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| **Check** | **To Do** | **Contact** | **Notes** |
| **Deadline: Fall/spring semester (for summer programs starting in 18 months)** |
|  | Proposal/Letter of Intent presented to the IPRC  | Penelope | pjs25@humboldt.edu 3942 |
|  | Additional material requested by the IPRC submitted to CIP (If requested) | Penelope |  |
|  | Proposal routed and signed by all parties |  |  |
| **Deadline: Following fall semester** |
|  | Updated promotional material for the website sent to CIP  | Penelope |  |
|  | Notification of completed routing and approval - program can be actively promoted to students | Penelope |  |
|  | Website up to date – students can read about program | Penelope |  |
|  | Contractual Agreements developed and signed | Kim | Kimberly,Comet@humboldt.edu 4273 |
|  | Post flyers and hold informational meetings | Program Director | Please inform Penelope about meeting dates |
| **Deadline: Spring semester prior to leaving** |
|  | Develop final budget\*\* | Carl  | Budget template on website Hansen@humboldt.edu 5877 |
|  | Program can be open for applications once final budget is approved  | Penelope |  |
|  | Develop final itinerary and teaching schedule \*\* | Penelope | Template on the website |
|  | Brochures sent to CIP at least two weeks before IEW (held in Feb.)\*\* |  | Template on the website |
|  | Make final decisions on program staffing | Carl |  |
|  | Confirm all dates | Penelope& Carl |  |
|  | Complete Site Assessment documents for programs with internships or Service Learning\*\* | Penelope | Document on the website |
|  | Obtain Certificates of Insurance from transportation providers for any non-public transportation used by the program | Penelope | Must be provided before the start of the program. |
|  | Read Emergency Management Plan – develop procedures – evacuation, phone tree, on-site orientation. CIP will print a copy if you need it. |  | On ‘Faculty’ page [www.humboldt.edu/goabroad](http://www.humboldt.edu/goabroad)Questions? Ask Penelope 3942 |
|  | Confirm all emergency contact information/SKYPE – Director’s contact numbers, organizations’ numbers, numbers while traveling if different | Penelope& Carl |  |
|  | Work with CEEGE to complete Travel Authorizations  | Carl |  |
| **Deadline: At least a month before departure**  |
|  | Attend Faculty Workshop in spring semester | Penelope |  |

\*\* Use template/document provided on line at [www.humboldt.edu/goabroad](http://www.humboldt.edu/goabroad) click on the ‘Faculty’ link