



STUDENT AND PARENT/GUARDIAN

HANDBOOK

*Your Go-To Guide for Global Works
Trip Preparation & Policies*

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GLOBAL WORKS MISSION + VISION

We seek to instill a passion for service work, humanitarian efforts, and environmental preservation throughout the lifetime of a Global Works traveler; to deepen participants' understanding of the socioeconomic, political, and cultural inequalities of our world; and to open their eyes to their individual roles in positive change.

Global Works envisions living in a world where:

- Empathetic relationships between people and cultures lead to mutual respect and understanding.
- Confident, positive, and self-reliant students become leaders and bring a global perspective to their city, nation, and world.
- The wonder of travel continues to lead to self-discovery, perspective, and a passion for life.

WELCOME STATEMENT

Global Works programs, and the organization itself, value inclusion in the truest and broadest sense of the word. Guided by this value, Global Works endeavors to understand and address the sources and the consequences of explicit and implicit bias.

Global Works hires and trains staff to live out the values of equity and inclusion. For students, the Global Works commitment to equity and inclusion acts as a safeguard against marginalization, even in its subtlest forms. All students have equal access to the Global Works experience and its benefits.

GLOBAL WORKS PROGRAMS

TWO TYPES OF PROGRAMS

Global Works offers two types of programming: *Custom Group Travel* (CGT) and *Summer Service Adventures* (SSA). Although most of the topics that we cover in this Handbook apply to all of our trips, certain aspects are program-specific. To get the most out of this Handbook, please familiarize yourself with your program type.

Custom Group Travel: Participants on these programs sign up to travel with a specific group of people (this typically includes middle school, high school, college, university, church/synagogue, and other specialty groups). We work with your group coordinator to design, plan, and promote your trip.

Summer Service Adventures: These summer programs are open enrollment for middle school and high school students (entering 7th graders through graduating seniors). Participants may enroll individually, without knowing anyone else in the program.

PROGRAM DESCRIPTION

Global Works is committed to quality service programs. Each of our SSA programs, and many of our CGT programs, are designed to be 60% service work and 40% adventure activities, educational travel, and cultural exchange. That means that over half of our time is spent working with communities or organizations on service projects.

Global Works trips typically focus on four main components: Community Service, Cultural Exchange, Language Learning, and Adventure Travel. (For CGT programs, the focus may vary depending on each group's individual goals.)

Community Service: In partnership with local community members, we hand-select meaningful service projects, donating our resources to those who are in a position to empower and facilitate positive impact. Our philosophy is to work *with* a community, not *for* a community.

Cultural Exchange: We journey to three or four small villages in the country, immersing ourselves in each of the local cultures. By living, working, and playing alongside our community companions, we expand our experience and vision of the world as we share in community activities and gain a deeper understanding of each other's lives, traditions, arts, and customs. Many of our programs also offer homestays, which allow participants to practice their language skills and experience the spirit and generosity of the locals.

Language Learning: Our language immersion programs offer unique opportunities for participants who are interested in developing their confidence and skills to speak a second language. By providing authentic interactions through homestays, informal instruction, and interactive cultural experiences, our programs provide engaging environments and valuable tools for any level of language learning.

Adventure Travel: A well-rounded journey is made extraordinary by its adventures! Global Works understands that traveling isn't about the souvenirs and postcards. Rather, it's about what you give and gain through challenging yourself, interacting with co-travelers and locals, and absorbing each new environment. We also incorporate specific adventure activities, like surfing, caving, SCUBA diving, hiking, and white water rafting.

LOGIN PAGE

Each participant has a personalized Login Page on the Global Works website. Your Login Page will be your go-to place for medical forms, health and immunization information, insurance details, packing list, travel day instructions, and other information pertinent to your program.

To access your Login Page, go to www.globalworkstravel.com and click "Login" at the top of the page. Enter your email address and the password that you created when you completed the online application. Didn't set a password yet? Click "Set/Retrieve Password" to update your login details. (Note: Only parent emails may access Forms & Documents.)

We will update your Login Page periodically between now and your departure date and will notify you by email when we make important changes. Please visit your Login Page as soon as you receive an update notice so that you do not miss any key information!

