

Fletcher Trek Policies:

Fletcher Treks are student-organized, educational, or cultural tours of a country or region. Treks can be rewarding experiences but a successful trip requires advanced planning and attention to detail. Please review the following policies and procedures before planning your trek.

The Fletcher Office of Student Affairs welcomes applications for treks to all parts of the world. All trek leaders must complete a short application to receive approval to plan a trek. Additionally, all treks must follow all Tufts University procedures outlined below. Please note that approval to plan a trek using school resources (email listservs, meeting space, etc.) does not indicate that The Fletcher School endorses, approves of, or in any other way sanctions the political, economic, social, or other policies of the country to be visited or the trek's funding sources.

Trek Approval Requirements & Timeline:

Each step below links to more information about how complete the checklist

- [Trek Planning Application](#) to the Fletcher Office of Student Affairs (required)
 - At least 10 weeks prior to travel (or 16 weeks prior to travel if utilizing Tufts Crowdfunding as a fundraising option)
- [International Travel Review Committee \(ITRC\) approval](#) (required for all travel to all high-risk travel destinations)
 - At least 8 weeks prior to travel (or 15 weeks prior to travel if using crowdfunding)
 - If you don't know if your destination is considered to be "high risk" by the US Department of State, please visit the Global Operations [website](#).
- [Register travel with the Tufts Travel Registry](#) (required)
 - At least 8 weeks prior to travel
- [Establish Funding Sources](#) (required)
- [Tufts Crowdfunding Application](#) (optional)
 - Recommended approximately 15 weeks prior to travel
- [Consult with Healthcare Professional](#) (recommended)
 - At least 6 weeks prior to travel
- [Announcement Transparency](#) (required)
- [Application Transparency](#) (required)
- [Points of Contact](#)

Trek Application:

- Submit your application to Fletcher Office of Student Affairs no later than 10 weeks prior to travel. Applications submitted within 10 weeks of the proposed dates of travel will not be considered.
 - Note: if you are applying for Tufts Crowdfunding, please plan to submit your application at least 4 months (or 16 weeks) prior to travel.
 - The Office of Student Affairs will generally review your application within 5 business days.
- After receiving the approval to plan a trek from the Office of Student Affairs, organizers may take advantage of the following resources:

- Use of the Fletcher listservs advertising the trek
- Fletcher/Tufts meeting space
- Fletcher name and affiliation (e.g. when soliciting sponsors, organizing meetings, etc., students can convey that this is a Fletcher-affiliated trek)
- Approval to plan a trek using school resources (email listservs, meeting space, etc.) does not indicate that The Fletcher School endorses or approves of the political, economic, social, or other policies of the country to be visited or the trek's funding sources.
- Note: Students cannot send out any emails on Fletcher listservs (including the Social List) until the trek has been approved by the Office of Student Affairs.
- If there is a change in trek leadership, please notify the Office of Student Affairs as soon as possible. New trek leaders will be asked to submit an abbreviated application.

High Risk Travel Destinations:

- Any student traveling to a country that falls under Tufts' high-risk travel policy needs to be approved by Tufts University in addition to the Office of Student Affairs. Students should submit an application for Travel Review which will be reviewed by the Tufts International Travel Review Committee (ITRC). To find out if the country you will be traveling to is considered high risk per the latest U.S. Department of State travel advisories, please visit the [Tufts Travel Review](#) page.
 - Students should submit applications for Travel Review as soon as they have received approval from the Office of Student Affairs and no later than 2 months (or 8 weeks) prior to travel (or 15 weeks if applying for Tufts Crowdfunding).
- Visit the [Tufts Global Operations webpage](#) for important information to review before finalizing any travel plans or sending any announcements to the student body.
- Global Operations Support will entitle access to:
 - International SOS support as Tufts' travel assistance provider
 - Includes medical, security, and emergency support
 - Data protection through the Laptop Loaner program
 - Administered by TTS for any students would not like to travel with personal laptops
 - Group orientation and travel safety trainings managed by Global Operations

Tufts Travel Registry:

- All student travelers must register with Tufts Global Operations.
- Global Operations will enter treks into the Tufts Travel Registry as groups.
- Global Operations will then send an email to all trek participants alerting them that they are **required to finish their travel to registration**. To do this, they should log into the Travel Registry and update their personal contact and passport information.
- Trek leaders are responsible for ensuring that all participants have registered.
- Students should register their travel with Global Operations as soon as they have received approval from the Office of Student Affairs and no later than 8 weeks prior to travel (or 15 weeks if applying for Tufts Crowdfunding).

