



**Office of Student Travel**

**Student Handbook**

**2018-2019**

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## Introduction

Florida Southern College places great value on offering students the opportunity to participate in Study Abroad and the Junior Journey (“JJ”) experience. Not only does course-related travel enrich our students educationally, but it adds to the professional and personal development of faculty and staff members.

A quality student travel experience requires a great deal of planning and preparation by the faculty or staff member, extensive communication between the Office of Student Travel, faculty, staff, students, and post-program assessments leading to program improvements.

- Some trips cost nothing for students except a refundable deposit to secure space; others may have a more expensive, additional cost.
- Each Junior Journey or Study Abroad trip is led by FSC faculty or academically qualified staff and has course-related requirements for academic credit.
- Trips are typically one to three weeks long and can be offered during Fall Break, Winter Break, Spring Break, and any of the summer months.
- Junior Journey courses are one credit hour, pass/fail. A student must make a “C” or better in order to pass the course. Study Abroad courses can be between 2-6 credit hours with the standard grading scale.
- Students must be in good academic, business and social standing both at the time of application and at the time of departure.

All first-year, full-time students in the FSC Day Program are eligible for student travel funds to participate in a Study Abroad or a Junior Journey travel experience after the completion of their fourth full semester at Florida Southern College. Students who transfer are eligible during or after their fourth semester.

Students must have a full-time schedule at the time of sign up and during the semester of travel for Fall or Spring trips, or the preceding semester for Winter or May/Summer trips. All students must travel prior to graduation.

### What it means to be in good business standing for a FSC JJ or Study Abroad Trip

The guidelines for students travelling on an FSC Junior Journey or Study Abroad clearly state that “Students must be in good academic, business and social standing both at the time of application and at the time of departure.” Students must be in good financial standing to make a deposit, and to make additional payments (if applicable) to the cost of the trip.

Once the academic, business and social standing of all students has been verified, the Trip Director will notify those on the official trip list.

## Introduction

This document will serve as a guide as to what constitutes good business standing. The following conditions must be met:

- The student account cannot be delinquent.
- Tuition Management Systems payments must be current.
- Florida Prepaid paperwork must be current.
- Guarantee Notes must be current.
- FSC loans must be current.

## **Signing Up for a Junior Journey Trip**

After trip directors' syllabi and itineraries have been approved and the costs of the trips calculated, information for all trips being offered for the given time period can be found on the Student Travel page; [www.flsouthern.edu/campus-resources/student-travel.aspx](http://www.flsouthern.edu/campus-resources/student-travel.aspx); to include trip descriptions, dates, deadlines, costs and other information about the Junior Journey program.

Once the sign up period begins and a trip has been decided on, students log on to Portal and click on the Travel tab. On the left hand side of the pages is the Student Travel Checklist – a list of everything that is required in order to participate on a Junior Journey.

The first items on the checklist are the required travel forms which are located on the right hand side of the page. Click on each form, select the desired trip from the drop down menu and fill in all necessary information before hitting the submit button. All seven forms must be submitted online in order to be fully considered for a trip.

The Express Assumption of Risk form (the second form on the list) needs to be printed out and signed in pen. This signed form will then be brought in to the Student Travel Office at the designated time along with a copy of the student's driver's license or government ID, and for international trips, a copy of their valid, current passport or poof of passport application. A valid passport is one that expires at least 6 months after the return of the trip.

Once these documents are turned in, students will be given a deposit slip to take tot Student Accounts where the deposit can be paid for with cash, check, or debit/credit card.

Trips can fill quickly and students will not be placed on the official trip list until they have turned in all required forms and documents and paid the deposit. For intentional trips, they must also provide a copy of a passport or proof that they have applied for one.

Trips can fill and close quickly (sometimes within days of opening) so it is highly recommended that students get everything in as soon as possible before the listed deadlines in order to secure a space on the desired trip.

The sign up period for Fall and Winter trips generally runs mid-March to the end of April, and for Spring and May/Summer trips from mid-October to the end of November.

## **Pre-Departure for Students**

### **Student Orientation**

All students traveling must attend a mandatory trip-specific orientations held by the Trip Director and a separate orientation held by the Office of Student Travel. The Office of Student Travel will cover Florida Southern College guidelines and health and safety. The Trip Director meeting(s) with the students is different from the orientation workshop facilitated by Student Travel.

While the Trip Director will review health, safety, and behavior issues, they will also cover issues specific to the region to which they are traveling such as:

- Academic requirements for the course.
- Health and safety specific to the area.
- Travel itinerary, including flight numbers.
- Details of lodging and meals.
- Any required additional expenses.
- Cultural information, including dress and local taboos.
- Personal budgets, including how to obtain and exchange money.
- Packing tips and luggage limitations.
- Expectations for behavior.
- Disciplinary procedures.
- Culture shock.
- Communications with home.
- Extended stay or independent travel (ONLY an option for Study Abroad during May).