COMMUNICATION TIMELINE

DATE	DELIVERY	ITEM
Ongoing	Login Page	<ul style="list-style-type: none"> • Health & Travel Forms • Insurance Information • Passport/ Visa Information • Group Flight Cost and Current Itinerary • Pack and Prep Guide • Vaccination Information
4 weeks prior to trip	Login Page & Email	<ul style="list-style-type: none"> • Participant List and Emails (SSA only) • Day-to-Day Program Calendar • Staff Bios • Last-Minute Reminders • Emergency Contact Details (for students to carry with them during the trip)
4 weeks prior to trip	Regular Mail (mailed to Trip Coordinator for CGT programs)	<ul style="list-style-type: none"> • Global Works T-shirt • Emergency Contact Card • Outstanding Enrollment Forms Checklist (SSA only) • GW Luggage Tag
2 weeks prior to trip	Email	Group Flight E-ticket
1 week post- trip	Email	Parent and Participant Satisfaction Surveys
Within 4 weeks post- trip	Email	<ul style="list-style-type: none"> • Certificate of Community Service • Certificate of Language Immersion (if applicable) • Link to Program Photos

ENROLLMENT REQUIREMENTS

All participants must have on file:

- Application for Enrollment (online form)
- Enrollment Agreement (included in application)
- Health History (online form)
- Physician's Exam
- Student Profile
- Passport Photocopy
- Copy of Visa (for China and Nepal programs only)

PASSPORTS AND VISAS

All Global Works programs except Puerto Rico require a valid passport. Most countries expect that your passport be valid for at least 6 months from your trip start date. You can apply for or renew a passport at www.usa.gov or go through a third-party agency. Global Works partners with CIBT Visas, which offers Global Works participants discounts for their services (www.cibtvisas.com/globalworks).

It is each participant's responsibility to obtain a visa for entry, if their destination country requires one. If your child is not a U.S. citizen, it is your responsibility to contact the appropriate embassies or consulates to inquire about any visa requirements for all countries being visited. You may also opt to go through an agency, like CIBT Visas, which will assist you with the process. We suggest that this process be completed two months prior to departure.

PAYMENT + FEES

We accept checks, wire transfers, Visa, Master Card, American Express, and Discover for the initial deposit and all other payments, with the exception of payment plans (see below). Checks should be made payable to "Global Works." Invoices will be emailed to parents after enrollment in the program. Invoices are also available online in the Financial Management page on the parent/guardian Login Page. Items listed may include the following:

- Tuition and Payments Applied: Varies according to program
- Application Fee: \$95
- Group Flight: Varies according to program
- Group Flight Airport Chaperone Service Fee (SSA only): \$99
- Program Cancellation and Interruption Plan: 4% of Tuition
- AXIS Medical Insurance: \$7.95/day
- Alternative Travel Arrangements Fee: \$150 each way

PAYMENT PLANS

Global Works offers two payment plan options:

3 Equal Installments: Pay in three equal installments over three months, to be paid off by trip date. Payments are due via credit card or check on the 15th of each month and start the month after the deposit is made. No written agreement necessary.

Individual Payment Plan: If necessary, Global Works will create an individual payment plan, broken up over a period of more than 3 months. The final payment must be made by December 31 following the trip. For example, if the trip occurs in June of 2019, the balance must be paid by December 31, 2019. Payments are due via credit card

or check on the 15th of each month and start the month after the deposit is made. A written and signed Payment Plan Agreement is required. Contact Polly Moriarty at polly@globalworkstravel.com for more information.

CANCELLATIONS AND REFUNDS

CGT Cancellation & Refund Policy: Deposits are fully refundable for 15 days following your group's deposit due date. Deposits and application fees are fully refundable when the trip does not meet the minimum participant requirements. For tuition protection, the Program Cancellation and Interruption Protection Plan is available for purchase (see details below). This plan allows for a refund of the tuition minus the deposit under the policy's specified conditions. Cancellations must be submitted in writing, and the date notification is received by Global Works serves as the cancellation date

SSA Cancellation & Refund Policy: Deposits are \$700 and are fully refundable through January 15 of the program year. After January 15, the deposit is nonrefundable. Cancellations must be submitted in writing, and the date notification is received by Global Works serves as the cancellation date. For tuition protection, the Program Cancellation and Interruption Protection Plan is available for purchase (see details below).

PROGRAM CANCELLATION AND INTERRUPTION PROTECTION PLAN (PIP)

Global Works provides an optional Program Cancellation and Interruption Plan (PIP) to protect a participant's tuition investment on a Global Works program. This financial protection begins at the time your first tuition payment is received and ends on the last day of the program. Refunds are prorated and are equal to the tuition (less deposit) paid to date for any unused days. Please note that airfare is not considered part of the tuition and cannot be refunded. Global Works' PIP Plan provides tuition protection if you are prevented from taking your trip, or if your trip is interrupted post departure, due to the following:

1) Early withdrawal for medical reasons. This would include any medical condition that

occurs during the period of coverage and prevents the enrolled student from beginning or continuing the program. Examples of conditions that are covered may include fractures, viruses, or other maladies. Pre-existing medical conditions are not covered by the plan. Documentation may be required by a licensed physician.

