

Student Travel Resource Guide

**Building a Rocking Project Team and
Planning a Life-Changing Trip Abroad**

**A resource book of impact-making & time-saving tips
for students, by students**

Table of Contents

Introduction 3

Leading a project team 4

Getting organized, managing money, and building your team and moving forward

Planning trip 8

Money matters, airline tickets, passports, health, College of Engineering preparations, home preparations, packing, and organizing as a team

Packing and travel tips 13

Baggage, money and identification, group packing, and personal packing list

During trip 16

Arriving, making the most of it and getting along, staying healthy and well, sharing ideas and record keeping, connecting with hosts and local partners, and co-designing with local partners

After trip 18

Debriefing as a group, writing a final summary / report / transition document, keeping in touch with friends in-country, sending thank you notes, settling finances

Timeline 20

An at-a-glance guide of major milestones before traveling

Templates 21

- General info / interest form (22)
- Trip expectations (24)
- Application (25)
- Agreement (26)
- Leave-at-home sheet (28)
- Post-trip questionnaire (29)
- Post-trip Thank You Note (32)

Greetings fellow travelers!

The purpose of this resource book is to present some of the most relevant and specific tips and resources for students leading a project team with plans to travel abroad, especially those with a focus on sustainable or appropriate technologies.

The resource book was compiled by Sita Syal and Carrie Tamarelli based on experiences with our own international project teams in BLUElab and M-HEAL, respectively. We cannot claim to be experts in any of these topics, but based on our experience, we thought it would be helpful to compile tips and advice in a for-students-by-students resource book. We hope to save you some time, give you some ideas, and introduce some resources that will help you be successful.

This project comes with the disclaimer that this guide is not comprehensive; as the University's policies and team experiences grow, we hope this living document will continue to reflect these updates. It is extremely important to consult administrative staff in your department, college, and other offices on campus to build a successful team. Travel abroad requires additional coordination with administrative staff. For example, the College of Engineering maintains their own international policies for student orgs, and close communication with Jen Wegner in the Office of Student Affairs is essential.

We would like to acknowledge Jen Wegner, Amy Conger, and James Holloway, who were supportive in the compilation of this material. We would also like to thank our fellow student travelers who offered their suggestions (and corrections!) for this guide.

Please contact studenttravelresourceguide@umich.edu with corrections, suggestions, or stories of your own experiences. We hope to improve this first edition and welcome your feedback.

Happy Travels!

Sita Syal and Carrie Tamarelli

Leading a Project Team

This section highlights practical tips for getting a project team up and running...

Resources

U-M CoE Office of Student Affairs

- Offers leadership support, funding opportunities, and other resources/links:
<http://www.engin.umich.edu/students/leadership/index.html>
- Jen Wegner will likely be your main contact (jwegner@umich.edu)

U-M Center for Campus Involvement (CCI)

- Registering a new student organization: <http://studentorgs.umich.edu/register>
- Guidebook for leadership of a student org at U-M, as well as forms and helpful handouts:
<http://studentorgs.umich.edu/resources>

U-M Student Organization Resource Center (SORC)

- This is the place for advertising your group on campus through diag boards, bus signs, etc.: <http://www.umich.edu/~sorc/index.html>
- This is also a venue for chair/table rental and other services

Machining and building: Wilson Student Project Center

- Determine if your team will need the resources at the Wilson Center.
- Get training ASAP and encourage your team to do the same!
- <http://www.engin.umich.edu/teamprojects/index.html>
- Contact Michael Lee for potential group training (erdragon@umich.edu)
- Training sequence required to receive regular hours access:
 - Basic Training I (1 hr of general safety)
 - Basic Training II (formerly Assembly Area Training) (1 hr of basic tools and machines, assign pencil holder project)
 - Complete pencil holder project on your own time to prove your skills
- Trainings for advanced machines, welding, etc. are also offered
- To get 24 hour access - ask for permission

Multidisciplinary Design Program

- <http://www.engin.umich.edu/minors/multidisciplinarydesign/>
- Program through the College of Engineering that offers a more comprehensive design experience and curriculum for credit

IDEO Human Centered Design Toolkit

- <http://www.ideo.com/work/human-centered-design-toolkit/>
- In depth guide for every step of a social project from an amazing company... how to keep your design "human centered" and create something effective and worthwhile.

Getting Organized

By nature of being a student-led, extracurricular team, organization is key to survival, progress, and success. These are some techniques that have been helpful for project teams in the past:

Emails

- Set up an email group through mcommunity.umich.edu
- Make sure the error messages go to the group leader

Meetings

- Hold meetings at least once a week to check in, build community, talk about the project, and make group decisions.
- Authorized signers on an active SOAS account can reserve rooms on campus for free.
- Try whenisgood.net to create surveys for scheduling meetings (doodle.com, google calendar, and other services are also popular).
- Consider the advantages of meeting styles. Will people work individually on various aspects of the project during the week and report back at the meeting? Or will you have working meetings, with larger blocks of time for people to work on project tasks?
- Try splitting meetings by purpose. For example, each week meet once on Central to discuss administrative topics and once in the Wilson Center for design and building.
- Create a consistent agenda:
 - Each member gives an update on progress
 - Team leader facilitates discussion about a point of design, travel, etc.
 - Closing notes on who will take care of each action item (emails to send, item to research, etc.)
- *A good rule of thumb: Everything takes longer than you expect!*

Group documents

- Several options are available for file sharing among your group, each with its own pros and cons.
- **Google Drive:** Automatically updated real-time with edits from multiple collaborators, fluid permissions possible, but some limited functionality in document creation
- **C-Tools:** Easy to navigate and send announcements, but new versions of documents must be uploaded, announcements get mixed in with classwork, and interface is limited
- **Dropbox:** Can access files from computer and phones, but you must first download the software and you cannot remove permission to view documents

