Alternative Break Program
Project Leader Packet 2014-2015
ABP Contact Sheet

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# Table of Contents

**Project Preparation**

- Project Leader Contract ................................................................. 1
- Contract of Participation for Project Participants (COP) ........................................ 4
- Pre-Departure Checklist .......................................................................... 5
- Final Travel Packet Checklist .................................................................. 6
- Dates & Deadlines .................................................................................. 7
- ABP Structure & Communication .......................................................... 8

**Funding & Account Information**

- Deposits & Expenditures ......................................................................... 10
- Finance & Purchasing Procedures .......................................................... 10
  - Voucher/FTF
  - Travel Advance
  - University Card
  - Reimbursement
- Fundraising & Grant Responsibilities ..................................................... 14

**Post-Project Reflection** ......................................................................... 15
I, ______________________________, agree to the following expectations set out in this Project Leader Contract by the organization Alternative Break Program (ABP). I agree upon the following:

- I will participate in all workshops conducted by the ABP. If, due to a special circumstance, I am unable to attend a particular workshop, I will notify my ABP Student Board member, and send a group member in my place.

- I will be in continual and consistent communication with my ABP Student member and will work with them to develop preparation trainings for the team and plan and manage team project logistics, including travel itineraries, project details, team roster, internal budgets, emergency plans, and processing exercises.

- I will make a dedicated commitment to this alternative break project and will not accept other positions that will impede with my ability to prepare and partake in the project.

- I understand that many aspects of the ABP and of travel in general are time sensitive and I will respond to emails from group members, the ABP Student member, and the Student Engagement staff within 24 hours.

- I will take responsibility to learn about and communicate all ABP policies and procedures to my team and help ensure those policies and procedures are followed.

Being a leader is honorable and requires hard work, skill, rightful behavior, accountability and responsibility. I am committing to act as a responsible and accountable leader. By putting the commitment into practice, I will be making a positive contribution to the Alternative Break Program.

By signing this document, I promise to do everything in my power to fulfill what is listed in this document.

Signature

Date
Contract of Participation for Project Participants

*Project Leaders are responsible for copying and distributing contracts to project participants. Please feel free to add clauses to this contract for your team, but do not eliminate anything already stated.

I, ___________________________________, agree to the following terms and conditions as set out in this Contract of Participation by the organization Alternative Break Program (ABP). I agree upon the following:

Behavior

• I understand and accept that my team’s project is an independent project supported by the ABP, but not organized or run by the ABP. I accept full responsibility for the project, along with my fellow team mates.
• I will not conduct myself in any way that will put me, my group members, or any of the individuals I will be working with at risk to harm or injury.
• I will participate in group meetings conducted by my Project Leader in order to better understand both the technical aspects of the project as well as the history, social and political conditions, and culture of the country and the people I am working with.
• I will be conscious of the fact that my work on this project may lead me to experience cultures, societies, and political systems different than my own. I will respect these differences, do my best to learn about them, and evaluate my own beliefs and values in light of these changes.
• I will respect all members of the group despite any differences or disagreements I may have with an individual member of the team or multiple members of the team. I will not discriminate against any member because of their sex, religion, ethnicity, social class, sexuality, etc.
• If I have an issue/complaint, I will first seek the assistance of the project leader, and then, if necessary, of a qualified staff or organization member.
• I will inform the student leader/group adviser of my medical history, both physical and mental, to ensure that I am able to receive proper support while traveling and the necessary precautions are taken by my team.
• I will make a dedicated commitment to this project and will not accept other positions that will impede with my ability to prepare and partake in the project.
• I understand that failure to abide by the policies of Columbia University, or U.S. state or federal laws, as well as those of the country to which I am traveling, will result in possible expulsion from the Alternative Break Program.