## Student Accountability & Responsibilities

### Student Accountability

FSC has developed a multi-step disciplinary process. All students participating in student travel programs sign an agreement to abide by the process.

### Student Responsibilities

- You are responsible for your actions.
  - Any damage you cause is your responsibility and you must pay for the repairs.
  - You may be responsible for any medical costs resulting from your actions.
  - If you fail to disclose significant changes in physical and/or medical conditions to the trip director in a time manner (either before travel commences or while on the trip) you may be responsible for additional costs incurred for medical treatment or airfare for your early departure from the trip.
- You are subject to host country laws.
  - You will act appropriately based on local laws, customs, regulations, and program rules – if you go to jail, there is little we can do to help you.
  - Behave respectfully and encourage others to do the same.
  - No drugs or excessive use of alcohol.
  - No fighting.
- Keep the Trip Director and chaperones informed of your whereabouts during your free time.
  - Make sure you have their contact information and that they have yours.
  - Any time you leave the group (day or night) always clear it with the Trip Director, with a thorough understanding of exactly where you are going and when you will be back. Check in with the Trip Director when you actually get back.
  - Independent travel is at your own risk and Florida Southern College is not responsible for you during this time.
- Certify that you are in good health and inform the Trip Director about any health and/or psychological issues; notify the Trip Director in any changes in physical or mental health prior to or during the trip, including recent changes in medication.
- Keep family informed of travel plans and arrange a plan to check in with them while you are away.
  - Due to FERPA laws, we can only release information concerning you and/or the trip to those you have listed on the Emergency Contact and Information Release form during the time period you designated and only if you have given signed consent.
- Do not have family or friends meet up with your during your trip.

Remember that while you are abroad, you are not only a representative of Florida Southern college but also the United States of America. Know the rules, act maturely and behave like an adult. The various forms you signed give FSC the right to use disciplinary actions if you break one of the rules. This may result in being expelled from the trip, sent home at your own cost, failing the class, and an inability to return to school.

## Student Accountability Contract

The Florida Southern College Student Travel program is committed to providing opportunities for engaging learning through academically excellent, affordable, and safe student travel experiences. As such, it is necessary for students to acknowledge their responsibilities in ensuring these goals are attained. This contract is designed as a reminder and commitment by the attending student of the expectations of Florida Southern.

All program participants are expected to conduct themselves in a mature and responsible manner. It is important to respect the culture and customs of the country in which you are a guest, remembering that by courteous conduct and positive attitudes you can be a good ambassador representing your native country. It is also important that everyone behave as cooperatively and as responsibly as possible to ensure the comfort and safety of the study group.

All program participants are bound by the tenants of The Cornerstone [www.flsouthern.edu/undergraduate/student-life/cornerstone.aspx](http://www.flsouthern.edu/undergraduate/student-life/cornerstone.aspx) and the guidelines of the Student Handbook of Florida Southern College. In addition, students are bound by the laws of the country in which they are traveling. Generally disruptive or irresponsible actions including, but not limited to failure to following housing rules, failure to observe quiet hours, non-attendance of academic sessions or planned excursions, or failing to provide accurate information when necessary, will result in the following actions:

**First Offense:** The student and the Trip Director will meet, discuss, and document the student's actions as well as the Trip Director's expectations of the student's future behavior. Both will sign the meeting notes.

**Second Offense:** Students will receive a written letter of reprimand and may be asked to report daily to either the trip director or chaperones for a specified length of time. In addition, the Trip Director will call the Office of Student Travel and/or the student's parents/guardians, if appropriate, to obtain their assistance in correcting the student's behavior and to inform them that the student will be expelled from the program after a next offense.

**Third Offense:** the third offense of non-compliance by the student at this point may result in immediate expulsion from the program, and the student will be required to return home at his or her expense with no refund of any costs. Students reaching the third offense will be reported to the Office of Student Accountability, Education and Compliance at Florida Southern College for possible Student Accountability action.

Some behaviors are considered egregious enough to warrant immediate expulsion from the program. Students who commit such infractions will be expelled from the program and required to return home, at the student's expense with no refund of any costs. Examples of such behaviors include but are not limited to:

- Theft, vandalism, or any other criminal behavior.
- Abuse of alcohol and/or drugs.
- Lewd or promiscuous conduct.
- Sexual harassment.



## Student Accountability Contract

Students must abide by all FSC policies while traveling. Appropriate student accountability measures for any misconduct or FSCF policy violations may be addressed by the office of Student Accountability, Education and Compliance upon return to campus.

NOTE: Any student expelled from a Florida Southern College Student Travel program must bear any costs associated with a required return home and may not participate in any future Florida Southern College Student Travel program.

## **Resources for Dealing with Title IX Concerns**

### **Title IX Overview and Just Ask/Brief History**

Title IX of the Educational Amendments Act of 1972 prohibits sex discrimination in educational institutions. It states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Title IX prohibits all forms of sexual discrimination included sexual harassment, sexual misconduct, sexual assault, and retaliating. Colleges are required to investigate reports promptly, effectively, and reliably to stop discriminatory behaviors, prevent their recurrence, and address their effect.