Managing money

Become a recognized student org and set up a SOAS account:

- Go to <http://maizepages.umich.edu> (CCI at uminvolvement@umich.edu for help)
- List name and UMID for 10 group members and submit group constitution
- Deposit \$10 to make the SOAS account “active”
- Can be used to book rooms on campus (free of charge)
- Often required for many funding sources through the University

Tips for using a SOAS account:

- Save ALL receipts (works on a reimbursement system)
- To be reimbursed:

- Authorized signer creates a disbursement form through the online system:
- One disbursement form per person getting reimbursed (can have multiple expenses and receipts)
- An authorized signer must submit the disbursement for fellow authorized signer
- Turn receipts into SOAS office (Mezzanine in Union)
- For a statement of activity, email SOAS soas@umich.edu or go into the office
- For large purchases, can request a purchase order ahead of time

Building your team and moving forward

Recruiting and retaining members

- General tips about advertising and promoting your group at events such as Festifall, etc. are available at <http://studentorgs.umich.edu/fests> and <http://www.umich.edu/~sorc/>
- If your group is part of an umbrella group such as BLUElab or M-HEAL, check out the resources your executive board has to offer for recruitment (Mass Meetings, etc.)
- Some tips for recruiting and retaining:
 - At recruiting events, describe your mission and list specific tasks and goals
 - At the first few meetings, get working as soon as possible. If members SEE a plan and starting CONTRIBUTING, they are more likely to be long-term members!
 - Make the right email lists, answer questions, etc. to make a good impression.
 - Divide and conquer! Assign team members official roles (i.e. treasurer, build captain, etc.) to encourage responsibility, ownership, and productivity.
 - Maintain regular group meetings for the whole team to engage all members in the overall mission.
 - Take time for fun team-building events!
Trivia night? Bowling? Camping trip?

Finding a Faculty Advisor

- In a future edition of this resource book, we hope to offer more suggestions of how to find potential advisors, approach them, and define your relationship.
- Engaging a faculty advisor (or advisors) can be important to your project moving forward. In addition to seeking their advice in an area of expertise and experience, sometimes a faculty advisor is required for certain funding or IRB applications.
- Be clear about your expectations (for example, how often you will want to meet and what type of assistance are you seeking) and also be clear about what he or she can expect from your team (for example, what deliverables will you produce).

Setting Self-Imposed and External Deadlines

- Goals set with deadlines, both self-enforced and external, are a good (often essential!) way to keep a volunteer student organization moving forward:
 - Long-term aspiration (i.e. build a woven wind turbine): Lofty, but motivating

Quick tips:

Promoting and marketing your group



- Make a good name for your team! This helps with funding, recruitment, and networking
- Consider creating a logo, t-shirts, etc.
- Create a website, Facebook, Twitter, and/or blog, and update

- Milestones (i.e. present findings at a conference, build a small scale blade): Shorter-term steps to reach aspiration, but still a large achievement when finished
- Short-term goals (i.e. set up a meeting, build part of the motor): Action items for a week or two to reach a milestone, keeps the group moving forward
- External deadlines can be the best: meetings with advisor, conference deadlines, etc.
- Find a relevant class, such as Social Venture Creation, or participate in the Multidisciplinary Design Program (earn credit while moving your project forward!)
- Self-imposed deadlines also help the group see progress being made, which is very important for the psyche of the group
- Although it is a difficult task, it is your duty as a Team leader to keep the group moving forward.

Planning a Trip Abroad

This section highlights tips for planning a trip abroad for a project team

Start Planning Early! Consider what is involved with travel and how that affects your team. Discuss dreams of travel with organization leaders and Jen Wegner as soon as possible, at least **four months before the trip** (i.e. November for Spring Break, January for summer). Set gates and deadlines with team members and administrators.

Resources

International Programs in Engineering

- Provides information for traveling abroad: <http://www.engin.umich.edu/ipe/>
- Manages all abroad experiences for university students; must register experience through their database
- Pre-departure planning: <http://www.engin.umich.edu/ipe/studyabroad/predepartureinfo/>
- Work abroad resources: <http://www.engin.umich.edu/workabroad/Resources/index.html>

CGH Student Handbook for Global Engagement

- <http://bit.ly/Qaa1bz>
- From UM Center for Global Health, with contributions from M-HEAL's own Annie Mitsak. Section about ethics, working with international partners, etc.

IDEO Human Centered Design Toolkit

- <http://www.ideo.com/work/human-centered-design-toolkit/>
- In depth guide for every step of a social project from an amazing company... how to keep your design "human centered" and create something effective and worthwhile.

Unite for Sight Cultural Competency Online Course

- <http://www.uniteforsight.org/cultural-competency/>
- There are 11 short "modules" (little articles) on topics such as working with a language barrier, dealing with a slower pace, and awareness of cultural beliefs, etc.

University of Michigan Global Portal and Travel Registry

- <http://www.globalportal.umich.edu>
- Information on travel planning and university guidelines, health, and safety.

