

**2018-2019 Learning Abroad**

**Student Organization Abroad Program Registration**

Learning Abroad invites registered student organizations, with the support of their faculty or staff organization advisors, to register their 2018-2019 programs abroad. Complete proposals must be received and approved by Learning Abroad for participating students to be eligible for the International Education Fee Scholarship (IEFS). Incomplete proposals will not be accepted. Please contact Learning Abroad if you have any questions.

**A complete proposal includes:**

* Completed registration form signed by your UH faculty or staff advisor.
* Tentative program agenda/itinerary. The agenda should include dates in all locations, including excursions.
* Copy of current academic year memorandum.

**IMPORTANT NOTES:**

1. UH does not allow University sponsored and/or organized programs abroad to Level 3 (“Reconsider Travel”) advisory destinations as designated by the U.S. Department of State unless authorization is granted by the Provost. There is a separate authorization form which must be submitted with this proposal for program authorization:

<http://www.uh.edu/learningabroad/health/travel-warning-destination-policy.pdf>

1. UH defines its working relationship with Registered Student Organizations in the Student Handbook: <http://publications.uh.edu/content.php?catoid=17&navoid=4918>.
2. All Student Organization Abroad program leaders are required to attend a Risk Management Workshop hosted by Learning Abroad for program participants to be eligible for IEFS funding.
3. Student Organization Abroad Programs, per the Center for Student Involvement are not “sponsored or sanctioned” by the University unless the program is formally co-sponsored with an administrative or academic unit of the University. **Receiving IEFS funding does not make this program co-sponsored by Learning Abroad or University of Houston.**
4. Program leaders must ensure that all program participants:
	1. Register with Learning Abroad and complete necessary paperwork
	2. Purchase international insurance coverage:

http://www.uh.edu/learningabroad/health/cisi/

**GENERAL INFORMATION**

**Program leader:**

Name: Leadership title:

Major: Anticipated Graduation Date:

Phone: Email:

**Other program leader**: (add additional lines as needed):

Name: Title:

Major: Anticipated Graduation Date:

Phone: Email:

**Program Information**

Program title:

Student Organization:

Dates:

Location(s):

Program term/year:

Minimum number of participants \_\_\_\_\_\_ Maximum number of participants \_\_\_\_\_\_\_

Will this be a recurring program? How frequent?

**Hosting Organization**

Please indicate the local, national, or international organization with which the group is collabroating.

Organization name:

Contact:

Phone: Email:

Website:

24/7 In-Country Emergency Contact:

Phone: Email:

**Safety and Security**

1. Please describe any health, safety, or security considerations related to the location you are proposing and how it may impact the program. Please refer to the U.S. Department of State Travel alerts and warnings: <https://travel.state.gov/content/passports/en/alertswarnings.html>.
2. What is the U.S. Department of State advisory level for the country and or countries in which the program will take place?
3. Describe the policies and measures that the student leader(s) and/or hosting organization will take to mitigate risk.
4. Does the hosting organization conduct an on-site orientation to review safety, health, and emergency information with all members?
5. Please describe means of transportation onsite and/or to any program excursion.

**PROGRAM APPROVAL/ACKNOWLEDGEMENT**

All programs must receive both faculty or staff advisor approval and Learning Abroad approval before any group members are eligible for IEFS funding.

I have read and understand my responsibilities as a program leader for a Student Service Learning Progarm:

Student Leader Organization Date

Student Leader Organization Date

Faculty/Staff Advisor College Date

 **Acknowledged by Learning Abroad:**

Director, Learning Abroad Date

**All documents should be submitted to Learning Abroad.**

For questions about completing or starting a proposal, please contact Learning Abroad:

**Kelly Kleinkort**

**Director, Learning Abroad**

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[**www.uh.edu/learningabroad**](http://www.uh.edu/learningabroad)