“Just Ask” (started in 2011) is Florida Southern College’s initiative to reduce all forms of Title IX sexual discrimination through prevention and education; prompt, equitable, and effective investigation; and ongoing assessment.

### **What needs to be reported immediately:**

- If a student has experienced unwanted sexual discrimination such as harassment, sexual assault, inappropriate touching, domestic violence, dating violence or stalking.
- If a student has previously reported a concern and is experiencing retaliation. Examples include, but are not limited to, assigning low grades, changing work assignments, or refusing to cooperate with a person who has complained about or resisted harassment or discrimination; denying participation, or membership; making retaliating verbal or physical threats to a person who has reported or resisted harassment or discrimination; imposing physical, social, or emotional sanctions on a person who has reported or resisted harassment or discrimination.
- If a student has a No Contact Directive in place and that has been violated. “No Contact Directive” is a directive to prohibit contact in any form or capacity (written, face-to-face, electronic, third party, etc.). Failure to comply with the parameters of the “No Contact Directive” may result in an immediate suspension.

**When on a Junior Journey or Study Abroad, students should follow the emergency protocol as instructed by the Office of Student Travel.**

### **Who to contact with a concern arises while travelling:**

- a) Call local emergency services (fire, police, etc.) to report the emergency.
- b) Contact the Trip Director.
- c) Amanda Blount, Director of Student Education and Compliance, [fscjustask@flsouthern.edu](mailto:fscjustask@flsouthern.edu) or 863-680-6221 or skype username: fscjustask.

## Pre-Departure References for Travelers

### Smart Traveler Enrollment Program – Required if you are traveling outside the U.S.

This is a free service of the Bureau of Consular Affairs, U.S. Department of State. The Office of Student Travel strongly suggests that all students traveling on international trips use this service.

<https://step.state.gov/step/>

## Stay Informed, Stay Connected, Stay Safe!

What is STEP?

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

Benefits of enrolling in STEP:

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

### **24 Hour Consular Emergency Line:**

Within the U.S.: 1-888-407-4747

Outside the U.S.: 1-202-501-4444

All students should also visit the following sites for each destination they travel to:

The U.S. Department of State offers country specific information and travel advice at <http://travel.state.gov/content/passports/english/country.html> and information tailored explicitly for students at <https://travel.state.gov/content/studentsabroad/en.html>.

General traveling tips can also be found at

<http://travel.state.gov/content/passports/english/go/checklist.html>.

### Travel Alerts or Warnings:

The U.S. Department of State publishes a travel advisory for each country in the world online. Travel Advisories apply up to four levels of advice (Level 1 – exercise normal cautions to Level 4 – do not travel), give a description of the risks, and provide, clear, actionable steps that should be taken. Please note that the information contained with the advisory may be limited to a particular region with a country or be time-limited event and the details will be found in the text. While the Office of Student Travel checks these advisories on a regular basis, it is in your best interest that you also check and remain abreast of any situation that may arise. FSC will not knowingly allow students to begin a program at a site that is designated by the U.S. State Department as existing under a level 4 travel advisory.

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Vaccinations and Medications:

We frequently receive questions from trip directors about recommended vaccinations for a particular country or area within a country. Unless your trip director requires them, receiving the recommended vaccinations is your choice and you may want to discuss your options with your parents/guardians and/or physician. While vaccination decisions should be made in consultation with the traveler's physician, a handy reference can be found through the Center of Disease Control. <http://wwwnc.cdc.gov/travel/destinations/list>

Any medication you plan to bring with you while abroad should be kept in the original packaging. Get refills on medication before you depart but it is still a good idea to bring a copy of the prescription with you. However, not all medication is allowed in every country so check with your physician or the Health Clinic before you go. Above all – disclose your medical issues (physical and psychological) with the trip director before the departure of your trip.

Safeguard your passport, money, credit cards, and gear while traveling:

Be prepared. Before you go, take some steps to minimize your loss in case of theft.

**While the Office of Student Travel maintains copies of your passport and driver's license for the duration of your trip, it is highly recommended that you make photocopies of key documents – your passport, credit/debit cards, rail pass, itinerary, prescriptions (for eyewear and/or medicine), and more: one copy to bring along and another copy to leave with loved ones in case you lose your copy and need to have one faxed or emailed to you. You can also take photos of all your important documents and email them to yourself – this way, even if your belongings go missing, your documents won't. You could also bring a copy of extra passport photographs.**

Flights:

Through the site and smartphone apps, a great resource for keeping track of a flight's status is Flight Aware. There you can find a flight's expected departure and arrival times, delays, cancellations, and track actual flight and departure time. You can choose to receive alerts on your phone or email. <http://flightaware.com>

Baggage Fees:

Although your trip director will talk with you about baggage fees or weight limits, you should be aware that airlines make changes to their policies on a regular basis. Be sure to go to the airline's website for the most up-to-date and accurate information regarding baggage fees. Please note that if your trip involves both domestic and international travel (i.e. flying to New York for an international connection) there may be different policies for the domestic vs. international portions of the trip. Be careful of weight and bag number limits and pack accordingly in order to avoid costly extra weight or baggage fees.

