

**BOSTON COLLEGE**  
Service and Immersion Programs  
TRIP LEADER CHECKLIST

- Required forms reviewed and completed by all program participants (including leaders); submitted to sponsoring department and copies given to trip leader.

Medical Form  
Terms and Conditions for Participation

- Copy of Medical Forms submitted to University Health Services.
- Group emergency contact form submitted to sponsoring department and BCPD.
- Name and contact information of each trip participant submitted to the VSLC.
- Participants requiring visas or passports have valid documents and copies have been given to sponsoring department and trip leader.
- State Department Travel Advisories shared with participants.
- Trip itinerary and in-country contact information shared with participants.
- Health information and recommended immunizations shared with participants.
- Conduct expectations (especially regarding alcohol) shared with participants.
- List of trip participants submitted to ODSB for review.
- Participants educated about laws and customs of host country.
- Travel and accommodation reservations confirmed.