Financial

• I will make my preliminary contribution to my project of $_____________, paid to “Columbia University” by this stated date, ________________.
• I understand that my contribution is NONREFUNDABLE.
• I understand that any team funds spent on me to support my work with the project are nonrefundable. In addition, I understand that if I discontinue my participation with the project after Columbia University and/or the ABP has made a purchase on my behalf, I am responsible for reimbursing that purchase.
• I will actively participate in my group’s fundraising efforts.

By signing this document, I acknowledge that I am aware of the rules and behavioral/financial expectations of this project and I understand that there will be consequences if they are not followed.

Signature _______________ Date _______________
Project Leader Pre-Departure Checklist

Logistics/Pre-trip Requirements
☐ Final Roster (P)
  ☐ A list of names with email and phone contact information of ALL team members
☐ Acquire Passports for all team members
☐ Apply for Visas for all team members
☐ Visit Columbia Travel Doctor – all team members
  ☐ Vaccinations (if necessary)
☐ Final Itinerary Verified (P)
  ☐ Book Flights
  ☐ Organize Ground Transportation
  ☐ Book Lodging
  ☐ Solidified Travel Schedules
  ☐ Final Work Plan
    ☐ Confirm with sponsor organization work hours and what is required of the team in terms of work, activities, and behavior
    ☐ Determine the amount of free time available and schedule activities
    ☐ Confirm with sponsor organization appropriate dress code, materials needed, and resources provided on-site
☐ Final Budget (P)

Paperwork/Online Registrations
☐ Register with the U.S. State Department - STEP Program
  *See page 7 for registration instructions
☐ ISOS Registration
  *See page 6 for ISOS instructions
☐ Photocopy Documents for each team member (P)
  *(3 copies total: 1 copy to ABP Administrator (P), 1 for checked luggage, 1 for carry-on luggage)
  ☐ Passport ID Page
  ☐ Visa
  ☐ Emergency Contact Info (will receive from administrator after ISOS is completed by all members)
  ☐ Travel Insurance Policy
  ☐ Debit/Credit Cards

Program Planning
☐ Pre-trip Goal/Logistic Discussion
  ☐ Confirm Logistics with sponsor organization and with the team
  ☐ Confirm goals with sponsor organization and with the team
  ☐ Discuss challenges to goals
☐ Reflection Plan
  ☐ Organize and plan reflection activity in order to share your experiences and the knowledge you gained with the Columbia community
Final Travel Packet Document List

All documents below must be stapled together in order and submitted to ABP by the deadline indicated in the Dates and Deadlines calendar. Once all materials are collected, the Project Leader should create one PDF that includes all four pieces of information below. This document should then be emailed to both the ABP Student Advisory Board and Peter Cerneka.

1. **Final Budget (Appendix A)**
   
   **Content:** Separate breakdown of individual and group costs; include logistics and program/project fees
   
   **Format:** Table or Excel Spreadsheet

2. **Final Itinerary (Appendix B)**
   
   **Content:** Dates of travel and activities; name, address, and phone number of lodging for each night
   
   **Format:** Table or Excel Spreadsheet

3. **Final Roster (Appendix B)**
   
   **Content:** Name, Phone Number
   
   **Format:** Table or Excel Spreadsheet

4. **Photocopy Documents**
   
   Project Leaders are responsible for collecting the required documents from their team members before the packet deadline.
   
   **Content:** Single PDF that includes the following documents for each team member:
   
   - Copy of Passport ID Page
   - Copy of Visa
   - Copy of Emergency Contact Information
   - Copy of Travel Insurance Policy
   
   **Format:** Multiple items can be copied onto one page
Dates and Deadlines

Spring Break

Program Schedule
Dec 7: Welcome Workshop #1
_____: Check-Up Meeting #1
Jan 30: Workshop #2
Feb 27: Workshop #3
_____: Check-Up Meeting #2
Mar 8: Workshop #4

Deadlines
February:
- Final Roster
- Apply for Passports
- Participant COPs due
- Apply for Visas
March 6:
- Final Itinerary Verified
- Flights Booked
- Lodging Booked
- STEP & ISOS Registration
- Final Travel Packet Due