The travel insurance used by Florida Southern College does not cover lost luggage. If your luggage gets lost by the airline, immediately file a claim with the airline. Record the name of the individual taking the claim and keep a copy of the claim check and report (you can use a phone

## Pre-Departure References for Travelers

to take a photo of it). Policies vary by airline, so check the airlines policy when you make your claim. Typically, airlines will not offer compensation for lost luggage until 24 hours has passed.

### Visas:

The Office of Student Travel will check to see whether or not entry visas will be necessary for travel to certain countries by certain individuals; however, it is ultimately the student's responsibility to check their visa requirements for entering a country. Once notified that a visa is needed, it is your responsibility to obtain and pay for said visa as part of your travel documents. Florida Southern College can only offer limited assistance by obtaining letters stating that you are a student at the College or other required documentation that may be needed as part of your visa application.

Get assistance with visa questions: [www.wpvs.com](http://www.wpvs.com)

### Credit and Debit Cards:

For your safety and security, notify the bank and/or credit card company of the card you are planning to take with you on the trip with the locations you will be traveling to and the dates of travel. This way the companies will not be suspicious of fraudulent activity, which may result in the cancellation of your card and a freeze on your account. It is also recommended that someone else be allowed access to your financials while you are away. If documents are lost or stolen, many times a signature form the holder of the bank account is needed to issue replacement documents. Also, credit card companies are unable to unfreeze accounts for customers unless they are notified by the card holder or someone who has access to the account. As many ATM machines overseas do not give a balance, it is important to obtain online access to bank accounts in order to check financial status.

### Useful Travel Apps:

**TravWell** allows you to check vaccine recommendations, make customizable health travel packing lists, and store your travel documents and health records.

**Whatsapp** lets you message your family and friends, set up chat groups, and make phone calls while you're abroad.

**Google Maps** works everywhere and can tell you exactly which bus, tram, or train to take with up-to-date schedules.

**Venmo** is an easy way to transfer money between debit cards, credit cards, and bank accounts, especially helpful if family needs to send you money.

**XE Currency** gives up to the minute exchange rates for 180+ countries to help you understand what you're spending while abroad

**Scene** lets you tell your story by compiling photos, text, and music in easy-to-use template designs to share with family and friends

**Can I Eat This?** can answer your food and drink questions and tell you whether it's likely to be safe so you don't spend your international trip in the bathroom.

General Travel Information:

Here are some websites that everyone should visit:

<http://travel.state.gov/content/passports/english/go.html>

It's a good idea to carry a change of clothing, your toiletry kit, and any other important item you may need upon landing in your carryon bag just in case your luggage is delayed or lost.

If you plan on bringing expensive electronics (camera, table, smartphone, etc.) consider getting theft insurance. Take a picture of your valuable items, as well as their serial numbers, and store the picture at home in case it will help you settle an insurance claim. As you travel, back up your digital photos and other files frequently.

You should clear you laptop, tablet, or cell phone of any sensitive contact, research, or personal data so that your information is not compromised if it is stolen. Be sure to use the most up-to-date antivirus or spyware protections while you are abroad and it is recommended that you change all passwords upon your return as all information sent electronically, especially over wireless internet, can be intercepted.

Leave your fancy jewelry at home as well as any other high-end or expensive items you would not wish to lose or have stolen. Be aware that high-end or designer items, including luggage and clothing, can draw the attention of thieves and pickpockets.

You should also remove any unnecessary identification or credit/debit cards from your wallet or purse before you leave, taking only those that are necessary for your travel.

Keep your wallet in a front pocket, especially one that can be buttoned or zipped up, to avoid being pickpocketed. Better yet, keep it in an inside jacket pocket. For those who carry a purse, a zippered pocket on the inside of the bag is the best bet. Travel stashes are recommended when traveling – cash and credit cards can be kept in them and they will fit under your clothing.

Some examples are:



Hidden Wallet



Neck Stash



Waist Stash

Visit Target, Walmart, Amazon, or luggage stores to purchase similar items.

## Pre-Departure References for Travelers

Be aware of your surroundings. Don't just set your bags under the table or leave them hanging from the back of your chair – wrap a strap around your leg or the chair leg so they won't be easily snatched. Get in the habit of looking back when you leave a location to double check that you haven't left anything behind.

Also be aware of the people around you, especially in crowded areas and public transportation. Local tourist hot spots often harbor pickpockets and thieves looking for unwary sightseers.

Use only authorized public transportation and taxies. “Gypsy” cabs can leave their passengers stranded and without their personal belongings and money.

If you exercise adequate discretion, stay aware of your surroundings and belongings, and avoid putting yourself in risk situations (traveling alone; visiting unlit, deserted areas at night) your travels should be about as dangerous as grocery shopping at home.

