**Application for Boston College Service and Immersion Trips**

**Point-Drive Approval**

**2024-2025**

**Email application to:** [**glennk@bc.edu**](mailto:glennk@bc.edu) **by 12pm Friday, September 20, 2024**

**GUIDELINES FOR POINT DRIVE ELIGIBILITY**

The point drive is a coordinated effort of the Volunteer & Service Learning Center and Dining Services to assist service/immersion travel programs in raising funds. The following guidelines constitute minimal requirements for groups seeking consideration for a point drive week.

1. All programs must be approved for travel and adhere to the [*Academic and Extracurricular Student Travel Policy*](http://www.bc.edu/content/dam/files/offices/policies/pdf/policies/2016/academicandextracurricularstudenttravelpolicy_00008927xc24c8.pdf), posted on the VSLC website.
2. Programs seeking a point drive must be open to all undergraduate students and cannot limit participation exclusively to club or group membership. Trip information and the application process must be advertised publicly through email, social media, and posted flyers on campus.
3. To be eligible for a point drive, a trip must have as its mission direct service with marginalized communities, or experiential education through an immersion in marginalized communities.
4. Due to high demand and limited opportunities, students are not allowed to participate in more than one international service/immersion program supported by a point drive. Exceptions are made for domestic programs, travel programs connected to academic courses, and for students selected as team leaders on a second trip.
5. Students are not allowed to participate on two different teams receiving a point drive in a single point drive cycle (September 1 – August 31), regardless of their role on the team. It is the responsibility of the program advisor to use the application and interview process to communicate this policy and to ensure that students are not assigned to a second team.
6. International travel programs may appoint no more than 2 undergraduate leaders traveling for a second time. A student may travel as a trip leader on a second program one time only.
7. International programs must have a minimum of two adult advisors traveling with the team. In cases where there are more than 20 undergraduate participants on a team a third adult advisor should be included. This may include faculty, staff, and graduate students deemed qualified by the sponsoring department
8. Applications for programs planning to visit a country where a level 3 travel warning has been issued must include at the time of submission a letter of support from the sponsoring dean or vice president stating that the trip has permission to travel. In cases where a travel warning is issued after a point drive has been approved, the advisor is responsible for consulting with the appropriate dean or vice president in determining whether the trip will proceed as scheduled.
9. All students are expected to complete an independent post-trip evaluation provided by the VSLC, and advisors are expected to support this. Evaluations are available to program advisors on request.

# SECTION 1: Basic Information

Trip Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of Trip:

Boston College Sponsoring Department:

PeopleSoft Financials Chartstring (32 digits):

*(Please double-check this number as it can change from year to year)*

Name of Program Advisor:

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name(s) of Boston College staff/faculty who will accompany students on this trip:*Please note: One (of the two or more) Boston College faculty or staff members who will accompany the team must be listed on this application at the time of submission.

1. 2.

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Names of Student Leaders (maximum of two):*

1. 2.

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of student participants (including team leaders):

Total number of people traveling:

**SECTION 2: Host Organization**

**On a separate sheet of paper, please provide the following information about the in-country host organization and contact persons you will be working with:**

# *General Information*

1. Name of host organization

2. Contact person you will be working with

3. Address and contact information (include phone, email, web address if available)

# *Anticipated Role*

1. What is the host organization providing for the group (include details on housing, meals, transportation, translation services, etc.)?

2. At any point will you work with a different organization, or administer the program independently from a host organization? If so, please provide additional information.

# SECTION 3: Student Formation

**Please submit the following:**

1. What is the objective of this particular trip?

2. How will the team prepare for the experience (give details)?

3. What is the plan for the team after the trip?

4. What are the learning outcomes you intend for the participants?

**SECTION 4: Advisor Commitment**

**Please enclose a separate letter from the faculty/staff trip leaders who will be accompanying the group that includes the following:**

1. Statement personally committing to regular group meetings before, during, and after the trip

2. Description of your role while on the trip

**Anticipated Budget for Point-Drive Approval**

1. Travel:

Anticipated airfare total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Number of travelers \_\_\_\_\_\_\_\_\_ **X** airfare $ \_\_\_\_\_\_\_\_\_\_\_\_ )

What is the name of the airport you will be flying into:

2. In-Country Expenses:

*\* If your host organization is arranging and billing for all lodging, meals, transportation, and translation services:*

Host organization fee total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(daily fee\_\_\_\_\_\_\_\_\_\_\_\_ **X** number of persons\_\_\_\_\_\_\_\_\_\_ **X** number of days\_\_\_\_\_\_\_\_\_)

*\* If these are being billed separately please provide the following:*

Lodging (fee X persons X nights): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ground transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Service Project Supplies/Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If your trip involves a service project you can list this as an expense. Please provide all financial details related to your service project below:*

**TRIP TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*What is the student financial commitment? (ie. mandatory deposit amounts, expenses they are expected to cover) Please break this out as necessary. Please include dollar amount:*

*Budgets will be reviewed for accuracy and may be adjusted if necessary.*