Summer Break

Program Schedule
Dec 7: Welcome Workshop #1
_____: Check-Up Meeting #1
Jan 30: Workshop #2
Feb 27: Workshop #3
_____: Check-Up Meeting #2
Apr 13: Workshop #4

Deadlines
February:
- Final Roster
- Apply for Passports
- Participant COPs due
April – May: Apply for Visas
April 17:
- Final Itinerary Verified
- Flights Booked
- Lodging Booked
- STEP & ISOS Registration
- Final Travel Packet Due
ABP Structure & Communication

Communication Structure

Board Adviser-Project Leader Relationship

Project Leaders are required to be in consistent contact with their assigned ABP Board Adviser. Board Advisers will oversee the leadership of the Project Leaders in project development and preparation. Any questions or concerns should be directed to the Board Adviser. At the first workshop, Project Leaders and Board Advisers will determine a weekly day and time that project updates will be due to the Board Adviser.

- **Team Training/Meetings**
  - Board Advisors will not be present at project meetings. However, Project Leaders are encouraged to seek guidance and advice from their Board Advisor.
  - Project Leaders organize and facilitate team trainings.

- **Fundraising**
  - Board Advisors will not directly participate in fundraising efforts.
  - Project Leaders will organize and develop a complete fundraising schedule and plan of action with guidance from their Board Advisor.
  - Independent projects (those not affiliated with registered on-campus organizations) may book space on-campus through their Board Advisor.

- **Team Accountability**
  - Project Leaders communicate program standards and expectations to their teams. If program standards are not met, the Board Advisors provide support to help the team meet its standards. If a team continually fails to meet standards, the Board Advisor will seek assistance from the Co-Chairs, who are responsible for overseeing the ABP and may rescind the funding of projects that do not meet the standards and deadlines outlined in this packet.

- **Project Preparation**
  - The Board Advisors work with Project Leaders to:
    - Gather and manage all relevant team and project information for the Administrator. The Board Advisors then compile and consolidate all information, which will be passed on to the Co-chairs.
    - Establish team goals and internal standards.
    - Develop a preparation program for the team that includes learning about the community and people they seek to serve, and the challenges confronting these groups.
    - Determine which type of service would be most effective at addressing the challenges of the communities they seek to serve.
Deposits & Expenditures

Team Treasurer

Each team should assign a team member to the role of team treasurer. They can be one of the Project Leaders or someone else. Their responsibilities are to represent the team in all questions related to team funds, including but not limited to depositing team funds into the team’s account, spending team funds and working with the team’s ABP representative and Columbia administrators supporting the team.

The team treasurer is required to attend a brief training with the Student Engagement administrator overseeing the ABP. The training will cover such things as how to deposit funds, how to spend funds, and expectations of the team regarding funds.

Documentation

It is important that all finances be thoroughly documented throughout the ABP process. Project Leaders or a group’s designated treasurer, are responsible for keeping track of independently raised funds, as well as deposits or withdrawals from their accounts. Every time a deposit or withdrawal is made, it must be recorded in a document that is in the form of a spreadsheet, and shared with the ABP Board Advisor. The ABP must have access to this document at all times. This spreadsheet should be set up with your ABP Board Advisor during the first training.

*Groups affiliated with an established Columbia University Student Group will need to clearly document which funds present in the account are for project purposes, and which funds belong to other group activities.