### **Don't travel fearfully – travel carefully.**

#### Cultural Awareness/Adjustment:

Embrace the differences not only of the culture and country you are visiting but within the group of students with whom you're travelling.

Speak up during group sessions about problems, difficulties, or observations.

Culture shock can manifest itself in different ways such as not feeling hungry, feeling physically ill or tired – if you are feeling overwhelmed or uncomfortable in your new location tell the trip director immediately.

Take heed to the cultural information given by the trip director. Some topics may not be suitable for conversation in the country you are visiting due to the cultural, religious, or moral values held by the local people. Refrain from speaking about those topics in public or with the locals unless you are told it is safe to do so by the faculty. Also take note of the types of clothing for men and women that may be deemed inappropriate or unacceptable and dress accordingly.

Make sure you have permission to take photos of people or places before you take them.

#### Returning to the U.S. and Florida Southern College:

Visit the Career Center and talk to them about putting your travel experience on your resume. Ask them how to talk about it during a job interview.

Depending on how long you were abroad, there can sometimes be reverse culture shock. Talking about your experiences with others can help you readjust to life in the U.S.

Submit pictures of your grand adventure to the Student Travel photo contest.

## **Local Laws for International Trips**

Obey the local laws of the country you are visiting. An arrest or accident during a trip abroad can result in a difficult – and expensive – legal situation. Your U.S. citizenship does not make you exempt from full prosecution under another country’s criminal justice system and the U.S. government cannot bail you out. Many countries impose harsh penalties for violations that would be considered minor in the United States, and unlike the U.S., you may be considered guilty until proven innocent. Ignorance of the law is not excuse, so be informed.

Keep track of the credit limits on your credit cards. Not only does this make good financial sense, but also good legal sense. U.S. citizens have been arrested for innocently exceeding their credit limit abroad. Ask your credit card company how to report the loss of your card from abroad. Keep in mind, 1-800 numbers do not work from abroad but your company should have a number you can call while you are overseas.

Take plenty of pictures, but only if you know it’s okay to do so. In some countries you can be detained for photographing security related institutions, such as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

Make smart purchases. U.S. citizens have been arrested for purchasing souvenirs that were, or looked like, antiques and which local customs authorities believed were national treasures. This is especially true in Turkey, Egypt, and Mexico. Familiarize yourself with any local regulations of antiques. In countries with strict control of antiques, document your purchases as reproductions if that is the case.

Make sure your prescription medication is not considered an illegal narcotic. If you are going abroad with a medical condition, you should carry a letter from your doctor describing your conditions and medications, including the generic names of prescribed drugs. Any medication carried overseas should be in their original containers and clearly labeled. Check with the foreign country’s embassy here in the U.S. to make sure your medications are not considered illegal narcotics.

Don’t accept packages from anyone. Some U.S. citizens think it’s a good idea to take advantage of an offer for an all-expense paid vacation abroad in exchange for carrying a small package in their luggage. This is often a scam to trick you into smuggling drugs or contraband. If the package contains illegal drugs or substances, the fact that you didn’t know will not reduce the charges. You could miss your flight, your exams, or years of your life during a stay behind bars.

Don’t import, purchase, use, or have drugs in your possessions. Drug charges can carry severe penalties, including imprisonment without bail before a case is even tried. A conviction can carry years of imprisonment in a foreign jail. In some countries, it doesn’t matter if you’re underage either; you can still be charged as an adult. Do not carry weapons or ammunition. Even a pocketknife can result in a serious weapons charge while on foreign soil, even if the knife is found during a search or arrest for an unrelated offense. Visitors driving across the border to



## Advice from the U.S. Department of State

Mexico should ensure that their vehicles contain no firearms, ammunition, or weapons. U.S. citizens have been imprisoned after one single bullet was found rolling around in the trunk.

Avoid participating in demonstrations and other political activities. Political activities in other countries can result in detention and/or deportation by officials. Even demonstrations that are intended to be peaceful can sometimes turn violent. Use caution and common sense.

If you find yourself in trouble or detained, contact the closest U.S. embassy or consulate for assistance. Keep in mind, U.S. consular employees cannot arrange for local officials to release detained U.S. citizens.

## Fundraising Ideas for Your Study Abroad Experience

There are many options available to fund your study abroad experience. Below, you will find information on financial aid, scholarships, and other fundraising ideas. For more specific information on the scholarships, look through these study abroad scholarship databases:

<http://www.fastweb.com/>

<http://www.collegenet.com/mach25/app>

<http://www.zinch.com/scholarships/>

<http://www.scholarshipportal.com/>

<http://www.grants.gov/>

A more detailed list can be found at the Office of Student Travel.

### Raising Money

#### 1. Do It Yourself

- a. **Send Letters/Email to Family, Friends & Others** – You’d be surprised at who may be willing to help fund your study abroad experience. Send letters or emails (though letters may seem more sincere) and explain where and why you’ll be studying abroad. Describe the nature of the program, what you’ll be learning, why you decided to study abroad, and why you think it would be a solid investment in your future. You can ask for a specific amount (\$50-\$100 is fairly standard) or leave it up to them. Whatever you do, make donating easy!

