Responsibilities of ICO Leaders & ICO Program Policies

*Please refer to the ICO tab on the Campus Ministries webpage (ww.gcc.edu/campusministries) for helpful planning information.

Planning Your Trip/Prior to Departure

1. It is highly recommended that students participate in an ICO trip prior to offering to lead a trip. All students who want to lead a college-sponsored ICO trip must complete an ICO Trip Proposal and submit it to the Director of Campus Ministries to be reviewed. Those students who submit proposals that are approved may then proceed in advertising their ICO trips. Trip leaders must be in good academic standing and not currently on disciplinary probation. The Director of Campus Ministries will verify these facts.

2. Leading an ICO trip requires a large commitment of time to dedicate to trip planning, team meeting preparation, prayer, logistics, getting to know individual team members one-on-one, leader meetings, etc. Depending on a leader's other extra-curricular involvement, other activities may need to be limited to give the necessary time to leading an ICO trip, as this commitment should be one of the priorities in your schedule (after academics).

3. All GCC approved ICO trip leaders work collaboratively with the ICO committee, the Director of Campus Ministries, and the Director of the Office of International Education (OIE).

4. When planning an ICO trip, the dates of the trip (including days to travel to and from ministry site) must be scheduled so that students on the trip do not miss any classes. ICO trips are not considered Provost-excused absences from class. **Airfare should not be booked until dates are confirmed with the Director of Campus Ministries.**

5. ICO leaders are responsible for communicating with the host ministry site, making travel, lodging, & meal arrangements, disseminating information to trip participants, managing the finances related to trip costs, preparing trip participants both spiritually and mentally for the trip, ensuring participants complete all required online forms and paperwork, turning in all necessary paperwork to the Campus Ministries Office, and making decisions while at the ministry site.

6. ICO leaders and participants of college-sponsored ICO trips may advertise their trips, participate in the ICO chapel presentation and ICO fair, publicize in college publications and on the college website and apply for college trip funding. Fund raising events on campus are permitted for these groups, following approval from the SGA. Those leaders and participants who choose not to participate on a college-sponsored trip, and instead pursue a trip independent of the college, may not do any of the things stated here.

7. Only current GCC students, faculty, and staff are permitted to participate in GCC approved ICO trips. If a student graduates from Grove City College prior to the date of an ICO trip, he or she is not permitted to participate on that ICO trip.

8. A student studying abroad who desires to go on an ICO must be a current, full-time Grove City College student while abroad (still enrolled in GCC and taking a minimum of 12 credits), must have gone on the particular ICO trip of interest at least once before, and the leaders of the ICO trip of interest must talk with the Director of Campus Ministries about the particular student and his/her situation, and then the leaders must give their consent for the student to participate on the trip.

9. All college-sponsored ICO trip leaders must participate in mandatory leadership, spiritual preparation, cultural sensitivity, and safety training sessions. The dates of these sessions will be set by the Director of Campus Ministries and communicated to leaders. Leaders who cannot attend these sessions due to class conflicts must make arrangements with the Director of Campus Ministries to get the information they missed.

10. It is the expected that the information covered in the training sessions given to trip leaders of college-sponsored trips will be communicated to the group participants. This is the responsibility of trip leaders.

11. It is the responsibility of trip leaders to ensure that trip participants complete and submit all required online forms and hard copy documents by the deadline set by the Director of Campus Ministries. These documents include online participant application and health forms, student waivers, parental joinder and consent, student release, as well as uploading scans of health insurance and passports for each trip participant. Trip participants who do not complete all of the required online forms and paperwork will not be permitted to go on the trip.

12. ICO trip leaders work with their group participants in raising funds, holding group meetings, and preparing for the logistics of the trip.

13. ICO leaders should meet with their teams weekly, for at least eight to ten weeks prior to departing for the ICO trip. These meetings should involve a time of spiritually preparing for the trip (prayer, devotionals) as well as talking through various logistics of the trip (e.g. immunizations team members need to get, passport information, where you will be staying, planning a fundraiser, etc). All team members are expected to attend each meeting and leaders should have a strict attendance policy. If team members cannot make these meetings a priority in their schedule, leaders should talk with these participants about the level of their commitment to the team and the trip.

14. All college-sponsored ICO trip leaders who wish to request college funds must submit a completed travel budget by the date set to the Director of Campus Ministries. The Director of Campus Ministries will review the budget and present it to the ICO

Committee for final review and approval. College funds may be applied toward transportation and travel expenses.

15. All trip leaders must submit an itemized and current itinerary through their online application. All parents or guardians of trip participants should also receive a copy of the itinerary prior to the team departing on an ICO trip. Itineraries should include ministry site contact phone numbers and e-mail addresses.

16. All international trip leaders must register their team and trip information with the Smart Traveler Enrollment Program (STEP) through the US State Department. Directions for registering with the US State Department can be found on the ICO website as well as in the ICO leader handbook which is distributed to all ICO leaders.

17. ICO programs and locations are evaluated using information provided by the U.S. State Department, U.S. Consulates, Centers for Disease Control and Prevention (CDC), Department of Homeland Security and OSAC (Overseas Security Advisory Council). Warnings issued by any of these agencies may necessitate the cancellation of an ICO trip, even up to the last minute. **Please note that the college is not responsible for reimbursement of funds expended prior to such a cancellation.**

18. International trip leaders and participants are required to visit the Center for Disease Control website to learn about recommended vaccinations for various countries. These recommended vaccinations should be communicated to team members early in the trip planning process so as to give time for students to get vaccinations.

19. All international trip leaders must coordinate a time for their entire team to meet with the Director of the Office of International Education to discuss country-specific cultural information and safety issues. This meeting must take place by the date set by either the Director of the OIE or the Director of Campus Ministries.

20. ICO leaders are responsible for distributing monies received from supporters into a college ICO trip account, through the Financial Services Office. Leaders are responsible for being good stewards of the money in their account, keeping receipts of all expenses related to the trip, keeping track of expenses in the electronic ledger provided by the Financial Services Office, and submitting payment requests to the Financial Services Office in a timely manner. Leaders are also expected to write thank you notes to donors within two weeks of receiving a financial gift.

Upon Arrival & During Trip

21. All trip leaders must call or email the designated Grove City College staff member (listed in the ICO leader handbook) when the group safely arrives at the ministry site.

22. Participants, including leaders, may **not** drive vehicles outside the U.S. and Canada.

23. ICO trip leaders must carry the Grove City College Crisis Management Plan with them at all times while on their trip.

24. Students participating on an ICO must stay with the group for the entirety of the ICO—students may not leave the trip early or join the trip late. All students, including leaders, must travel back with the group at the completion of the ICO.

25. Leaders must take the first aid kit provided by Grove City College with them on the ICO and should use it for any minor medical issues or illnesses that students experience while on the trip.

26. Leaders must carry the Emergency Response Handbook with them on the trip and should contact the appropriate Grove City College staff member in the event of an emergency or major incident on the trip.

Upon Returning From the Trip

27. All trip leaders must call or e-mail the designated Grove City College staff member when the group safely arrives back within the United States and again when the group arrives back on campus.

28. ICO trip leaders should schedule a time to meet with the Director of Campus Ministries upon return to campus to debrief the trip experience and explore opportunities to share experiences with the college community.

29. ICO trip leaders are expected to facilitate a time for the team to get together within two weeks of returning from the trip to debrief the experience.

30. Leaders should balance their ICO trip accounts with the Financial Services Office within two weeks of returning from their trip. This includes turning in receipts, turning in unused monies from cash advances, paying any remaining invoices, and requesting any final check requests.