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount Raised</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Account Balance</th>
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<td>$200.00</td>
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<td>$200.00</td>
</tr>
<tr>
<td>Letter Writing Campaign</td>
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<td>$500.00</td>
<td>X</td>
<td>$700.00</td>
</tr>
<tr>
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<td>X</td>
<td>$50.00</td>
<td>$650.00</td>
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<tr>
<td>Bake Sale Fundraiser</td>
<td>$100.00</td>
<td>$100.00</td>
<td>X</td>
<td>$750.00</td>
</tr>
<tr>
<td>Letter Writing Campaign</td>
<td>$200.00</td>
<td>$200.00</td>
<td>X</td>
<td>$950.00</td>
</tr>
</tbody>
</table>

Deposits

1. You must inform the Student Financial Advising Office administrator when you will be making a deposit.
2. Team treasurer must take funds and deposit slip (Appendix C & D) to Student Financial Advising, located in 515 Lerner Hall.
   *Deposit slips can be found in the Student Engagement office.
3. Turn in the funds and deposit slip to the Student Financial Advising administrator, who will count the deposit in front of you, check the deposit slip, and make at least three copies of the deposit – one for Student Financial Advising, one for the treasurer, and one for the ABP.
   *Do not leave Student Financial Advising without two copies of the deposit slip – one for the treasurer and one for the ABP.
4. Take the ABP copy of the deposit slip to Peter Cerneka in 515 Lerner Hall. If he is not present, leave the deposit copy in his mailbox.
5. Adjust your team’s budget spreadsheet to reflect the deposit.
Finance & Purchasing Procedures

All teams must have the appropriate funds in their Columbia account when purchasing items. For example, no team is allowed to go into debt to purchase airline tickets or other necessities.

The ABP has several options for purchasing items for a team, including plane tickets. The options are as follows:

1. **Vouchers or FTF’s or “Purchase Orders”**

   This is the most common form of payment in the Columbia financial system. Any vendor or business on the “Approved Vendor List” (Appendix E) will accept a voucher as a form of payment.

   1. Project Leader must get a voucher from Peter Cerneka in 515 Lerner. The voucher must be filled and signed by Peter Cerneka before use.
   2. Go to the Approved Vendor and make your purchase by giving the voucher to the cashier. The cashier will give you copies of the receipt.
   3. Using the team’s copy of the voucher, document the purchase in your team’s budget spreadsheet.
   4. Take the receipt, tape it to an 8 ½ x 11 sheet of paper and paper clip it to the Student Financial Advising copy, and turn it into the Student Financial Advising office.
   5. Drop off a copy of the voucher at the Student Engagement ABP administrator’s office (See Contact List).

2. **Travel Advance**

Teams can request and receive “cash” from their Columbia accounts. The “cash” comes in the form of a university check. The process is known internally as a “Travel/Business Cash Advance” or a “T and B”. From start to finish the process can take two weeks or more.

**Receiving the Travel Advance**

1. Construct an estimated budget for the Travel Advance. This may include things like airline tickets.
2. Select someone, or several people to receive the cash. It could be the Project Leader or the treasurer, but it doesn’t have to be.
3. With help from the Student Financial Advising administrator and the treasurer, the cash advance recipient fills out the following documents:
   i. W9
   ii. A voucher, signed by the treasurer
4. The treasurer submits the documents with the estimated budget to Peter Cerneka for approval.
5. Once the university has processed the documents and cuts a check, the cash advance recipient will receive the check in their university mailbox.

**Spending/Reconciling the Travel Advance**

1. The cash advance recipient needs to collect all receipts and document how the cash advance is spent. The cash advance may only be spent using cash, check, or a debit card. Credit cards cannot be used.
2. Following the project, the treasurer and cash advance recipient will work together to “reconcile” the cash advance. They will:
   a. Fill out a Travel and Business document (Appendix E).
   b. Tape each receipt to an 8 ½ x 11 sheet of paper.
3. The cash advance recipient then pays the difference between the cash advance and the totaled receipts.
4. The team treasurer submits the cash advance reconciliation documents (Travel and Business document, bank statements, and receipts) along with payment to the Student Financial Advising administrator.
5. The Student Financial Advising administrator will review the reconciliation paper work and either accept it or inform the treasurer what else may be needed.