Most importantly, write thank you letters to any supporters and stay in touch with them while studying abroad!

- b. **Tap into Hometown Resources** – Turn to community groups and alumni associations from your hometown, country, or state as a means of support. Research local civic groups such as Rotary, Elks, Kiwanis, Lions, or other special interest groups who might be interested in sponsoring you. Offer to hold an educational seminar or presentation about your travels for the group upon your return. Additionally, an announcement in a high-school or college alumni newsletter (or fraternity/sorority alumni organization letter) may prove a solid method for gaining more financial support.
- c. **Connect with Your Place of Worship or Other Communities You’re Involved with** – Your personal church, mosque, synagogue, etc. may be willing to hold a special collection during their religious service or general meeting specifically in your honor. Approach the proper leaders to organize this collection and provide any helpful information; it is important to find the best way to communicate your cause and your need for support to the people in your network who might be able to contribute to your efforts. Additionally, the religious organization itself may be willing to sponsor you directly!

- d. **Find Local Heritage Groups** – Look for local heritage groups or language associations related to the country you are visiting or to your own personal heritage. You can also approach local businesses or foundations that you and your family have patronized or been part of and ask them to make a donation to your studies. You'll be surprised who will donate, so don't be afraid to ask!
- e. **15-Minutes of Fame** – Alert local newspapers, radio, and television stations about your plans for studying abroad and see if they are interested in partnering with you for your efforts. Pitch ideas that are mutually beneficial, such as writing regular letters to be published in the local paper or offering to do an interview upon returning. Write an article talking about the trip you are fundraising for and ask for donations. This would also be a great way to gather more support for your upcoming fundraising event, such as those outlined in the next idea!
- f. **Have a Bake Sale, a Yard Sale, Any Kind of Sale!** – A great way to get the greater community involved in your project, or at the very least aware of your project, is to host your very own sale event. Have friends and family donate items or volunteer to help out on the actual day of the event, and to pass out flyers around the community. You can also partner with other students going on a trip! Get rid of your old junk to make room for new memories (and souvenirs!). Be creative, tap into your inner entrepreneur, and discover how generous strangers can be.

## 2. Business Partnerships

- a. **Merchant Plan** – a merchant plan is a step-by-step outline covering the development of a mutually beneficial relationship with area merchants. Local businesses are an excellent fundraising resource. They should be part of every non-profit group's fundraising strategy. For more information, visit the Fundraiser Help Website.
- b. **Employment** – Like your family always told you, there's no substitute for hard work. Find a part-time (or even full-time) job. If you already have one, great! Start setting aside a portion of your paycheck each week towards study abroad. To resist the urge to spend it, set up a separate account to hold the money in or have it direct deposited into your parent's account. Look for regular and irregular work – from fast food and retail to babysitting or house painting, there are a lot of opportunities out there to earn extra money.

Some ideas include: run errands for people; offer public classes or private lessons (dancing, self-defense, foreign languages, any special skill!); grab your goofiest friends and created a haunted house.

## 3. Crowdfunding

In the past few years, the rise of crowdfunding websites, where individuals can promote a project, idea, or movement, and allow other individuals to donate to the cause have taken off in popularity. You can create your own crowd funding page, set a fundraising goal, and send it to family, friends, and even coworkers to help raise money for your study

## Fundraising Ideas

abroad trip. These websites typically charge 4-5% if you meet your fundraising goals. If you fail to meet your goal, the generated fund may be returned to all of the donators. Be sure to read your options carefully before signing up.

We recommend using only the websites below unless you're familiar with another site (please note, they do charge anywhere from a 4-9% fee on whatever donations are collected):

[Go Fund Me](#)

[Indie Go Go](#)

[Fundly](#)

[Kickstarter](#) (Most successful with creative and arts-based education abroad trips)

### **Going on a Non-FSC Program? Junior Journey cannot be applied.**

If you are going on a program through another provider (for example CIS, AIFS, CIEE, or ISA) be sure to check their website for additional scholarship opportunities.

## **FAQ by Students about the Junior Journey Program**

### **How does the Junior Journeys program work?**

Every year your tuition pays for a variety of programs, event, and personnel in support of your intellectual growth, such as salary for faculty members, upkeep to buildings, the staff within Student Solutions, the Career Center, etc. The Junior Journey program is one such program. Florida Sothern will contribute funds on your behalf to support your travel on a JJ or Study Abroad trip.

### **Who is eligible for the Junior Journey program and when?**

All full-time, first-time freshman students enrolling in the Day Program since May 2010 are eligible. Transfer students who enrolled in FSC are also eligible. If you enrolled as a first-time freshman, you are eligible for the JJ program *after* you have completed your fourth full semester at FSC. If you transferred from another college/university you are become eligible for the JJ program *during* your fourth full semester at FSC.