2) Early withdrawal from a program for an immediate family emergency, including illness, death, or other tragedy. Documentation may be required.

The coverage does NOT include:

- 1) Being asked to leave the program due to violation of the stated rules and regulations in the *Enrollment Agreement*.
- 2) Being dismissed, suspended, or expelled from school.
- 3) Leaving for personal reasons, such as change of family plans, homesickness, or because a student is not fitting in.
- 4) Financial protection for airline interruptions, missed flights, lost or damaged baggage, weather related delays, acts of terrorism in any country, transportation strikes, government restrictions, or other events out of our control and influence.

This protection plan is optional. The cost of the plan is 4% of the tuition and will be added at the time of tuition invoicing. Payment is due with the first tuition payment.

INTERNATIONAL EMERGENCY MEDICAL AND EVACUATION INSURANCE (AXIS)

We require that each individual traveling on our programs has International Medical and Evacuation Insurance coverage. Global Works provides this coverage through AXIS Assist Medical and Evacuation Insurance.

CGT: AXIS coverage is automatically included in the tuition price for all Custom Group Travel participants.

SSA: We require that each participant has International Medical and Evacuation Insurance coverage. In an effort to make things easier and ensure that all participants have an inexpensive option to meet the appropriate coverage required in our *Enrollment Agreement*, we offer AXIS Assist Medical and Evacuation Insurance at a cost of **\$7.95/day**. The policy is active during the period of travel with Global Works.

You may also choose to find a policy on your own or to explore your health insurance policy to determine if you have coverage for international medical and evacuation care (our experience is that most domestic policies do not provide coverage for international travel and evacuation). If you find you already have coverage through your insurance company or if you purchase a policy on your own, please send us proof of coverage. A more thorough summary of the coverage provided through AXIS is provided on your Login Page.

TRAVEL TO/FROM PROGRAMS

Custom Group Travel: Most CGT programs book their group flight through Global Works. We coordinate with the group chaperone to reserve the best flight in regards to routing, schedule, and cost. The group flight reservation will be confirmed when we receive payment for the group flight, and you will receive an invoice for the flight from polly@globalworkstravel.com. Families will receive an E-Ticket via email 2–4 weeks prior to the program.

Summer Service Adventures: Staff-chaperoned group flights are available for all programs except Puerto Rico. Participants meet Global Works staff at the group's U.S. departure airport and fly with them to their program arrival city. Our travel agent partners at StudentUniverse manage all group flight reservations and can also arrange connecting flights. Group tickets will be confirmed according to the airline's group ticketing schedule, typically throughout the month of May. You will receive an E-ticket via email 2–4 weeks prior to the program.

If participants want to be on the group flight in only one direction, that will require a "deviation" from the group flight contract and will be priced differently than the advertised group flight cost. Please contact the home office at info@globalworkstravel.com to make arrangements for deviations from the group flight and to receive quotes for your specific arrangements.

BOOKING FLIGHTS ON OWN (SSA ONLY)

We strongly request that whenever possible participants take the group flight for a smooth and worry-free travel day. If you choose not to take the group flight, and

instead book flights on your own, we require all participants to arrive no more than **2 hours** prior to the group flight's arrival and depart within **2 hours** following the group flight's departure. Arriving or departing outside of this window requires special logistics on behalf of our staff and you will be charged an Alternative Travel Arrangements Fee of \$150 each way (see Arriving and Departing Early/Late below).

Please send us all flight information (confirmation numbers, flight numbers, arrival/ departure times, etc.) so we know when and where to expect each participant. You can send this to us via the *Transportation To/From Program Form* or by email at info@globalworkstravel.com. Global Works leaders will facilitate meeting students upon arrival and will communicate with you the time and place to meet prior to the trip. Parents are called upon arrival and assured that their student made it safely!

ARRIVING AND DEPARTING EARLY/LATE

Whenever possible, we encourage participants to travel within the designated travel windows arranged for each program so that they can enjoy the full experience. For participants who need to arrive or depart outside of the group's travel dates and times, Global Works will assist with logistics and arrangements. Participants who arrive or depart from the program outside of the designated travel window are subject to an Alternative Travel Arrangements Fee of \$150 each way. This fee will be invoiced accordingly and does not include additional expenses such as extra food, lodging, or transport. This fee also applies to our CGT chaperones. Information about the Alternative Travel Arrangements Fee and your program's designated travel window has been made available to you on the *Group Flight and Travel Day Instructions Form* on your Login Page.

