

## ***International Travel Seminar Sponsor Application***

This application is for groups who wish to plan a custom travel seminar through the Center for Global Education. This form should be completed by the person who has been designated as the primary coordinator or sponsor.

Please send the completed application to: Center for Global Education, Augsburg College, 2211 Riverside Avenue, Box 307, Minneapolis, MN 55454. Phone: 612/330-1159 or 800/299-8889; Fax: 612/330-1695.

### **I. General Information**

<b>Sponsor Information</b>	
Group Name:	
Sponsor Name & Title:	
Address:	
Day Phone:	Evening Phone:
Cell Phone:	Fax:
Email:	Notes:

<b>Backup/Alternate Information</b>	
Is there a backup or alternate contact person?	
Backup Name & Title:	
Address:	
Day Phone:	Evening Phone:
Cell Phone:	Fax:
Email:	Notes:

<b>In-Group Leader Information</b>	
Will a designated in-group leader accompany the participants?	
In-Group Leader Name & Title:	
Address:	
Day Phone:	Evening Phone:
Cell Phone:	Fax:
Email:	Notes:

<b>Emergency Contact Information</b>	
Please provide the name and contact numbers for a person at your organization who should be notified in the event of an emergency during the seminar.	
Name & Title:	
Day Phone:	Evening Phone:
Cell Phone:	Notes:

### **II. Travel Seminar Details**

How did you find out about the Center for Global Education?
Who are you working with at CGE ?
Preferred Country(ies):
Preferred Timeframe:

### **III. Travel Seminar Program**

#### **A. Orientation/Pre-trip Preparation**

All travel seminars begin with an orientation session on the first day of the program in each country visited. The Center also provides all participants with pre-trip resources including logistical information, background reading materials about the country/region(s) and key topics. The Center will provide clear and detailed communication to every participant via a welcome letter, a final pre-trip letter, and a post-trip letter.

1. Where shall we send the pre-trip resources?

- Directly to the participants
- To the Sponsor for distribution

2. Are there any particular deadlines that would determine when you need the pre-trip resources sent?  Yes  No  
If yes, when are those deadlines? \_\_\_\_\_

3. Is this seminar part of an academic course?  Yes  No. Title \_\_\_\_\_ Dept \_\_\_\_\_  
If yes, do you have a course syllabus already developed? \_\_\_\_\_  
If so, please attach a copy.

#### **B. Travel Seminar Goals**

As your departure date nears, you will work with the Center staff in Minneapolis and/or at the program site to develop an itinerary that meets the needs of your group. Please answer the following questions so that the Center has a better understanding of your goals for the travel seminar.

1. What are your goals for the travel seminar? \_\_\_\_\_

2. Do you have any specific areas of interest or themes for the travel seminar (e.g., human rights, women's issues, health care, church, land issues)? \_\_\_\_\_

#### **C. Program Request Checklist**

Please complete the Travel Seminar Program Planning Checklist for the country/region(s) to be visited posted on the same web page if you are seeing this application online.

### **IV. Travel Seminar Marketing**

#### **A. Promotion**

The Center for Global Education coordinates travel seminars that are open to the public as well as travel seminars limited to a specific constituency. If you would like your travel seminar to be open to the public, we reserve the right to determine if your trip fits with our branding. Also, open trips require brochures so that we can advertise trip.

Please indicate how you want to handle your travel seminar:

- Closed Trip – Only for members of your group or institution
- Qualified Open Trip – Open to the public but with preference given to your group, or another specific constituency.

Notes: \_\_\_\_\_

Open Trip – No restrictions on who can apply

Is a core group already committed to participating in the seminar?  No  Yes If Yes, how many?

How do you plan to promote the seminar? (for example, recruitment meetings, direct or e mail promotion, conferences, websites, listserves, etc).

#### **B. Brochures** (If your group doesn't want brochures, you will receive a \$150 discount for the group).

The Center will work with you to design and print brochures to assist in promoting your travel seminar. After the seminar dates and cost have been confirmed, and the brochure has been designed, you can expect to receive your printed brochures within **3 weeks**. Please keep this timeline in mind as you plan your schedule for promotion and recruitment.

1. Would you like us to make you a brochure?  Yes  No

The Center will cover the cost for up to 200 color brochures. There is an additional charge for more brochures. We can also email you a pdf of the brochure for you to send to others electronically.

2. How many brochures would you like?

Color Total \_\_\_\_\_ First 200 free (\$109 per 100 extra, or \$139 per 250 extra)

3. What title do you want for your travel seminar? \_\_\_\_\_

4. Names and phone numbers you would like listed under the "For More Information" section on brochure:

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5. When do you need the brochures? \_\_\_\_\_

6. To which address on the front page should we send the brochures? \_\_\_\_\_

7. Comments or special instructions: \_\_\_\_\_

## **V. Fundraising and Pricing**

### ***A. Fundraising***

1. Do you have plans for fundraising?  Yes  No

2. Do you have access to scholarship funds for trip participants who may not otherwise be able to afford this seminar?  
 Yes  No

-Please see our website for information on the limited number of scholarships we have available.