Junior Journey or Study Abroad travel must be completed before graduation.

### **Why should I travel with the Junior Journey program?**

Whether it is a domestic or international trip, the Junior Journey program offers you the opportunity to meet people from around the globe, travel, and even practice your foreign language skills all while earning academic credit! You will also gain confidence, self-awareness, independence, adaptability, and many other skills that will serve you well in both life and your future career.

### **When is the best time for me to participate on a Junior Journey?**

There is no right or wrong time to travel with FSC, although certain factors such as academic requirements or sports schedules may influence your decision. You are welcome to travel during the fall, spring, and winter breaks or in the May/summer term as long you travel on your JJ before graduation.

### **What influence my eligible in the JJ program?**

Students must be in good academic, social, and business standing to be eligible for the JJ program BOTH at the time of signing up for the trip AND immediately prior to the trip departing. Students must also be enrolled full-tie when signing up for a trip and during the semester of travel for Fall or Spring trips, or the preceding semester for Winter or May/Summer trips.

### **Does my GPA affect my ability to travel?**

Yes. You must have a 2.0 GPA at the time you sign up for a trip.

### **Can I participate in the Junior Journey program after I graduate?**

No, the Junior Journey program is only open to eligible students enrolled in their undergraduate degree program here at Florida Southern.

**Can I take my Junior Journey while enrolled in graduate school at FSC?**

No, students must complete their Junior Journey while enrolled in an undergraduate degree program.

**If I do not participate on a Junior Journey before I graduate, do I get a refund?**

No, the Junior Journey program is one of many programs offered to FSC enrolled students. If you do not take advantage of the various programs, services, or facilities on campus during the time you are enrolled, you cannot get a refund for unused services, programs, or facilities that you did not take advantage of during that time.

**Can I transfer my Junior Journey eligibility to another student if I do not go on a Junior Journey trip before graduation?**

No.

**Are there programs for students with disabilities?**

Not every country has laws or cultural norms that provide for the needs of students with disabilities and FSC cannot guarantee that facilities, resources, and support services for students with disabilities will be available abroad to the same extent as students may be accustomed to here in the United States. Scheduling an appointment with Dr. Pospichal in the Office of Student Disability Services may help clarify expectations and aid in the search for an appropriate program to meet your goals and needs.

**Where can I find the travel forms and a list of what I will need to complete for travel?**

All student travel forms can be found on the Travel portlet after you have signed on to Portal. The Student Travel Checklist lists everything you will need to turn in in order to travel.

**Do I have to sign up for a trip that relates to my major or minor?**

Not at all! Unless a trip states that it is “by permission only” or has prerequisites Junior Journey trips are open to anyone no matter their major or minor.

**Why are some JJ trips advertised as Free?**

Junior Journey trips advertised as “free” means they are of no additional cost to the student other than the initial refundable deposit. Trip cost will vary depending on the destination, length of the trip, transportation cost, accommodations, food, and planned excursions.

**None of the Junior Journey trips are going to places I want to go. How might I get a trip to a different destination?**

All the JJ trips are led by Florida Southern faculty and/or staff. Talk with them to see if you can convince them to put a trip together that would interest you and your classmates. You can also ask the Student Travel Office whether they know of any faculty who have suggested different locations or trips – they might be able to give you the name of a faculty member to talk with.

**I heard that if I can't find a JJ trip that I want to go on that I can use the funds to create and go on my own trip. Is this true?**

No.

**Why are deadlines so early for trips?**

In an effort to keep trips economical and affordable for many of our students, we work hard to book airline tickets and other travel accommodations early and as a group. The sooner we know a trip “made,” the sooner the trip leader can work to garner the best prices on the various travel expenses.

**Can trips fill before the deadline date?**

Yes, and some fill up and close within a few days of being advertised. The deadline is the very last day you can sign up and pay your deposit for a trip.

**I signed up for a trip and was put on the waiting list. What is the probability I will be able to go on the trip?**

It depends on how far down on the waiting list you are. The further down you are on the list, the less likely it will be. In some cases none of the students ever cancel, other times a few students on the waitlist are contacted about a place opening up on a given trip.

**I signed up for a trip but after I paid the deposit the trip had to be cancelled. Why?**

Each trip has a minimum number of students that must sign up for a the trip to “make.” If fewer students sign up than are required, we regretfully have to cancel the trip. Often if a trip is cancelled, there are other trips whose deadlines are still open, and we can work to get you to a different destination.

**What happens if I change my mind after I have submitted my deposit?**

The deadline for deposits varies by trip and coincides with when payments are due to travel agencies for guaranteed prices on airline tickets, lodging, and other trip expenses. Once you complete the student travel forms and have paid your deposit for a given trip, FSC uses your JJ funds to pay the expenses associated with the trip. You may lose your deposit.

**After paying for my trip in full but something happened and now I can’t go. Can I transfer the money to my friend so that they can go in my place?**

No.