STUDENTUNIVERSE

StudentUniverse is Global Works' travel agency partner. One of the leading travel booking sites for students and young adults, StudentUniverse provides our group

flight reservations and can also assist with connecting flight reservations and deviations from the group flight. Please refer to the *Group Flight and Travel Day Instructions Form* on your Login Page for information about the group flight and instructions for contacting StudentUniverse.

FREQUENT FLIER MILES, TSA PRECHECK & KNOWN TRAVELER NUMBERS

Unfortunately, the airlines do not permit using air miles to book our pre-reserved international group flights; however, you may *accrue* miles on our international group flights. To earn miles, email us your frequent flier rewards number and we will assure that it is applied to your group flight ticket. If applicable, you may also send us your TSA Pre-Check or Known Traveler Number (KTN) to be applied to your ticket.

If you would like to book using air miles, you might consider booking the Global Works group flight on your own.

NOTICE OF FLIGHT DELAYS

We advise checking the flight status on the airline website. In case of delays or cancellations, we will do our best to notify parents via email.

OPENING AND CLOSING TRAVEL DAYS

Some of the most Frequently Asked Questions we receive are about the opening and closing travel days. Please refer to the *Group Flight and Travel Day Instructions Form* on your Login Page for explicit instructions for your trip. This will include flight numbers, schedules, meeting locations, airport instructions, and more. During travel days, our home office staff and your leader(s) will be standing by to coordinate flight connections and the group flight. If you experience delays or have any questions, call us at the home office. Communication is the key to smooth group travel. Please keep us informed of any changes to your travel plans and carry the *Emergency Contact Card* in your carry-on bag. You can find this on your personalized Login Page.

Custom Group Travel: When traveling with a custom group, all group flights are chaperoned by the group's chaperone(s). Some groups may have their own travel plans for arriving at the departure airport. This is coordinated through the group chaperone. The Global Works leader will meet your group at the arrival airport.

Summer Service Adventures: All group flights for our SSA programs are chaperoned by Global Works staff. We recommend that parents go over the travel day plan with their child, reviewing airport maps, the Emergency Contact Card, and the process of meeting up with their flight chaperone at the departure airport.

BEHAVIOR + SUPERVISION

Global Works rules and guidelines (outlined fully in the *Enrollment Agreement*) are implemented to foster a united, safe, and successful group travel experience. Global Works participants are expected to behave respectfully and responsibly. While the majority of activities are supervised and structured, students do have free time that does not involve constant supervision. Group participants must be able to assume individual responsibility for their actions and decisions. Participants who are likely to act irresponsibly or whose parents require them to be under constant surveillance should not attend.

Parents and participants, please discuss the following rules as a family.

THE NON-NEGOTIABLES

We require that participants conduct themselves in a safe and respectful manner. The following cases may be cause for dismissal from the program:

- **Unsafe behavior**, including but not limited to: failure to use seat belts, life jackets, or other safety equipment; self-mutilation; tattoos and/or body piercing.
- **Behavior that is destructive**, abusive, violent, or injurious to others, including but not limited to: harassment, bullying, theft, vandalism, or chronic defiance of rules and regulations.
- **Exclusive relationships** or sexual activity.
- **Unauthorized absence** from the group or failure to abide by curfews and/or other set expectations for behavior.
- **Possession or use** of any weapons, non-prescribed drugs, nicotine products (including vaping devices), narcotics, or alcoholic beverages.

IN-FOR-THE-NIGHT POLICY

It is Global Works' policy that students remain in their rooms for the duration of the night once leaders have instructed them to do so. By violating this policy (i.e. sneaking out of your room at night), you put yourselves and others at risk and this is grounds for dismissal from the program. Each night participants are informed of the time of curfew, as well as when they will get a wake-up call the next morning. For health reasons, we allow for and encourage eight hours of sleep a night for students, whenever possible.

