Registered Student Organization
International Travel
Trip Leader Checklist

Before the Trip

☐ Confer with your Registered Student Organization (RSO) Advisor
Schedule an appointment with your RSO Advisor at least a quarter in advance to discuss your trip. Be prepared to discuss your travel destination, possible vendors and health, safety or security concerns. Determine if your group is considering travel to a country under a U.S. Department of State (DOS) Travel Warning. If so, you will need to explain to your advisor: 1) why the value of the experience warrants exposure to additional risk and 2) that no similar experiences are available in countries not under a Travel Warning.

☐ Comply with the Undergraduate Travel Policy
If you plan to travel to a country under a U.S. DOS Travel Warning and your RSO Advisor has approved your tentative plan, you must follow the University Undergraduate International Travel Policy to submit a formal travel permission request. As soon as possible, contact the Office of Global Safety and Security (OGSS) to schedule an appointment to discuss your trip and plan your formal travel permission request.

☐ Vendor Evaluation and Risk Management Plan
Whether your RSO is going to a Travel Warning country or not, you need to prepare a Vendor Evaluation and Risk Management Plan and submit them to the OGSS at least 8 weeks before departure.

☐ Health and Safety Pre-departure Requirements
No later than 6 weeks before departure, submit the names and Net IDs of all your student travelers to the OGSS who will enroll your travelers in an online Canvas risk management course. Next, distribute instructions for completing Northwestern’s Health and Safety Pre-departure Requirements to your travelers. All of your travelers must complete these requirements at least 2 weeks before departure, and you will be asked to follow up with your travelers as needed.

☐ Itinerary
Shortly before your departure, submit a flight and daily itinerary, including the address and phone number(s) of all accommodations and volunteer sites to your RSO Advisor with whom you should develop a communication plan in case of an emergency.

During the Trip

☐ Check-in and Assessment
Confirm your safe arrival with your RSO Advisor and encourage participants to check-in with their families. Assess transportation, housing and working conditions, especially for students with disabilities (if applicable). Report any incidents, such as illness, injuries, or altercations to your advisor and/or the Northwestern “Dean on Call” after-hours. The after-hours “Dean on Call” phone number is 847-467-3022.

After the Trip

☐ De-brief
Gather your participants to de-brief within 4 weeks of your return date. Distribute evaluations or record oral feedback and summarize suggested changes for your RSO Advisor within 8 weeks from return date.