Establish Funding Sources:

- Determine whether a Fletcher [Center or Program](#) will manage your funds or you will be managing your funds independently:
 - If a Fletcher Center or Program is managing your funds:
 - The Center or Program must agree in advance to provide all necessary logistical support (including but not limited to managing the group's finances, processing reimbursements, and coordinating with the Fletcher Office of Finance and Administration, Office of Development and Alumni Relations (ODAR), and Tufts Budget Center as necessary.)
 - You will work with the Center or Program administrator (and potentially ODAR) to deposit funds into a school Dept ID (a funding account).
 - If the trek does not already have a designated Dept ID that begins with F900xxx, the departmental administrator must request one with [Susan Lagasse](#), Senior Budget Analyst.
 - Soliciting Funding:
 - You may apply for funding from other centers, programs, or departments within Tufts. Note: Any department with an account in the central Fletcher budget (e.g. Office of Career Services, Student Affairs, etc.) cannot provide funding for treks.
 - If you plan to secure financial support from external organizations, alumni, or other individuals, you must first secure approval from the Office of Development and Alumni Relations (ODAR).
 - You may apply to use the Tufts Crowdfunding platform.
 - If you are managing your funds independently of a Fletcher Center or Program:
 - Funds cannot be deposited into any school account, nor can Tufts Crowdfunding be used.
 - Funds managed independently will not be eligible for tax receipt from Tufts University.
 - Even if managing funds independently, if you plan to secure financial support from external organizations, alumni, or other individuals, you must first secure approval from the Office of Development and Alumni Relations (ODAR).
 - Trek organizers will be responsible for managing all travel booking and associated costs, logistical support, and any reimbursements.

Tufts Crowdfunding Application:

- Tufts Crowdfunding is a platform to help student initiatives raise money from individuals. [Tufts University Advancement](#) approves crowdfunding applications and manages the online platform.
- **Before** applying for [Tufts Crowdfunding](#) you must:
 - Complete other steps on the Fletcher Trek timeline including securing Fletcher Office of Student Affairs approval and consulting with Global Operations.

- If you are planning travel to a destination deemed to be high risk by the U.S. Department of State and an ITRC review is required, University approval must be obtained before submitting a crowdfunding application.
 - Review the [Tufts crowdfunding guidelines](#) for eligibility requirements.
 - Treks are only eligible for Tufts Crowdfunding if a Fletcher Center or Program has agreed to manage the trek's funding. (Please see "Establish Funding Sources.")
 - Please note that crowdfunding approval is not guaranteed.
- The application review process may take up to 10 business days. If approved, trek team leaders will be responsible for the trek's crowdfunding page content development. This will determine the length of time from approval to project launch.
- Please note: crowdfunding projects launch on the 1st of February, April, September and November. Exceptions may be made for an out-of-cycle crowdfunding project launch by request.
- Approved projects will have up to 30 days to raise funds. Funds raised via crowdfunding will be transferred to the trek's Dept ID on a bi-weekly basis.

Consult with a Healthcare Professional:

- Visit [Centers for Disease Control \(CDC\)](#) to check which vaccines are recommended for your travel destination.
- Make an appointment with [Tufts Health Services](#) or a travel doctor for a consult about your travel plans and to receive any recommended vaccinations.
- Additional information on vaccines and travelers' health can be found [here](#).

Announcement Transparency:

- Trek organizers must be transparent about *funding sources* and *selection criteria* when communicating with the student body.
- All trek announcements should include information related to funding sources and selection criteria in any communications on the Official and Social email listservs:
 - Funding Sources:
 - All sources of funding (or the intended funding sources if the trek is still seeking funding).
 - Students are encouraged to note if any of the funding sources have a relationship with any national government and the nature of that relationship.
 - Selection criteria:
 - The criteria the funders and/or trek organizers will apply in selecting participants for the trip.

Application Transparency:

- All treks must disclose how they will select participants.

- Participant applications must include the following questions (or slight variations):
 - What do you expect to gain from attending the trek? / How does this relate to your career or personal goals?
 - Are you willing to abide by all School and University policies related to treks?
 - What prior experience or knowledge do you have with the region and language? (optional)
 - Have you participated on a Fletcher trek before? (optional)
- Organizers should consider using a blind admittance policy when reviewing trek participant applications.
- Trek leaders should provide applicants with an estimated total cost for the trek.

Points of Contact:

Student Affairs: Katie Mulroy, Director

Global Operations: Claudia Jackson, Director; Chelsea Ferrell, Program Manager

ODAR: Holly Cariddi, Director of Annual Giving