Alternative Break Program Application

Instructions for Application:

- Please underline your responses to all questions
- Be mindful of the word limits
- Please be as detailed and concise as possible

General

Please fill out the following information.

Trip Leader Name(s): ____________________________________________________________

Alternative Break Location: _____________________________________________________

Trip Dates (Departure & Return): ________________________________________________

Student Group Affiliation (if applicable): _________________________________________
  - Student Group Advisor: _____________________________________________________
    - Telephone #: _____________________________________________________________
    - Email _________________________________________________________________

Sponsor Organization: __________________________________________________________
  - Organization Address: _____________________________________________________
    __________________________________________________________
    __________________________________________________________
  - Organization Website: _____________________________________________________
  - Organization Email: _____________________________________________________

Primary Contact Person of Organization: _________________________________________
  - Title: ___________________________________________________________________
  - Phone: ___________________________________________________________________
  - Email: ___________________________________________________________________
Logistics

Budget
- Please follow the format shown in the example budget; Add in any extra costs that may not be in the example.
- Paste a copy of your budget in the space provided below
- Your budget should be **as detailed as possible** and should include the following:
  - Airfare, in-country transportation, immunizations, lodging, food/meals, program fee, travel insurance, cost of materials, etc.

Tentative Travel Itinerary
- Include transportation to and from campus, and to and from the airport
- You may expand the rows to fully accommodate complete and detailed information
- For each day indicate the day and date as well as the time of the first activity.
- Separate each new city/destination with a **new row**.
- Make sure to include hotel/lodging phone numbers.
- Please include a map of your destination.
- **Please be as detailed as possible**
- *If the host organization is taking care of your day-to-day activities, please ask them for an itinerary and submit it with this application.*

<table>
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<tr>
<th>ITINERARY</th>
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<tbody>
<tr>
<td><strong>Day &amp; Date</strong></td>
<td><strong>Activity</strong> (Organization contact)</td>
<td><strong>Lodging</strong> (Address/phone/contact name)</td>
<td><strong>Notes</strong> (Special Instructions)</td>
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Fundraising Plan

- Please list and explain at least 5 distinct sources of funding. These may include on and off campus fundraising events or letter writing campaigns. Be sure to include expected fundraising amounts from each source.

<table>
<thead>
<tr>
<th>Type of Fundraiser</th>
<th>Tentative Date</th>
<th>Description</th>
<th>Projected Total</th>
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- Do you plan on applying to grants? If so, please fill out the table below.

<table>
<thead>
<tr>
<th>Grant Name</th>
<th>Dollar Amount</th>
<th>Application Deadline</th>
<th>Notification Date</th>
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Does the destination country require VISAs (if international), and if so, what are the processes, deadlines, fees?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Are there safety concerns and if so, how does the team plan on addressing those concerns?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How does the U.S. State Department currently list the travel status of the destination country (if international)?
______________________________________________________________________________
______________________________________________________________________________
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______________________________________________________________________________
Short Written Responses
Please answer ALL questions concisely, and in as much detail as possible.

1. After researching the needs of the community you seek to serve, what are the major issues confronting the community and how will the project address them specifically?
   - Please feel free to refer to the 5 Pathways of Service found on the ABP’s website to help with this answer.

2. Explain how the team will be organized and run, how responsibilities will be divided up among team members, and how much personal investment you expect of each member.

3. Explain the practical implementation of your project including a day-to-day breakdown of what will be accomplished.

4. How will the trip leader(s) prepare the group for the project?
   - Be sure to include:
     - Areas of team building
     - Academic study of the community which the team seeks to serve
     - If applicable, elaborate on your team’s technical and educational training.

5. How will this short-term project sustain a long-term impact? What steps will your group be taking to ensure that this project continues to be productive in the community?

6. How do you plan to raise awareness at Columbia of the issue confronting the community you hope to serve?

7. Please provide the mission statement of the NGO, and how it relates to your mission. Explain their relationship with the target community, and how your group plans to work and interact with the NGO.

Supplementary Materials

- Proof of contact with organization or community
  - (i.e. email exchange, telephone transcript)
- If your project involves technical construction or design, please submit relevant documents. For example, if your team is building a bridge, you would have to submit preliminary blueprints, construction materials and budget, maintenance plans and manuals.
- Any additional supplementary materials may be submitted if relevant to the project

By signing this document, I agree to assume responsibility for preparing and leading my team on this service trip and to adhere to all ABP policies and procedures.

Signature of Trip Leader #1: _______________________________ Date __________
Signature of Trip Leader #2: _______________________________ Date __________