Notes:

- The cash advance recipient **cannot** use a credit card when spending cash advance funds.
- They **may** deposit the university check into a personal checking account and withdraw cash.
- They **may** use a debit card connected with the checking account. They **must** be able to document the spending by producing bank statements.
- Whoever receives the cash is **solely responsible** for those funds. If the funds are lost, stolen, or misused, regardless of whether the cash advance recipient is the cause of the lost funds, they are responsible and must repay the funds. No one should agree to be the recipient of a cash advance unless they have a good understanding the responsibility they are accepting and are comfortable with those responsibilities.

3. **University Credit Card**

There are two credit cards available for students to purchase various items.

1. **Non-travel credit card (also known as a P-card):**
   a. Follow the same procedure as using a voucher (page 11).
      i. Before spending, you should know how best to use the credit card (over the phone, online, etc.), and how and when a paid receipt will be issued.
      ii. Columbia University is tax exempt and therefore you need to know how to make a tax-exempt purchase. Call or email the business in advance of purchase.
   b. Contact the Student Engagement ABP administrator to set up a time to use the P-card.
   c. Bring the voucher to the administrator, make the purchase and secure the paid receipt.

2. **Travel-only Credit Card**

The process is the same as the non-travel credit card with one notable exception. The **travel-only credit card is kept with Student Financial Advising** and not the Student Engagement administrator. Securing an appointment to use the card is more difficult. This becomes a significant factor when planning to purchase airline tickets. You may find a good deal on tickets but may not be able to take advantage until the Student Financial Advising administrator makes the purchase, which could be at a later date.

   a. Follow the same procedure as using a voucher (page 11)
      i. You should know how best to use the credit card (over the phone, online, etc.), and how and when a paid receipt will be issued.
   b. Contact the Student Engagement administrator to help you set up a time with Student Financial Advising
   c. Bring the voucher to the Student Engagement administrator for their approval and signature.

   **If you are purchasing airline tickets:**

   a. Create a team airline roster that includes each team member’s name as it appears on either their passport (if purchasing international travel), or state ID (if purchasing domestic travel), and each team member’s date of birth.
   b. Make sure you have a back-up option if your first option for tickets is unavailable or over your budget. Be sure that there is space available on the flight for all team members.
c. Bring the voucher, team airline roster, and your purchasing details (company, how to buy, etc.) with you to the Student Financial Advising administrator meeting. The administrator will work with you to make the purchase and will process the documentation.

4. Reimbursement

Please understand that no reimbursement is guaranteed unless a Columbia administrator approves the purchase beforehand.

Process for Reimbursement of Pre-approved Purchases

Once you have received approval for your purchase, follow these steps:

1. Columbia University is a tax-exempt organization. Before making a pre-approved purchase, be sure to get a university tax exempt form (Appendix G) and communicate in advance with the vendor so you know how to handle the tax-exempt form. You do not need to fill anything out on the form. You present the form as it is. The business fills out the parts it needs. *If you mistakenly paid tax, you will not be reimbursed for that portion of your purchase.*

2. Make the purchase using cash, check, debit card, or credit card. Documentation required for each form of payment is:
   a. **Cash or Check**
      i. Receipt
   b. **Debit Card**
      i. Receipt
      ii. Bank statement showing the purchase(s)
   c. **Credit Card**
      i. Receipt
      ii. Credit statement showing the purchase(s)

3. Following the project, the treasurer will process the reimbursement. They will:
   a. Fill out a W9 (Appendix F).
   b. Fill out a Travel and Business document (Appendix E).
   c. Tape each receipt to an 8 ½ x 11 sheet of paper.
   d. Fill out a voucher/FTF for the amount spent.

4. Submit all the documentation to Peter Cerneka.

5. You can expect a university check in about two weeks, as long as there are no complications.
Fundraising & Grant Responsibilities

ABP supports projects based on a travel grants procedure.