CELL PHONE AND ELECTRONICS POLICY

SSA: Cell phones and internet-capable devices are not permitted except for travel days to/from the U.S. Leaders will collect cell phones upon arrival and hold them for the duration of the program. We do this for the purpose of maintaining group cohesion and focusing on the goals of our program. Thank you in advance for understanding and respecting this policy.

iPods and similar music devices are allowed provided that they do not have internet capabilities; however, your leaders have the final say as to when it is appropriate to use these devices. We generally recommend leaving electronics at home. *Global Works is not responsible for lost/damaged cell phones or electronic devices.*

CGT: The use of cell phones on a school/group trip is dependent on your group's policy. Your group chaperone will address the policy prior to the trip. *Global Works is not responsible for lost/damaged cell phones or electronic devices.*

RESPECTING COMMUNITY POLICY

Global Works students, chaperones, and trip leaders will discuss and agree to expected behavior in order to create a culture of respect and shared investment in the goals of the experience. We expect Global Works students to be ambassadors for their families,

schools, and countries and require that they treat one another, their local hosts, and trip leaders with respect.

HARASSMENT AND DISCRIMINATION POLICY

Harassment and discrimination of any kind are prohibited on a Global Works program and in the Global Works workplace, and they will not be tolerated. This includes but is not limited to: name-calling, disrespectful or discriminatory jokes or comments, bullying or cyber-bullying, and taking disrespectful photographs.

We aim to promote a respectful and safe culture for all members of the Global Works community. Staff and students are encouraged to report conduct that they believe may be harassment (or if left unaddressed may rise to the level of harassment), even if they are not sure that the conduct violates the policy. Each complaint is to be investigated fully and, to the extent which is possible, confidentially. Global Works does not tolerate retaliation against anyone who complains about harassment or discrimination. Global Works takes appropriate disciplinary action that is proportionate to the severity of the harassment. Action can and may include dismissal from the program in the case of a student or termination of one's employment contract in the case of a staff member.

DISMISSAL FROM THE PROGRAM

Global Works reserves the right to send a participant home early from a program if they pose a risk to themselves or others. This may include a safety concern, medical risk, mental health crisis, being unduly disruptive, or otherwise conducting themselves in a manner detrimental to the program. If early dismissal occurs, parents will be required to work with Global Works to arrange the participant's travel home. No refund will be given for a dismissed participant, and all incurred travel costs will be the responsibility of the parent. In cases of early dismissal or withdrawal, accompaniment by a Global Works leader on the flight home will not be possible; however, Global Works will attempt to arrange for the participant to be treated as an unaccompanied minor by the airline, at the parent's request.

HOMESTAYS

A homestay experience is a valuable opportunity to improve your language skills and experience the local culture first-hand by living with a host family that does not speak much, if any, English. You will eat most of your meals with your family, sleep in their home, and spend the majority of your time on weekends accompanying them on excursions and activities that they enjoy.

While homestays can be a source of apprehension for students and parents, they are usually the most rewarding part of our trips, and your at-home time will be well-balanced with the rest of the program. You will still spend most days during the week with the entire Global Works group, working on projects and heading out on adventures. Many evenings will be filled with social activities, involving students, leaders, and host families.

While we will do our best to take into account any requests when matching you with a family, we can't make any guarantees (for example, if you request a family with children, that may not always be available). Our first priority is to find warm, reputable, and responsible families with good living standards. In selecting host families, we ask that they are interested in cultural exchange and that they support the work you will be doing in their community. The families are carefully chosen by a Global Works representative and a local community organizer. If there is a problem in any home that warrants switching host families, we are prepared to organize a move.

While there is no "typical" homestay experience, one thing is certain—the homestay is bound to be a memorable part of the trip, and many of our students stay in touch with their host families for years to come. It is completely understandable to be a bit nervous,

but don't worry too much! The families will be VERY understanding, and your leaders and fellow students will be there to support you. Your language skills will improve and it will be more entertaining, challenging, and rewarding than a hotel/hostel setting. Each year, students reflect on their homestay as the best part of their trip—we hope you will, too! More information about homestays is available on your Login Page.

HEALTH + SAFETY

We do our best to minimize the inherent risks of travel by carefully choosing program locations based on a number of criteria, including but not limited to: State Department warnings, health risks, safe drinking water access, and healthy food. We have developed Emergency Action Plans detailing medical care and evacuation plans for each location. Trip leaders visit and scout each location prior to the trip to ensure a positive, safe, and healthy experience for our participants. All details, from transportation and accommodation to activities and service projects, are planned prior to the participants stepping foot in the destination country.

All of our staff are certified in Wilderness First Aid and CPR, and many hold higher-level certifications, such as Youth Mental Health First Aid, Advanced First Aid, or Wilderness First Responder. Leaders will have a first aid kit on each program.

Global Works requires participants to have Medical and Emergency Evacuation Insurance. Please feel free to bring any health supplements, including vitamins, homeopathic remedies, Echinacea, vitamin C, herbal bug repellants, etc.

