

### International Service-Learning Trip Roles

	Agape Center	Advisor	Leader	Member
<i>Team Selection</i>	Creates application and advertises for trip	Recruits interested students (optional)	Recruits interested students	--
	Plans and hosts Informational Meeting	Attends Informational Meeting	Assists in planning and hosting Informational Meeting	--
	Schedules interviews	Sits in on interviews with leaders (optional)	Sorts applications and conducts interviews (Selects team)	--
<i>Fundraising</i>	Prepares materials for and sends Support Letters	Supports students in Fundraising efforts	Gathers addresses, writes support letter, and stuffs each envelope	Gathers addresses, writes support letter, and stuffs each envelope
	Assists Leaders in planning fundraising events	--	Plans and executes fundraising events	Assists in planning and executing fundraising events
	Writes Grants	--	--	--
<i>Other Expenses</i>	--	Pays for own travel check-up and vaccines	Pays for travel check-up and vaccines	Pays for travel check-up and vaccines
	Pays for any costs while in-country (transportation, lodging, food, etc.) through donations	Pays for personal expenses while traveling (i.e. food in the airport) and any souvenirs	Pays for individual expenses while traveling (i.e. food in the airport) and any souvenirs	Pays for individual expenses while traveling (i.e. food in the airport) and any souvenirs
<i>Trip Preparation</i>	Creates trip on Terra Dotta to fill out individual information	Fills out individual information on Terra Dotta	Fills out individual information on Terra Dotta	Fills out individual information on Terra Dotta
	Plans Team Training Chapels in spring (including pre-trip reflection)	Attends Team Training Chapels in spring	Assists in planning and leading Team Training Chapels in spring	Attends Team Training Chapels in spring
	Works with Engle Center to review International Travel Health Safety	Schedules and pays for individual vaccines and any other health needs	Schedules and pays for individual vaccines and any other health needs	Schedules and pays for individual vaccines and any other health needs
	Creates packing list	--	--	--
<i>Travel Safety/Risk Management</i>	Informs advisors on protocol & prepares materials for in-country management	First-responder and expert in risk management protocol	Familiar with protocol	Understands health and safety risks associated with traveling to destination
	--	Supports student health & well-being	--	--
<i>Travel Itinerary</i>	Books all flight transportation (flight and transportation to/from airport)	Receives group plane tickets at airport check-in	Carries individual plane ticket	Carries individual plane ticket
<i>In-Country Details</i>	Works with partner organization to create a schedule/itinerary while in-country (includes transportation and lodging)	Serves alongside students; provides support and encouragement to trip leaders; oversees safety of participants; acts as liaison to CP	Leads daily devotions & reflection, supports team members, acts as liaison to CP, consults with advisors regularly	Responsible for Individual Team Role (assigned by Team Leaders during Trip Preparation)
<i>Post-Trip Reflection</i>	Schedules reflection debrief and Thank-you Party	Facilitates reflection	Participates in reflection and prepares Thank You's	Participates in reflection and writes Thank You's