Money Matters

Budget for Trip

- Determine the budget for the trip very early
- Deposits may be necessary - share information about when and how much asap
- If you are working with a community partner, request a line-by-line budget. Understand costs and what exactly the program fees include.
- Go over what the fees DO NOT include (i.e. airline travel, baggage fees, etc.)
- Work out a payment schedule from the beginning: When are deposits due? How will costs be distributed? Should you over-fundraise, how will reimbursements be handled?
- Calculate the cost of in-country transportation before arriving
- Determine how much money you need to carry to the country
 - Exchanges can be done in the airport or at local ATM
 - Check out exchange rate to local currency
 - Designate a “financial recorder” to record all transactions and costs
 - Pre-pay as many fees in advance so travelers do not have to carry as much cash

Funding

- Start looking for funding as early as possible and plan to spend more time than you expect on fundraising. A few places to begin your search:
 - CoE, Office of Student Affairs, UMEC, MSA, and other U-M campus offices
 - Many departments offer grants for their own students’ projects
 - Search the internet for awards offered outside the University
 - Collecting donations and planning fundraising events can be a lot of work, but a good way to simultaneously advertise your project and facilitate team bonding



Quick tip: Funding

Many applications require similar information, so prepare a file with a one-paragraph overview, one-page proposal, etc. Having this information on hand will help you to quickly complete funding applications as they become available.

Airline Tickets

- Look for flights early
- Coordinate the team itinerary: Are you traveling together or traveling separately? Who will pick you up in your host-country?
- Try the STA travel agent for U of M, studentuniverse.com, kayak.com, or bing.com
- When in doubt, call the airlines and talk with them. Introduce yourself as a student, explain your cause and why you are traveling to see if you can get a lower price.

Passports

- Make sure passports are up to date (and will not expire!) - apply for new passports at USPS: http://travel.state.gov/passport/passport_1738.html
- Check on visas needed for host country (<http://travel.state.gov/visa/>)
- Make sure non-US citizen student travelers have the correct documentation and visas
- Getting a passport and getting a visa can take up to 6 weeks each! Plan ahead.

Health

University Health Service (UHS)

- Make an appointment with the UHS Travel Health office
<http://uhs.umich.edu/travelhealth>
 - Must take online program (10 minute quiz) BEFORE appointment
 - Make sure you can point to exactly where you are going on a map – this will help the nurse determine if you need malaria pills or certain injections based on the region/city/community where you will be working
 - Bring immunization records and be ready to buy medicine at the pharmacy.
 - Schedule early! There is a big rush for spring break.
- If you don't want to go to UHS, then explore other options:
 - Other clinics in the area
 - Your doctor's office back home

Health Insurance

- U-M students traveling abroad are required to have HTH health insurance.
- Talk with Jen Wegner for details on applying for HTH. Your team will likely be processed as a group... if the University is coordinating the purchase, DO NOT purchase individual plans, as it becomes a pain to cancel it for individuals if it is being processed as a group.
- Details about plan coverage, eligibility, or claims: <http://www.uhs.umich.edu/tai>
- Print HTH cards (or pick up them up from Jen) at least one to two weeks before traveling

College of Engineering Preparations

- Register trip with MCompass - Jen Wegner will provide your trip a particular title
 - This includes a questionnaire and link
 - This automatically registers with 1) State Department, 2) University, 3) Health Insurance
- Schedule Pre-Departure Session with Jen Wegner 4-6 weeks before leaving

Home Preparations

- Determine emergency contact (family member, etc.) along with an emergency contact of a person who does not live at your residence
- Leave document of information for trusted contact (Please see Templates-->Leave at Home Sheet)
- Notify banks and credit card companies you will be out of the country
- Make copies of credit cards and passport - leave one copy with a trusted contact in the US and bring a couple copies with you
- Make copies of the passports and emergency contact information of other students you are traveling with, in case you are separated or lost
- Plan accordingly for minimal or no internet access
 - Set a vacation email response

Quick tip: Packing

Don't forget to research what to expect in the host country; this will help determine what you pack. Please see the *Travel Tips and Packing* section for more details.



- Don't advertise on Facebook or any other social media that you are out of the country, ESPECIALLY if these sites are public
- Find out how you can be contacted in the host country or how you can contact your trusted source in the US to confirm your arrival, etc. (check cost of international calls)
- Inform family members/close friends when you will be able to get a hold of them after safely reaching your destination

Organize as a Team

Forms

- Give out applications - determine team who will travel (Templates-->Application)
- After travelers are determined, create and/or distribute codes of conduct. Make sure the team openly discusses this and takes it seriously (Templates--> Agreement)

Project Organization In-Country

- Make sure everything you need to build/accomplish your project will be in the country
 - Work out what you can buy locally
 - Organize who will take the rest of the supplies on the plane
 - Many building tools/substances are not allowed on planes-- check first!
- Have a group notebook and contact information for your team
 - Record contact information of everyone you meet
 - Consider bringing business cards for the team
 - Determine who will take notes (one person, rotate, etc.). These notes will be extremely valuable when you get back to the US
 - For more suggestions, consult the "During the Trip" section

Language

- Determine if the group needs a translator
- Learn some of the language! It makes a great impression on the locals, and you will get more out of the trip if you make the effort. Some useful phrases are:
 - *Hello. My name is ____.*
 - *Please. Thank you. How nice! (How delicious! How beautiful!) Thank you!*
 - *I am sorry... my Spanish is very bad! ... and then laugh away.*
 - *This is my first time in _____, and I like it here.*
 - *I cannot eat _____ / I am allergic to _____ / I am vegetarian. Is the water filtered? Without lettuce. Without ice.*
 - *Practical: Where is the bathroom? I would like ____.*
- Get CDs or Rosetta Stone from the library, or try LiveMocha/other online resources
- Have a team member give a language mini-lesson at each meeting
- Take a class or join student groups, such as Los Ingenieros

Food

- Learn about what food you will be eating in the host country. Cook some ethnic food together - team fun while bringing your taste buds up to speed.
- Prepare for local cuisine, if necessary. For instance, in Central America, a lot of beans and rice are served, so start eating beans a couple of weeks in advance.
- Garlic helps with building a good immune system.