RISK MANAGEMENT

International travel and Global Works program activities have inherent risk. Global Works staff are trained in Risk Management theories, principles, and practice. Hazards are mitigated through experience-based decision-making and policies. We strive to create a culture of risk management throughout the entire organization where the home office, trip leaders, community members, third-party outfitters, and participants interact consistently based on agreed upon criteria.

ILLNESSES, ACCIDENTS AND INJURIES

Global Works staff conducts periodic individual check-ins, called “weather checks,” to monitor each participant’s mental, physical, and emotional well-being. If it is deemed necessary for a participant to seek professional medical care, Global Works staff will assist in procuring treatment. Global Works will communicate with parents/guardians regarding diagnosis/prescribed medications.

IMMUNIZATIONS

We follow the immunization and travel health guidelines and recommendations of the U.S. Centers for Disease Control. The *Vaccination and Travel Health Form* can be found on your Global Works Login Page within the Pack-and-Prep Guide. Global Works requires participants to have the COVID-19 vaccination, but does not require any other immunizations. We strongly suggest that you consult your physician and/or a travel medicine clinic to make final decisions about immunizations.

DIETARY NEEDS

We strive to provide well-balanced, nutritious, and hearty meals, allowing you to taste the local fare as much as possible! Please inform us of any dietary needs ahead of time so that we can be sure to get you the food that you need to stay healthy and energized.

MEDICAL NEEDS

We understand that some students have unique medical needs, and Global Works is committed to doing everything we can to accommodate these needs. In order to do so, it is important that we know as much as possible about your student’s situation *prior to the program’s departure*.

ADMINISTERING MEDICATION

It is required that each participant have a completed *Health History Form*, which you can find on your Login Page. There you will be asked to inform Global Works staff if your

child is currently taking prescription or non-prescription medications and if they plan to continue to take these medications during the program. In addition, it asks who will be responsible for handling and administering routine medications during the program—the student, themselves, or Global Works staff.

We ask that all medications be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label, which lists:

- Participant's name
- Name of the medication
- Prescribing practitioner's name
- Pharmacy name and phone number
- Date prescription was filled
- Expiration date of the medication
- Dosage
- How often to give the medication
- Length of time the medication is to be given

Over-the-counter medication must also be kept in its original container and be labeled with the participant's first and last name. Staff will carry participant prescription medications in the field unless otherwise specified in writing on the *Health History Form*.

We ask students with asthma to bring two inhalers—one to keep on your person and one for the leaders to keep in the first aid kit. Our staff will have an EpiPen in the first aid kit; however, those at risk of anaphylactic shock should also bring their own EpiPen.

TRAVEL HEALTH TIPS

Keep Your Hands Clean: One of the best ways to prevent sickness is by washing your hands—a lot! We also suggest travelers bring hand sanitizer and disinfectant wipes. These are inexpensive, easy to carry in your day pack, and can be repurchased while traveling.

Clean Water: When traveling abroad, it is extremely important to drink only clean water. Trip leaders will inform students where to get safe drinking water and may provide bottled water depending on the locale.

Insect Bites: Please take precautions against bug bites while traveling in order to prevent disease and illness. Mosquitoes are especially known to carry diseases. You can protect yourself by: 1) wearing long-sleeved shirts and pants starting at dusk, and 2) wearing bug repellent. Trip leaders will encourage students to protect against insect bites, but, ultimately, it is the student's responsibility.

GASTROINTESTINAL PROBLEMS

We will pay close attention to our choice of food and beverages; however, if and when students suffer from diarrhea, oral rehydration is essential. Additionally, we recommend two medicinal interventions to treat the bacteria that often causes intestinal illness: Pepto Bismol caplets (not tablets) and Bactrim, a popular, wide-spectrum antibiotic. It is your choice whether to bring these items; they are recommended on the packing list. Trip leaders will ask that students make them aware of any symptoms of gastrointestinal problems.

MENTAL AND EMOTIONAL WELL-BEING

International programs are a vehicle for learning and transformation, but can sometimes act as a stressor to students with underlying mental, emotional, or anxiety disorders. It is imperative that students and their parents/guardians take time to reflect on past, current, or potential future occurrences of mental or emotional distress and consider if/how these might manifest on a program.

We have included resources in the Pack-and-Prep guide (see Login page) to help students set themselves up to be comfortable and to mitigate stress while traveling. We encourage students to seek out additional resources as needed and to equip themselves with a realistic self-care plan to utilize on their trip.