### ***B. Pricing Options***

A price is established for each travel seminar based on an estimated minimum number of participants, number of program days, estimated airfare (if included), and whether or not the costs for an in-group leader are included. If you include an in-group leader's costs, the final price for each seminar participant will increase to cover those costs.

1. Will the costs of an in-group leader be included?

If yes, and you are arranging your own airfare, do you want us to also include an estimated cost for the leader's airfare?

Yes  No

2. Estimated number of participants:

3. Number of in-country program days:

Note: If final registrations are less than the estimated minimum number of participants then there are several options:

1) The travel seminar may be cancelled; 2) It may be combined with another scheduled travel seminar; or 3) The price may be recalculated and participants will pay the increased cost; an option for recalculation is to exclude the costs of an in-group leader if that was originally included. The Center will work with you to decide on the best option.

## **VI. Registration and Payment**

The Center for Global Education prefers that participants apply for our programs online. Participants can access either the online registration form, or download a paper form, from our web site: [www.CenterForGlobalEducation.org](http://www.CenterForGlobalEducation.org) under "how to register". You can also call us to request a paper copy via mail or fax.

The deposit for all travel seminars is \$250 per person. Participants can register without paying the deposit if your organization will be paying for all participants, (e.g. through a grant) or if the participants will be paying you directly for the travel seminar, and you will pay us. Please check one:  \$250 Fee Registration, or  No-Fee Registration

How do you want to handle billing? Check one:

Send the group invoice to you/ your organization or school.

Send separate invoices to participants (not an option if we are booking flights for your group).

**VII. Flights:** (Please discuss flight issues with your CGE staff person, if necessary).

**Option #1 : Arrange your own flights.**

If you book your own flights, you will receive a **\$250 discount** off the total group trip price. It is important that you book all participants on the same flight, or one that arrives in-country within an hour or so of each other so we can arrange pickup and in-country orientation. We can provide the name's of our travel agents to book your flights if you do not have one.

**Option #2: CGE Arranges flights.** (Only available for groups of 10 or more).

We can only arrange **flights for groups of 10 or more**. This means we reserve 10 or more seats with no obligation to provide the travel agent with passenger names until 1 month before departure. Group flights also give us the flexibility to drop tickets if your group number changes. However, if your group drops under 10 individuals, we can no longer reserve the group flight. We normally do not book individual flights for groups, unless we have an advanced payment or a contract.

This service requires a **\$100 per seat deposit** which our travel agent requires to reserve a seat. Our office must receive this seat deposit as one lump payment before booking flights.

**Important Terms:**

**This \$100 deposit may not be refundable if you cancel your flights. Each Carrier imposes a cancellation fee which can range from \$0-\$100 per seat if cancelled 96 or more days before departure. After 96 days, the cancellation fee is \$100 or more. There is often no refund for flight cancellation 60 days before departure. Since terms can vary, your CGE staff person will tell you the exact terms of your flights before depositing on your ticket as you will be liable for all flight costs.**

Do you want us to make flight arrangements?  Yes  No If yes, from what city? \_\_\_\_\_

**VIII. Contract Agreement with Travel Seminar Sponsors**

A \$500 sponsor deposit is required with your completed application. This deposit is refundable after the travel seminar returns if the budgeted number of participants was reached. The deposit is non-refundable if the: 1) Travel seminar is canceled due to insufficient number of participants; 2) Travel seminar is canceled due to reasons attributable to the sponsoring group; 3) Travel seminar proceeds with fewer participants than the budgeted number.

**Cancellations and Refunds:**

Cancellation notices must be received by the Center for Global Education in writing. . A cancellation notice received up to 75 days before departure will be assessed only the deposit plus any non-recoverable costs (i.e. flight deposits, visa fee, etc.). A cancellation notice received 60-75 days before departure will be assessed 25% of the total travel seminar cost; a cancellation notice received 30-60 days before departure will be assessed 50% of the total cost.

**No refund will be issued for a cancellation received within 30 days of departure.**

Sponsor deposit enclosed (\$500)

How would you like the Sponsor deposit used after the trip?

Apply to next year's travel seminar!

Donate to the Center for Global Education:  Scholarship Fund  General Fund

Refund to sponsoring group after the travel seminar returns:

Name on refund check: \_\_\_\_\_

Flight deposit enclosed for \$100 x # of seats. (Flight dep. will be applied to final flight costs.) \$\_\_\_\_\_

Extra amount enclosed for additional brochures \$\_\_\_\_\_

I have read the above statement and agree to its conditions. (\*Note: all sections of this application must be completed before submitting.)

\_\_\_\_\_  
Signature (Primary Coordinator or Other Representative)

\_\_\_\_\_  
Date

\*Please send us a hard copy of this form. An additional e mailed copy is also appreciated.