- Bring a waterbottle. What water is safe for drinking, brushing teeth, etc.? Do you need to take iodine tablets or chlorine to clean the water?
- Try sport/fruity drink mix for the water - for taste and electrolytes, especially if sick.
- Bring energy bars for snacks, travel, and days you know breakfast will not be a possibility.

Safety and Emergencies

Important note: We will not even begin to attempt a discussion of serious safety issues and emergency procedures in this guide. Please talk with IPE, Jen Wegner, or another resource on campus to help facilitate a discussion with your group. Here are just a few very basic suggestions:

- Imagine some worst-case-scenarios and discuss how you would handle them; talk about safety with your local partners.
- Consider collecting copies of everyone's passport, health insurance (HTH) card, and personal health info into a single packet carried in country. If people are not comfortable sharing that information, distribute envelopes and agree on an easy-to-find spot- like everyone's front backpack pocket- to get the info in a hurry.
- Distribute to all members of your group cards with the contact information of the US Embassy in host country, as well as the local emergency numbers.
- Think of a code word or phrase that your group has agreed on prior to the trip in case of an eminent dangerous situation.

Living Preparedness

- Make sure everyone is prepared for what to expect when it comes to living conditions (See Templates → What to Expect from a Trip). Describe safe and comfortable, but simple accommodations.
- Check the climate! Do you need a sleeping bag, ear plugs, or an eye mask?
- Be prepared to share one or two bathrooms and limited water. Also, bring a roll of toilet paper (it is not always provided) and check if it may be flushed down the toilet.

Gifts

- Is it appropriate to bring gifts for hosts or the people you meet with? Consider:
 - Showing appreciation for their time, any resources they share
 - Setting the gift bar too high, where expectations are not sustainable for future trips
 - Choosing the gift itself carefully in terms of cultural appropriateness
 - U-M gear can be a good choice: something small and simple like block-M pins, a soccer ball, or a coloring book and crayons if you are working with children

Having Fun!

- The experience of traveling together can be extremely rewarding and build lasting friendships with your team, locals, and other travelers that you meet on your journey.
- If time allows, plan a "tourist" activity in advance.
- Adventure in a beautiful country - even if you have been there before, try to see things you have never noticed before. Try new food and drinks.
- Good people watching. Great photo ops. Lots of jokes. Beef up on your card playing.

Packing and Travel Tips

Thanks to the Appropriate Technology Collaborative and U-M Medical Global REACH office for several of the items on this list. This obviously varies greatly with destination, trip length and purpose, etc. But here are some things to consider:

Baggage

- Check baggage requirements and fees with your airline. Most international flights allow for one free checked bag, but if possible, carry-on only ideal!
- Travel as light and inconspicuously as possible.
- If you are moving around during your trip, be sure that you can lift your bag up into vans, etc. Do not pack anything you would be heart-broken to lose (consider electronics, etc.)
- Save your baggage claim tickets, likely your only recourse if your bags are lost.
- Pack customs or tourist entrance fee cash in a handy location.

Money and Identification

- Carry an extra copy of passport with you, separately from your actual passport. Also scan and email an electronic copy to yourself and your trusted contact.
- Research where credit cards are accepted and if ATMs are available. See if there are international fees for purchases or ATM withdrawals.
- Call your credit card company ahead of time to alert them of your travels.
- Know the exchange rate. Know where you plan to be exchanging money – at the airport? Local bank? At home before traveling?
- How will you carry your cash? Consider getting a money belt and carrying a wallet with small bills separately. A money belt is also a good place to keep other valuables-passport, camera, phone, etc.
- Student ID can often get you discounts abroad!
- Carry a list of phone numbers, contacts in case of emergency or stolen credit cards, etc.
- Bring your Health Insurance Card and Student HTH travel insurance card.



Quick tip: In-Country Attire

Research the attire conventions and expectations in your destination country.

- What is the expected level of formality?
- Is it different for different places (hotel vs. religious building)?
- Can men wear shorts? Can women show their shoulders? (consider using a large scarf)

As a Group

- Group notebook
- Business cards with your contact info
- Playing cards for layovers or late nights
- Tools, sewing, first aid kit, thermometer, roll of duct tape, string/yarn/floss

Personal

Clothing and shoes

- Packing light? Consider packing/ purchasing some hand-wash laundry detergent.
- U-M or student org shirts - great promo photo with everyone in Michigan swag!
- Will it be hot or cold at night? Bring the appropriate sleepwear!
- Flip-flops for shared or outdoor showers
- Closed-toes shoes are generally a good idea for dirt roads. In rainy climates, fast drying shoes can also be important (such as Teva, Keen, Land's End, LLBean, etc.)
- Consider a fast-drying towel
- Bathing suit
- Pack 3-6 trash bags to carry wet or dirty clothing

Health and weather

- Umbrella and/or rain jacket
- Sunscreen, SPF lip balm, and wide-brimmed hat
- Toiletries and medications- don't forget extra pain relief, motion sickness medication, and any travelers' medications. Make sure your prescription medications are legal in the country you are visiting.
- Handkerchiefs/bandanas are good for travel on dirt roads (when dust and smells get the best of you), drying your hands in a pinch, and wiping sweat from your brow
- Ear plugs and eye mask for potentially disruptive sleeping conditions
- Mosquito repellent and net
- Dental floss and safety pins can hang a mosquito net over almost any bed setup
- A roll of toilet paper (not always provided...)
- Hand sanitizer
- Snacks: granola or protein bars
- Water filter, chlorine tablets, iodine etc.
- Sports drink powder-- improve the taste of the water (especially if you have to put iodine or chlorine in it!) or to replenish electrolytes (especially in case of sickness).

