# Checklist-at-a-Glance

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
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| **Program Proposal** | ☐ Review the Policies and Procedures for Short-term International Group Travel Programs  
☐ Review any unit policies and procedures  
☐ Attend the program leader preparedness workshop  
☐ Develop the program proposal and budget  
☐ Contact the EAO and IGS for any questions |
| **Approval**  
**Mar - May** | ☐ Submit your proposal for unit review  
☐ Submit your proposal for health/safety review  
☐ After ITAC decision is received, you will be contacted by the Education Abroad Office (EAO) to begin prep work for implementing the program  
☐ If seeking IGS sponsorship, submit your proposal to IGS for review |
| **Marketing Preparation**  
**Jun - Aug** | ☐ Complete the online [Group Travel Implementation Questionnaire](#)  
☐ Review your budget and the per/student program fee  
☐ Review content marketing materials created by EAO  
☐ Work with your business administrator to create a Project/Grant (P/G) for the program, if it does not already exist |
| **Marketing and Enrolling**  
**Sept - Dec** | ☐ Attend the program leader preparedness workshop for approved leaders  
☐ Market the program utilizing all available promotion avenues  
☐ Frequently access M-Flint WorldLink to review applications and provide decisions |
| **Pre-Departure Preparation**  
**Jan - Apr** | ☐ Arrange and host sessions to meet with students  
☐ Review payment statuses of students  
☐ Work with your business administrator to secure financials (airfare, payment(s) to onsite hosts, request cash advance)  
☐ Verify that students have met the travel requirements of the country (passport, visa, immunizations, etc.)  
☐ Verify students have registered for course (if credit-bearing program)  
☐ Host country-specific health and safety pre-departure orientation  
  ‣ Provide HTH Insurance Cards to students  
  ‣ Complete the Emergency Wallet Card with students  
☐ Register your travel program with the U.S. Embassy:  
  ‣ [https://travelregistration.state.gov/ibrs/](https://travelregistration.state.gov/ibrs/) |
| **Abroad**  
**May - Aug** | ☐ Notify UM-Flint upon arrival at umf-itac@umflint.edu  
☐ Keep expense log  
☐ Submit Incident Reports as incidents and crises arise; provide support to students  
☐ |
| **Return**  
**May - Aug** | ☐ Notify UM-Flint at umf-itac@umflint.edu upon program conclusion and/or return  
☐ Work with your business administrator to reconcile the Project/Grant and close, if necessary  
☐ Submit grades  
☐ Complete any additional department or unit requests  
☐ |