Fundraising is one of the most important aspects of project preparation because without the funds, a project is not possible. Fundraising is also one of the more stressful and difficult parts of the project. Therefore, all team members must be dedicated to fundraising efforts and begin fundraising and/or grant writing as early as possible.

ABP will help student fundraising efforts in the following manners:

- **Project Leaders** will receive fundraising training at the first ABP workshop. The training will include goal-setting exercises, fundraising ideas and implementation strategies, grant writing strategies, etc.

- The **ABP** will provide all Project Leaders with sample fundraising documents to use for their own fundraising purposes. This will also be distributed at the first ABP workshop.

- After the **ABP** fundraising workshop, all Project Leaders are responsible for conducting fundraising training with their own group members and setting their own fundraising goals with the help of their **ABP Board Advisor**. Project Leaders will receive informational documents on conducting their own fundraising trainings as well.

- Project Leaders should hold all team members accountable for fundraising their own portion of the project. The entire team is responsible for raising the money necessary to participate in the project. If the fundraising goal is not met, students must provide the remaining amount from their personal funds. Regardless of what may already have been spent, if all needed funds are not raised, the project will not proceed.

The **ABP Student Advisory Board** is confident that all teams will be able to fundraise their needed funding, but this solely depends on group ambition, action, and attendance. Project Leaders are encouraged to make all fundraising events **MANDATORY** with no exceptions.
Post-Project Reflection

The Post-Project Reflection is a MANDATORY requirement for all projects that participate in the ABP. This component of the ABP allows students to reflect on their experiences, challenges, and the knowledge they have gained from their experience. Additionally, students are able to bring awareness of their learning experiences with the Columbia community.

Post Project Reflection ideas include but are not limited to:

1. **Symposium:** Plan a dinner event to showcase your experiences. Your Symposium can include photo exhibits, performances, video screenings, etc.
2. **Photo Exhibit:** Design a photography exhibit that describes your service experience. Photo exhibits must be showcased on a campus location.
3. **Panel:** Organize a panel with project members and relevant service-learning organization leaders and have a discussion with the Columbia community.
4. **Video/Documentary Screening:** Create your own video on your project and present it to the Columbia community. Screenings must be showcased on a campus location.
5. **Blog:** Share your experiences through pictures and words. Have one team member blog each day throughout the project.
6. **Be Creative!** Do you rap, write poetry, or dance? Love to organize festivals? We always love to see creative reflection pieces. As long as your piece effectively communicates your experience and the knowledge you have gained from your project, we are open to any reflection suggestions!
## Final Budget

<table>
<thead>
<tr>
<th>GROUP NAME</th>
<th>Price (USD)</th>
<th>Quantity</th>
<th>Total Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation</strong></td>
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<tr>
<td>Flight (student)</td>
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<tr>
<td>In-country transportation</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>Logistics</strong></td>
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<tr>
<td>Exit Fees/Visas</td>
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<td>Inoculations</td>
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<td>Insurance</td>
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<td>In-country Housing</td>
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<tr>
<td>Food</td>
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<tr>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
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Sample Material Budget

*Not mandatory for all teams*
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<th>PROJECT TITLE</th>
<th>GROUP NAME</th>
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<th>Quantity</th>
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### ITINERARY

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<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Contact Information</th>
<th>Address (if applicable)</th>
<th>Notes</th>
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<tr>
<td>8/1/12</td>
<td>5:55 AM</td>
<td>Departing NYC</td>
<td>Joe Smith 555-5555-5555</td>
<td>n/a</td>
<td>Layover in Dubai</td>
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<tr>
<td>8/2/12</td>
<td>10:23 AM</td>
<td>Arrive in Kenya</td>
<td>Jacob Boaz – in-country coordinator 222-222-2222</td>
<td>123 Juliette Drive, Mombasa, Kenya</td>
<td>Jacob will be picking us up from airport and dropping us off at our hostel</td>
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### ROSTER

<table>
<thead>
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<th>Member Name</th>
<th>Phone #</th>
<th>Email</th>
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