Other

- Reusable water bottle
- Fast-drying towels
- Day pack or small backpack that you can carry valuables with you on outings
- Notebook and pencils, and a book to read
- Journal to keep daily notes - useful both technically and nostalgically!
- Travel guide and maps
- Plastic bags, both zip-top and grocery, are often inexplicably handy
- A good flashlight or headlamp, especially for walking on dirt roads in the dark
- International calling card
- If you choose to bring electronics: camera, chargers, extra memory, flash drive, connector cables, converters... do not miss out on photos or video!
- Electrical adaptor or transformer (check system at destination before departure)
- Watch with an alarm clock
- A compact pillow – or a comfy sweater if you will be camping/using sleeping bags

During the Trip

You cannot anticipate exactly how your trip will unfold, so in the midst of it all, take a moment to regroup and see how things are going.

Arriving

- It's smart to get to the airport 2 to 3 hours early for international flights. You never know what could happen, and you certainly don't want to miss your flight! Take great caution!
- Set up a wake-up call system if you have an early morning flight so everyone is up & ready
- Upon arrival, take a moment to check-in with your group before claiming your baggage.

Making the most of it and getting along

- Create an agreement/code of conduct (ideas under Template → Agreement) before leaving for the trip. It may feel silly but is well worth it in the unlikely case of an issue.
- Remember, the project leader has the obligation to lead the group and make decisions that represent the University of Michigan appropriately. Because the project leader has special accountability for what happens during the trip, the project leader is responsible and has the "final say" in any situation during the trip.
- Represent U-M. Don't be the obvious, loud, obnoxious tourists.
- Make friends with the locals and other travelers and volunteers you meet from around the world. (That being said, stick with your group and always be safe!)
- Accept help when it is offered. Ask for help when you need it. Check in with each other. Be kind to each other. Don't interrupt. Don't hog the bathroom. You are in it together.
- Try new food! Enjoy the music! Notice the little things.
- Trust your local guides. You will depend on them. Ask questions! They have a lot more experience and knowledge than you.



Quick tips: Checklist for travel

- Luggage tickets out?
- Passport and customs forms ready?
- Customs/tourist entrance free ready?
- Wallet not in back pocket (away from pick-pocketers)?
- Need to exchange currency?
- Know the plan for transportation?
- How long is the next leg of your journey...enough fresh water?
- Bathroom check?



Quick tips: Go with the flow

Be prepared to go with the flow. Push yourself, but give yourself a break. Lower your expectations. Go into things with an open mind... you might not get exactly what you were hoping for, but you might get something totally different, something better. You cannot do it all, you don't know it all. Just do your very best, learn as much as possible.

Staying healthy and well

- A few days into your trip, check-in with travelers individually (and as a group):
 - Does everyone have enough water for drinking, brushing teeth? Staying hydrated? Make sure everyone is drinking at least a liter of water/day in order to prevent dehydration.

- Does everyone feel well? Are things moving well?
- Homesickness, getting along, etc... it's worth asking directly so that nothing that could be addressed now is missed.
- Take a pulse of team dynamics. Does everyone feel included?
- Discuss personal boundaries and comfort so that everyone feels respected during the trip!
- Does your group have a plan in the case of illness or injury?

Sharing ideas and record keeping

- Keep a group notebook and also encourage personal journals. For the group notebook, assign a record keeper or, better yet, make each person responsible for a whole day.
 - Save a few pages at the front to record contact information for your new friends.
- Be sure to include both types of information:
 - Technical: Tool/supply situation, building/project notes, sketches, challenges, ideas, changes to process
 - Non-technical: How project fits into culture, reactions from locals, conversations in-country, jokes, and memories
- Encourage drawings and doodles!
- Leave the backs of pages free to paste in photos or other mementos, including business cards.
- Debrief as a group every night or every other night. Group reflection is beneficial on many levels. For ideas, check in with Ginsberg Center or the Office of Student Affairs.
 - Discuss what we saw and did while the day was fresh in our minds
 - Talk about challenges, observations
 - Catch things from other angles and points of view
 - Keep on-task for the project
 - Plan next steps or discuss the days ahead
 - Record important points in the group notebook
 - Consider having a daily reflection – an easy way to ask every group member about their best and more frustration part of the day. How was today better than yesterday? How could you make tomorrow better than today?
- Have an “official group photographer” for the day. In formal situations, it reduces the awkwardness of multiple flashes and reduces the risk of missing potentially useful photos.
- Have a group “financial recorder” whose responsibility is...
 - Noting all daily purchases for future reimbursements
 - Having an up to date balance of how much money has been spent by the org
 - Holding any receipts
 - Making and recording any card withdrawals

Connecting with your hosts or local partners

Learn as much as possible about the local culture from an expert before your trip. Some of the information below might not be relevant to your location, but we feel it is generally worth considering. The IDEO toolkit and CGH Student handbook is full of good ideas, questions, methods, and suggestions on this topic.

- Plan how your group will conduct a meeting with someone new.
- The first thing should NOT be showing them the prototype right away.
- Take the time to sit, share introductions (this can be a formal ceremony in some regions), and get to know each other. You might need a spokesman to introduce the group, and then you can individually introduce yourselves (in the vernacular, if possible!).
- Depending on the situation, a good way to break the ice is to try singing a song (simple American folksy songs are great, i.e. You are My Sunshine, etc.). Don't be afraid to laugh at yourself and let them laugh about it, too. You might even get a song in return!
- Ask them questions about themselves... give them a chance to share the triumphs in their community. Demonstrate that you are truly interested in *them* by listening. Make an effort to get to know your hosts! It makes a difference.
- Ask them about their challenges. What makes their job difficult? What prevents them from doing their best? Can they imagine ways to get there?
- A word of caution: Be careful not to ask "What do you want?" in a way that might be interpreted as you are planning to get it for them. In other words, don't unintentionally imply something or make promises you cannot keep. Allow for them to bring up what they want and talk about it with your group before you reveal the potential resources and connections you have as a UM organization.
- How can you stay in touch when you return to the States? Ask for email, facebook, Skype, Google + - whatever they use to stay in touch. If they use a program you don't use, make an effort to setup an account when you return to the States.

