

## Kenya Relief International Service Learning Project

### CHECKLIST

- Program Proposal Submitted
- Program Approved
- Share Information with Students re: Program, Expectations and Selection Process
- Students Selected and Notified
- Initial Meeting with Student & Faculty Participants
- Begin Collecting Donations (if applicable) (International Club Fundraising form should be approved first)
- Passports (at least 6 weeks prior to travel, can be expedited but apply earlier, don't wait!)
- Kenya Program Packet Completed
- Wallace State Release Signed
- Immunizations Scheduled (approx. one month prior suggested, but good idea to schedule 2 months or more ahead in case of vaccine or appointment shortage)
- Purchase Orders and/or Payments - 1) Immunizations (to Jefferson Co. Health Dept. (Hep A 1<sup>st</sup> dose, Hep B, Yellow Fever, Typhoid, Tetanus) – approx. \$425 per person; 2) Kenya Program Fee ~\$1800-1900 (to Kenya Relief); 3) Airfare inc. trip insurance (PO to Kenya Relief, who pays travel agent) ~\$1650 4) Participants to purchase anti-malarial (\$ varies) and Kenyan Visa ~\$51
- Pre-Departure Meeting to discuss Itinerary, Packing, Money, What to Expect while on Tour (US and International flights, immigration and customs, arrival in Nairobi, travel to Kenya Relief facilities in Migori, living arrangements, meals, climate, customs, etc.), Clinic and/or Project Expectations, Packing, etc.
- Return Home – Post-Trip Debrief
- Reflections / Presentations

For more information, contact:

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