**Do I have to attend the pre-departure trip workshop by the Student Travel Office?**

Yes. If you do not attend a pre-departure trip workshop you will not be allowed to go on the trip.

**Do I need a passport?**

Yes, if you sign up for an international trip you are required to have a valid passport with an expiration date of 6 months after the return of the trip. You should apply for or renew a passport as soon as possible, even before you apply for a Junior Journey trip.

**Why do you need my passport months before the trip actually departs?**

Airlines need travel information – including passports – significantly earlier for international than domestic flights. They must supply the TSA with passenger information early enough for the TSA to clear passengers. Some international JJ destinations also require visas for all participants; one cannot get a visa without a passport.

**Will my allergies/condition/etc. be accommodated?**

It will be important to communicate any/all allergies and or conditions with the faculty member leading the trip very early in the process even before you sign up for the trip. Some trips are better able to handle accommodations than others.

**What is a Travel Hold?**

A travel hold will be placed between the time you signed up for a trip and when the trip departs if you are no longer in good academic, social, and/or financial standing. You must be in good standing in all three areas to go on the trip. A travel hold can also be placed when you have not yet provided all required forms and documents to the Student Travel Office in order to complete your travel record. Students with a travel hold will not be permitted to travel until/unless the hold is cleared.

**My parents have frequent flyers miles. Can I use those and receive a credit for the airline portion of my Junior Journey?**

No. In an effort to keep costs economical for all our students it is important for us to get group rates on tickets. By pulling yourself out of the group you also risk not being able to be booked on the same flight as the others.

**Where will we be staying while on the trip?**

Each Junior Journey trip addresses accommodations differently. Some trips use hotels or hostel stays while others arrange housing with local host families.

**I know someone who lives at our travel destination. Can I stay with them instead of the listed accommodations?**

No.

**Are students allowed to extend their Junior Journey without the group?**

No.

**What is the different between Junior Journey and Study Abroad?**

Trips specifically designed for the JJ program typically last 1 week to 9 days and are held during Fall, Winter, and Spring breaks, and in May and summer months. Study Abroad trips typically last longer than 10 days (2 weeks to a full semester) and are worth at least two credit hours. You can use the JJ program to help offset the cost of a Study Abroad trip that is led by an FSC faculty or staff member.

**What academic requirements must I fulfill on the trip?**

Since each Junior Journey trip is for academic credit, there are specific assignments and responsibilities that must be fulfilled, which includes participating in all planned group activities. The trip director will provide you with the syllabus and discuss expectations in meetings prior to trip departure.



**Will I be graded on this?**

Yes. Junior Journeys (1 credit hour) will be graded on a pass/fail grading scale while Study Abroad (2 credit hours or more) is awarded a letter grade (A – F). Your trip director will tell you what type of grading scale to expect before you depart.

**May I audit a Junior Journey or Study Abroad?**

No.

**Will I have any free time during the trip?**

Generally speaking there may be time for you to explore your new location with your friends. This is up to the discretion of the trip director and the itinerary. You are expected to participate in all planned activities and discussions.

**Does the insurance the school provide cover lost luggage?**

No, the international insurance provided for the faculty led Junior Journey and Study Abroad trips does not cover the loss of luggage.

**What do I do if my luggage is lost?**

File a claim with the airline and keep a copy or photograph (use your smartphone) of the claim ticket. Policies vary by airline, so check the airline’s policy when you make a claim. Typically, airlines will not offer compensation for lost luggage until 24 hours has passed.

**I want to use the JJ program to help pay for a semester Study Abroad. How do I go about doing that?**

1) FSC will only apply (upon your request) the JJ program to offset a semester abroad with those institutions in which we have a signed articulation agreement (i.e. Regents University or Harlaxton College in England, Proyecto Espanol in Spain, University of Costa Rica in Costa Rica, and Zurich University School of Management and Law in Switzerland). If you are planning to attend a non-partnered college or university other than those listed above, FSC will not apply the JJ program to offset your costs.

2) Make an appointment to meet with Staff at the Office of Student Travel to let them know of your plans. You’ll be given a checklist of steps to follow such as: meet with your academic advisor to ensure the classes you plan to take fulfill graduation requirements, alert the Business Office of your plans, that you have met with the Financial Aid Office, and that you have successfully completed the Study Abroad form required by the Registrar’s Office.

**My parents are worried about me travelling abroad. What should I tell them?**

Florida Southern’s top priority is the safety of its students. Typically, Junior Journey trips are conducted in areas where no known threat exists, but there are always unforeseen circumstances and dangers. All trip directors are given thorough safety briefings and FSC has specific safety plans and procedures in place for dealing with emergencies. All students are also given safety briefings prior to departure, however you should do research into the country you are traveling to and discuss with you parents what you discover.

FAQ: Students

**Is the Student Travel Office on social media?**

Yes, you can find us on Facebook <https://www.facebook.com/fscofficeofstudenttravel/>  
or on Twitter [@FSCstravel](https://twitter.com/FSCstravel).