Co-designing with local partners

- Take the attitude of "co-designing" with locals, not just "delivering" the technology, and the approach of "doing with" NOT "doing for"
- Make sure you understand and work with the people who will be using your technology to develop the design. They know WAY more about the functionality and usage, and working together will improve the product and relationship.
- At the same time, don't be afraid to bring your skills as an engineer to the table to make sure the project is realistic and feasible.

Presenting a proposal, prototype or new technology

- Take the time to plan and discuss this with your group ahead of time.
- How do you present your idea to the locals? How will they participate in its development?
- Plan how to present the prototype and science behind it.

- Try careful delivery, taking small steps, and building on ideas.
- Connect the technology with one of the challenges that they have described to you. Making this connection shows that you have listened and also helps them envision possible solutions.
- When showing a device, do your best to separate the product from your emotional investment in it. Create an environment where the locals feel comfortable giving their honest opinion. They may or may not think that it is as great as you think it is.



Example:

The BLUElab Woven Wind team first showed the women weavers a bicycle generator (when the bike was ridden, a light came on). The team demonstrated and explained that mechanical energy can be turned into electric energy. THEN they introduced the wind turbine concept by explaining the idea that wind could do the hard work instead of human.

Getting valuable feedback

- Before your trip, plan questions that you will ask your partners. Consider developing a survey for more quantitative results (likely more relevant for return trips).
- Their time is valuable. Focus on the questions you planned.
- Beware of clients being overly agreeable. When you ask a baited question such as “Do you like this?” they may hope that by saying “Yes” you will give it to them. This can prevent meaningful dialogue and constructive feedback.

After a Trip

*It's hard to think about much when you return from a trip...
consider the following upon your return (although you might want to plan ahead!).*

Debriefing as a group

Host a group debriefing session within the first week of your return (if possible). Take good notes or even record this discussion. If each member can't be present, make sure to set up a meeting using Skype, Google+, or the teleconference rooms in the Office of Student Affairs.

- Give a recap of the trip
 - Ask each person to discuss a day of the trip- what were the goals for that day? What was accomplished? Was there anything that really made an impact or stuck out on that day?
- Discuss what the team learned over the trip
 - How could the prototype be changed based on what you learned?
 - What feedback did you receive?
 - What should stay the same? What would you do differently next time?
- Reflect on observations and feelings about the non-technical aspects
 - Food, culture, language, dress, etc.
 - Reflect about what it means to enter into a community different from your own
 - What aspects of the local culture will affect your project?
 - Jen Wegner, the Ginsberg Center, Program for Intergroup Relations, and other offices on campus have many resources to facilitate such discussions
- Talk about what you did to prepare for the trip.
 - What would you do again? What do you wish you had done?
 - What would you recommend for new travelers?
 - Ask first time group travelers specifically what they wished they had known before going on the trip, so you can prepare a list for future new first time travelers.
- Come up with future goals
 - Long-term goals (adjust if needed)
 - Immediate goals (attainable in a shorter period of time)
 - Tasks (the steps to reach the immediate goals)
- Sketch a timeline until next trip or next big milestone
- Send students home to fill out a survey of all the logistical aspects of the project
 - (Template in the template section of this resource book.)
- Complete the required follow-up paperwork from the University
- Share photos and videos! Try Picassa, Flickr, etc. Store original files on Dropbox or ADrive. Compile two "Show and Tell" photo folders-- one with about 20 photos to use as a deck for presentations, etc. and one with about 100 for an in-depth story of your trip.

Writing a final summary/report/transition document

Try to split up this document into easy sections that flow. Get each trip member to write one section. Make sure it is detailed so future members can get a good understanding as well as sponsors, advisors, and funders:

- What happened during trip, accomplishments
- What went well, what was challenging, what could have gone differently
- Summarize discussions from debriefing meeting
- Ideas from trip, recommendations for future travel
- Plans for future direction of group

Sending thank you notes

- Thank your hosts, donors, funding sources, helpful University administrators, etc.
- It's nice to include photos from the trip!
- (Template in the template section of this resource book.)



Quick tips: Staying in touch with friends from the host country

Keeping in touch with new friends is key to future trip sustainability and success. Use the contact information your hosts/friends provided you. Consider setting up a monthly skype date, email exchange, send photos, or a joint blog.

Settling finances

- Reimburse everyone appropriately from SOAS account (group funding)
- Complete a final budget report that lists all expenses and income for transition materials

Timeline

This section is a timeline for groups to follow when planning for a trip. Please note that these times are flexible and may not be accurate for your specific team. Use it as a guide! For more information on each item, see the previous sections.

4-6 months before trip

- Determining budget for trip
- Explore funding
- Determine traveling members using application process
- Look for plane tickets
- Talk with Jen Wegner about trip plans and dates (CoE's policy is a minimum of 4 months advanced notice. NOTE: this means November for spring break travel and January for summer travel!) - this might be regulated starting in January with a stated 4 months out date at the latest
- Obtain or update passports through USPS
- Apply for visas (if necessary)

3-4 months before trip

- Schedule UHS appointment
- Get vaccinations if necessary
- Buy medicine if necessary
- Purchase plane tickets

1-2 months before trip

- Meet with Jen Wegner
- Register through MCompass
- Check if you need to buy HTH Health Insurance as individuals or if it will be purchased for your entire group. CoE requires you to buy it as a group and actually facilitates the process for you

3-4 weeks before trip

- Make sure the team packing is organized
- Buy gifts for in-country hosts if necessary

2-3 weeks before trip

- Give you trusted contact the information sheet about the trip
- Start packing items - give enough time to buy needed items
- Print out HTH cards

**BON
VOYAGE!**

Templates

The following pages are designed as templates to be populated with information specific to your team and travel plans.

