader’s responsibility to coordinate flight to and from Miami. CGEE will arrange air travel between Miami and Havana. CGEE strongly encourages the group to spend the night prior to departure for Cuba in Miami as well as the night that it is scheduled to return from Cuba. CGEE is not responsible for any change fees if an incoming flight does not get to Miami in time for travel seminar participants to board the flight for Cuba. Similarly, CGEE is not responsible for any change fees associated with connecting air travel if your group’s flight from Cuba to Miami is delayed for any reason.

**Important terms**: The booking of flights to Cuba requires a $100 per seat deposit to book a ticket. CGEE 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. Program Agreement**

A $500 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 program is canceled due to an insufficient number of participants; the program is canceled due to reasons attributable to the sponsoring group; the program proceeds with fewer participants than the budgeted number.

**Cancellations and Refunds:**

Cancellation notices for individual participants or the entire group must be received by CGEE 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 program 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 CGEE 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 re-route 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 CGEE); 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.) Total $\_\_\_\_\_

**** Extra amount enclosed for additional brochures $\_\_\_\_\_\_\_\_\_\_

Total Enclosed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kindly make your check payable to the Center for Global Education and Experience.

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 CGEE a hard copy of this form. An additional emailed copy is also appreciated.*