We recognize that mental and emotional distress takes many forms. In some cases, events can be controlled with the support of a trained Global Works leader, all of whom are equipped with basic mental health first aid tools. That being said, Global Works Leaders are not mental health professionals, nor is Global Works a therapeutic program. In cases when distress escalates beyond a level wherein a leader can effectively intervene, we seek out the best solution for each student, which could involve early departure from a program. In an effort to prevent this from happening, parents or guardians must seriously consider whether a Global Works program is the right fit for their child. In addition, all accepted students should disclose any instances of mental or emotional distress on their *Health History Form*, found on the Login Page.

ADDENDUMS TO MEDICAL FORMS

Any additions or addendums to a participant's medical forms must be made in writing via email, fax, or snail mail *prior to the program start date*.

PARENT/GUARDIAN COMMUNICATION DURING THE PROGRAM

STUDENT CALLS HOME

Students will be able to call home soon after their arrival abroad and periodically during the trip. *Note for Parents/Guardians:* Although there will be opportunities for participants to call home during the trip, that does not mean that each student will choose to do so. If you're feeling antsy because you haven't heard from your child in a while, feel free to call the home office (303-545-2202). We are in touch with trip leaders periodically, and we are happy to relay important messages or fill you in on what's new with the group.

Alternatively, you may receive a call from your child that is concerning to you. Outside of a health/safety issue, personal challenges on the trip are to be expected and will be worked through with staff present on the trip. Many students at some point experience anxiousness, homesickness, or trouble navigating group dynamics, and our staff are experienced and knowledgeable in assisting students through these sorts of challenges. We value open communication between parents and staff and welcome calls to the home office in cases of concern.

Throughout the program, students will have periodic access to the internet via hotel computers, internet cafes, or homestay computers. While we don't make any guarantees, a safe estimate is that participants will have internet access one time per week.

TRIP JOURNAL UPDATES

Participants and staff will post trip journal updates (photos and written accounts from the field) on our blog approximately every 3 days. Our home office will notify parents by email each time there is a new post. Trip journals can be found on our website at www.globalworkstravel.com/blog.

EMERGENCIES

In case of emergency on a program, parents will be notified by the home office or trip leaders. In case of an emergency at home, parents should call our 24-hour Emergency Number (720-279-0527) to reach a Global Works Director, who will put parents, participants, and trip leaders in touch.

While someone from our office is "on call" 24 hours a day, we ask that parents call after hours only if there is a true emergency (our regular office hours are 9-5 Monday through Friday MST). Please reserve general questions and inquiries for regular office hours, or email anytime!

24-hour Emergency Number (720-279-0527)

WHAT TO PACK

A Pack-and-Prep Guide for your trip can be found on your Login Page. This document includes specific information about what to pack including spending money, homestay gifts (if applicable), footwear, and weather- and program-specific items.

GENERAL LUGGAGE INFORMATION

Plan to pack 2 (and only 2!) items:

- **A school backpack** to use as your airport carry-on and a day bag while on your trip.
- **Either a large backpack, duffel bag, OR a roller suitcase** that you will check for your flight. When packed, it should not weigh more than 40 lbs. Now, here's your challenge: once you pack it, pick it up and carry it for two blocks and up and down a flight of stairs (without getting tired out or causing you any pain!). Can you do it? Great, you are ready to travel on a Global Works trip!

Both your carry-on and your checked luggage should have identification tags both inside and outside the bag with your name, home address, and phone number. Leading up to your trip, Global Works will mail you a brightly-colored luggage tag to affix to the outside of your checked bag. This will be extremely useful in the case of misplaced luggage during travel.

Please note that airline baggage fees (if applicable) are each participant's responsibility and are not included in the group flight ticket. Please plan accordingly.

WORLDWIDE ELECTRIC CURRENTS AND ADAPTORS

Please refer to www.electricaloutlet.org to learn about electric currents and plug adaptors that may be necessary in the country you are visiting.

CAMERAS

You will have many photo opportunities on your trip! Most participants bring a camera. What type of camera is up to you (as long as it's not your phone!), but here are a few guidelines:

- **Bring only what you can care for.** Read your camera's manual so you know how to take care of it, how to keep it clean, and how to best utilize its features.
- **Bring a camera bag and strap.** It should be sturdy and waterproof.
- **Additional Equipment:** Bring your charger, an extra battery, and a lens caps to reduce the damage from dust. You also may want to consider a cleaning cloth, additional lenses, and a travel tripod.
- **Bring at least two memory cards** with sufficient space.

We recommend that expensive cameras are insured (you can do this through travel insurance). Students are entirely responsible for their own equipment, and *Global Works* is not responsible for the loss or damage of cameras.

