

## Alternative Breaks Trip Proposal Protocol

If you are interested in proposing and/or leading a trip, please complete these questions to the best of your ability and return them to the COVE, East Hall. It is advisable to meet with a COVE staff member before turning in a proposal. Please plan ample time for your proposal to be reviewed (turn in proposal at least 6 months before trip is scheduled to depart). Any questions can be directed to the Cove, (315) 228- 6880 or [Cove@mail.colgate.edu](mailto:Cove@mail.colgate.edu).

### Trip Description:

- Where do you want to go?
- Describe the issue you plan on exploring. What do you hope to accomplish regarding this issue?
- What kind of contribution could Colgate students make?
- How do you expect the community and the participants to benefit from this trip?
- Describe the community you plan to work with. (Demographics, local politics, etc.)
  - What are the greatest needs of the community and how does this trip address those needs?
- Do you have a community partner? (community partner = local organization you plan to work with)
- Will you organize this trip through an organization such as Global Exchange, Breakaway or local NGOs, or through your own personal contacts on site?
- Describe your relationship with the community partner and how you became involved with them.
- Are you in regular communication with the community partner?

### Itinerary/ Logistics

- When and for how long will your trip be?
- Describe the preliminary itinerary of your trip.
- Describe a typical day on the trip.
  - Do you have a backup plan in case of:
    - inclement weather
    - volunteers finishing tasks faster than expected
- What is the ideal group size and why?
- Describe the time commitment you anticipate for involved students.
- How will meals be organized?
- What kind of accommodations are available for participants?
  - Sleeping
  - Bathroom/ shower
- What kinds of materials are necessary for the project and how do you plan on acquiring these?

### Sustainability:

- Is there precedent for this type of trip in the community?

- Can your proposal effect lasting change in the community? Describe how.
  - How will the project continue after Colgate students depart?
- Has your community partner committed to the long-term goals of your project?
- How is the community committed to the long-term goals of your project?

#### Campus Impact:

- How do you expect to raise awareness about the issue on campus?
- What campus organizations can you work with to help achieve your goals?

#### Budget:

- What is your estimate for the cost of the trip?
  - Travel
    - Airfare, van costs, local travel
  - Food
  - Lodging
  - Program fee/Site donation
  - Material costs (if applicable)
  - Miscellaneous expenses

#### Fundraising:

- How do you plan on fundraising for the trip?

#### Orientation:

- What pre-departure orientation and educational activities do you have in mind? (Note: You will be expected to organize and co-facilitate weekly meetings with students for at least 2 months before departure.) Please describe the overview of a possible meeting curriculum.
- What research needs to be done about the involved project or issue?
- Who have you spoken to about this trip on campus?
  - Is there interested faculty?

#### Reflection and Student Growth:

- What will students take away from participation in this trip?
- How will they reflect on their experiences?

#### Follow-up Questions:

- If your proposal is accepted, what else do you need to figure out before departing?
- What kind of safety or liability issues should we be aware of (environmental, political etc)?
- How can the COVE help you continue planning your trip?
- Is there anything else you want to tell us?