General info form: *Personalize this handout to give to students/potential new members at your information meeting at the beginning of the semester*

LOGO

Name of Team - General Info Form

Name of Organization

Date

History:

Include a brief history of the organization and your team, including when it was founded, when and where you have traveled, etc.

Project:

Provide any relevant background information about your project, describe its purpose, and establish its current status.

Goals:

List some goals, both short and long term, to give potential members a sense of where the project is going in the next year and beyond.

Tentative plans for next trip:

Sketch out your travel plans (as much as you know), particularly the destination, time of year, length of time, style of accommodations, purpose of the travel.

Getting involved:

Describe how often and where your team will meet and what you expect to work on. List the types of tasks to be accomplished and what skills you are looking for, anything from broad to specific. List possible future leadership roles.

Expectations:

If your team has expectations for dedication to earn the right to travel, such as an attendance/point system, this is a good place to outline them. Also include information about the application process, timeline, budget, and expected fundraising activities.

Who to contact:

List contact information for project leaders in case people have questions.

Interest form:

On the next page is an interest form you may want to have attendees of your informational meeting fill out. This is for your information; some questions are suggested.

Interest form: *personalize this form and give it to potential new members at your informational meeting at the beginning of the semester. Or, make it a electronic form (ie google form)*

Name of Team - Interest Form

Name of Organization

Date

We are glad you are interested in our team! Please return this form before you leave or at the XX meeting.

Name:

Phone:

Uniqname:

Gmail:

How did you hear about this group?

After coming to this meeting, what is your interest:

- No longer interested... remove me from the email list.
- Interested in working on the project, but NOT in travelling.
- Interested in working on the project, and MAYBE travelling.
- Interested in working on the project, and MOST LIKELY travelling.

If you are not interested, do you mind us asking what turned you off?

- Not what I was expecting. I was looking for something more: _____
- I don't think I will have time this semester
- ...Etc/Other:

What part of the project most interests you / what would you most like to work on?

- List aspects of your project
- Other:

Do you have training in the Wilson Student Project Center?

Do you speak any *relevant language*? If so, how much?

Would you be interested in *working on this project as part of the Multidisciplinary Design Minor, travelling to the country ahead of time for intensive language instruction, etc. (any special questions)?*

Please follow this link ([Doodle.com](https://doodle.com) or whenisgood.net link) to help us select meeting times for the semester by indicating your availability.

Let us know if you have any other comments, questions, concerns... (back of this sheet or email youremail@umich.edu)

Trip expectations: *The purpose of this document is to expand on the initial General Info handout and help people who think that they are interested in travelling decide if they want to apply.*

Team Name
Organization Name
Date / Term

_____ Trip Expectations

Itinerary:

Include as detailed an itinerary as possible, and if this is not the first trip, consider adding photos of any places that you are planning to re-visit.

Money matters:

Provide the budget for the trip, fundraising plans and expectations. Feel free to add an attachment with the full budget - this should be laid out very clearly from the very beginning. Also include information about currency and recommendations for spending money in-country.

Health preparedness:

Advise travelers on making a travel health appointment at UHS or elsewhere. Include information about travel health insurance and whether or not the University is coordinating its purchase.

Food preparedness:

Include any information known about the diet during the trip. Can special diets be accommodated? Will people need to prepare their system ahead of time (i.e. lots of rice and beans)? Will fresh water be available? Should people bring snack foods/sports drink mixes?

Language preparedness:

Outline expectations for the group in terms of minimum language proficiency. This may be the bare necessities, such as introductions, please and thank you, etc. Recommend sources for language learning.

Living preparedness:

Describe your planned accommodations. You may want to address potential concerns about safety, weather/climate, bugs, noise, sleeping/bathing situation, water usage, etc. Consider giving a preliminary list of packing tips.

Having fun:

Don't forget to describe any special expectations for your trip, as well as testimonials from how great the trip was previously (or how great you hope it will be!). You might want to include special cultural facts about your destination or planned team-building goals for the trip/project.

Team Name
Organization Name
Date/Term

Application for Travel on the *Date Trip to Destination*

Due date:

This form will be treated confidentially and only read by Trip leader.

The purpose of this application is to _____

(suggestions: understand your interest and concerns related to the project, predict challenges, etc.)

Legal/full name: _____
Nickname: _____
Email: _____
Phone(s): _____
Address: _____

Ideas for questions:

- If you are under 18, have you told your parents about this trip? If you are over 18, have you spoken with any special people about this trip?
- Have you traveled abroad alone or with a student group before? Please list location, date, length of time, and purpose.
- Have you shared a living space with other people before? Do you have any concerns about sharing close quarters or living in community?
- Do you have any food allergies, sensitivities, dietary restrictions, or aversions?
- Do you have any fears about “roughing it”?
- Please list any special needs and current medical, emotional, physical, or psychological conditions, including allergies:
- Why do you want to go on this trip? What do you hope to experience, learn, enjoy on this trip?
- What are your biggest concerns, fears about going on the trip?
- How have you been involved with the project team this past year? Are you planning to continue with the project after we return to Michigan? What are your plans for next year?
- Do you have any questions or is there anything else you would like us to know about before the trip?

Note to project leaders: include any required reading for travelers and list any required team meetings and deadlines, such as day travelers will be announced, when deposits are due, etc.