GIVE A GIFT

If you are participating in a homestay, you may want to consider bringing a small gift for your host family. You won't find out the makeup of your host family until a couple days into the trip, so plan on simply bringing one gift for the entire family. We recommend that you bring something that represents your hometown or something that you like to do. For example, a book or calendar of photos, a card game, Frisbee, team t-shirts, or arts and crafts supplies. Consider your first night in the homestay and how the gift may help you break the ice with your host family.

If you are not participating in a homestay, you may also wish to consider bringing some small gifts for the children or village members who you will meet along the way. Trip-specific packing lists have information on gifts for each program.

GW T-SHIRTS & EXCHANGES

You will receive a Global Works t-shirt via snail mail to your home prior to your trip (for CGT programs, we send all t-shirts to your group coordinator.) We ask that you wear this shirt on your opening travel day so that your trip leaders can recognize you in the airport. Your trip leaders will be wearing the same shirt. We get your t-shirt size from your application. If the t-shirt that arrives doesn't fit, simply send it back to the home office with your name, program, and new size request, and we'll mail you a new one!

LAUNDRY

Participants' laundry will be done approximately once per week during the program. The cost is included in the tuition. For programs one week or shorter, please pack enough clothing to last the entire trip and consider re-wear items!

TUITION (WHAT'S INCLUDED), SPENDING MONEY + LOANS

Tuition includes all accommodation, food, activities, and transportation once the program starts. It does not include airfare, baggage fees, airport meals, personal insurance, passport/visa expenses, or personal spending money.

Be sure to bring enough money for souvenirs and snacks while on the road and in town. We provide the basics, but there will be plenty of roadside stands and cafes where you may want to pick up some extras.

We suggest bringing between \$150–\$400 total, depending on which country you're traveling and the length of your program. If you are going to Europe, keep in mind the U.S. dollar is weak against the Euro. The Pack-and-Prep Guide on your Login Page has recommended program-specific amounts.

We suggest bringing cash (USD) in new, unripped bills and a debit or credit card to take out local currency at ATMs. We do not recommend prepaid cash cards.

All too often, parents hear cries of poverty from students whose spending budgets have gone awry in the last week of the program. A common method for solving such emergencies is for our staff to loan students additional spending money, which we will invoice to you at the end of the program. Naturally, we do not make this loan without the verbal or written consent of a parent/guardian.

ADDITIONAL CONSIDERATIONS

ITINERARY

It is Global Works' intention to offer a similar itinerary as described in our promotional materials. If changes occur prior to the program, an itinerary will be updated online. Some locations, projects, and activities are subject to change. In all cases, Global Works will make a reasonable effort to substitute an activity or location with something comparable. Daily calendars will be available on your Login Page about 4 weeks prior to the trip.

INCLEMENT WEATHER

Weather is a very real part of the international travel experience and thus can provide great learning opportunities. We will make every effort to conduct program activities even in inclement weather, though some may be canceled or changed if weather dictates. Global Works staff will make decisions on a day-to-day basis whether or not activities will take place outside.

TRIP ENHANCEMENTS

SSA: Global Works offers a *Travel Writing 101 Workshop* through Circle of Writers. Details can be found on your Login Page.

BIRTHDAYS

If a participant is celebrating their birthday during the program, please remind us and we will make it a special day!

VISITING THE PROGRAM

We do not typically permit parents, other family members, or friends to visit the program. However, we sometimes make exceptions depending on the circumstances. Please contact the home office to make arrangements.

COMMUNITY SERVICE DOCUMENTATION

The total number of service hours you complete will vary depending on your program. Within four weeks of your program completion (or by September 1 for SSA participants), Global Works will email you a "Community Service Certificate" documenting the numbers of hours worked and a detailed description of the tasks and projects accomplished. We are happy to complete any further documentation needed to earn community service hours for a school or civic organization.

QUESTIONS?

HOME OFFICE HOURS

Normal office hours are **Mon–Fri, 9am–5pm Mountain Standard Time**. When programs are running, we have 24-hour **emergency** cell phone coverage at 720-279-0527.

PROGRAM CONTACTS

- **Fritz Moriarty**, Executive Director/Owner: fritz@globalworkstravel.com
 - **Polly Moriarty**, Director of Operations/Owner: polly@globalworkstravel.com
 - **Eric Uslander**, Director of Custom Group Travel: eric@globalworkstravel.com
 - **Chloe Barber-Smith**, Marketing Manager: chloe@globalworkstravel.com
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GLOBAL WORKS TRAVEL

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