Team Name
Organization
Date/Term

Team Name
Organization

_____ Trip Agreement

**** All materials due by DATE ****

Legal/full name: _____
Nickname: _____
Email: _____
Phone(s): _____
Address: _____

Family Contact names: _____
Address: _____

Phone: _____
Email: _____

Other emergency contact, SO: _____

Birthday: _____
Sex: _____
Passport number: _____
Place/date of issue: _____

Scan your passport and email .pdf copy to youremail@umich.edu

Include questions to clarify logistics, etc:

- Before we go, will there be any times where you are not living in the Ann Arbor area?
- Will there be any times where you will be out of email contact?
- Will you be traveling out to the country prior to the trip? How long?
- Are you planning to fly with the group? Or would you prefer to book your own ticket? Or are you thinking of going early or staying longer? Please explain.

Photo Waiver: I agree that my image and likeness can be used in media. (For full photo waiver language, please contact Jen Wegner.)

Budget

Include the finalized budget for the trip. Be clear what expenses are included in trip fees and what the student will be responsible for paying for in-country.

Pre-departure

List the dates of any mandatory meetings and deadlines for deposits, etc. Itemize other pre-departure expectations, such as going to the UHS travel clinic, participation in fundraising events, etc.

Packing list

Prepare a list of packing/travel tips (ideas in the packing section of this resource book)

During the trip

List expectations in terms of keeping a journal or sharing photos and videos with the group.

After the trip

List of expectations of travelers after the trip, including attendance at the debriefing meeting, etc.

Code of conduct

Outline behavioral expectations and leave space to initial next to each statement. Consider reviewing the statement of student right and responsibilities, but also include specific information about such topics as dress, alcohol, living in close quarters, etc.

Consequences of broken contract

Can you still go on the trip? On the trip, will you be sent home?

I agree to all items listed above on this contract for travel with XX student organization to XX country on XX dates. I have read the required reading XX.

I understand that while in XX country I represent the student organization XX and the University of Michigan and agree to represent its mission.

Printed name of traveler

Signature of traveler and date

Post-trip questionnaire

Get feedback from travelers while the trip is fresh in their mind! Some sample questions are provided below. You might want to turn this into an online survey so that they can easily type and submit their responses. This survey could be expanded to include other aspects of the project, too, beyond the trip itself.

Please take a moment to answer this questionnaire as thoughtfully as possible. Your input is valued for future planning and documentation.

1. Trip Preparation

- a. *Recruitment.* Do you have any ideas for recruiting events? Looking back, did we not say something that would have been helpful? During the recruitment process, did we successfully answer all of your questions? Would anything we said have gotten you more excited for the trip?
- b. *Fundraising.* Were costs of the trip clear from the beginning? How was the fundraising? Do you have any suggestions for future teams for strategies and events?
- c. *Preparation.* Did you feel properly prepared for the trip? Do you have any suggestions to help prepare future travelers?
- d. *Team Building.* Did you feel comfortable with the group? What could we do next year to help the group grow as a team? Do you think this is necessary and do you have any ideas or activities?
- e. *Packing.* What do you wish you had known to pack?

2. In-Country

- a. *Accommodations.* Please rate 1 to 5, with 5 being excellent. Please write as much feedback as possible. Would you recommend trying to find other accommodations at that location?

<i>Accommodation:</i>	<i>Safety:</i>	<i>Comfort:</i>	<i>Overall:</i>	<i>Comments:</i>
Hostel 1				
Hotel 2				

- b. *Transportation.* Please rate 1 to 5, with 5 being excellent. Would you prefer to find public transportation? Would you prefer to hire a van?

<i>Transport:</i>	<i>Safety:</i>	<i>Comfort:</i>	<i>Overall:</i>	<i>Comments:</i>
Train ride 1				
Van 2				

c. *Clients and partners.* How valuable were the people we worked with? Please rate 1 to 5, with 5 being excellent. What was especially valuable and what would you have done differently with our time with them?

<i>Client or partner:</i>	<i>Overall:</i>	<i>Comments:</i>
Person		
Company		
University		

d. *Activities.* How valuable were the activities and events we participated in? Please rate 1 to 5, with 5 being excellent. Would you recommend it to future travellers? Would you want to go back? Can you recommend any other sites or activities that would be meaningful for next year?

<i>Site or activity:</i>	<i>Overall:</i>	<i>Comments:</i>
Museum		

Hiking trip		
Tourist site		
Restaurant		

3. Travel Coordinator, Advisor, and/or Translator

Were you satisfied with their leadership? What feedback do you have for them? Would you want to work with them again?

4. Memories

What was your favorite moment of our trip? Do you have any advice for future travelers? What impressed you most about the host country? What dreams do you have for a future trip?

5. What address do you want a reimbursement check mailed to?

Post-trip thank-you note: Do not forget to thank anyone helpful before or during your trip!

(Use a logo for header if desired)

Dear *(insert person's name here - be respectful and when in doubt use Mr., Ms., etc.)*,

Thank you for...

...allowing us to visit XYZ

...sharing your knowledge about XYZ

...donating supplies for our XYZ

We appreciate...

...you setting aside to time to talk with us about...

...showing us your facilities for XYZ

(Be specific!)

You can access our pictures...

...at this link: XYZ

...we had great memories, such as...

We would like to remain in contact with you...

...to discuss further options for...

...by email/phone/skype/etc.

...can we set up another meeting in the future?

...do we have the right contact information to best contact you?

In the future, we hope to...

...collaborate further by...

...design an new prototype with XYZ attributes based on what we learned

Again, thank you for your time on our project...

Sincerely,

Name of Group

College of Engineering

The University of Michigan

How to contact your group