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INTRODUCTION
BOARD ADOPTION

On October 27, 2006, the Board of Trustees voted unanimously in favor of adopting the General Education Core Curriculum as presented by the Provost and approved by the faculty. Thus the Cross-Cultural Experience Component was initiated in the fall of 2007 in accordance with Asbury University’s Statement of Mission and Statement of Strategic Direction for further advancement in preparing our students to engage other cultures and advance the cause of Christ around the world.

STATEMENT OF PURPOSE

The Cross-Cultural Experience specifically addresses Asbury University’s Statement of Purpose (Bulletin).

Asbury University seeks to expand students’ horizons outward to understand the history and value of other peoples and cultures and prepare them for involvement in a complex and changing global reality. . . . Asbury University sends them forth to engage transformatively the cultures in which they are called to live out their allegiance to the Kingdom of God and to participate in the cause of world redemption.

The mission/purpose of the Cross-Cultural Experience is to strengthen students’ abilities to interact with the world community, to expand their worldview, and to increase their cultural sensitivity, with the ultimate goals of a broadened awareness as to how they might fit into God’s plan of redemption in other cultures, and develop competency to effectively serve Christ in a global society.

STRATEGIC PLAN

The following goals specifically address the Strategic Plan:

- STUDENT OUTCOME GOAL #5: Cross-Cultural Understanding and Appreciation Students will reflect cultural sensitivity and awareness.

- INSTITUTIONAL CAPACITY GOAL #8: Expanding Missional Influence Asbury University will expand its missional influence in the world by enhancing our image within the marketplace, increasing enrollment across traditional and non-traditional constituencies, and cultivating an increasingly broad constituency.
CROSS-CULTURAL EXPERIENCE POLICY OVERVIEW

Office of Director of Cross-Cultural Experience

All students admitted to Asbury University beginning in the FALL of 2007 (including transfer students with less than sixty hours of credit at the time of matriculation) will be required to satisfy the Cross-Cultural Experience.

A. INTENTION

The mission/purpose of the Cross-Cultural Experience is to strengthen students’ abilities to interact with the world community, to expand their worldview, and to increase their cultural sensitivity, with the ultimate goals of a broadened awareness as to how they might fit into God’s plan of redemption in other cultures, and develop competency to effectively serve Christ in a global society.

B. BASIC DESCRIPTION

1. A Cross-Cultural Experience is defined as an immersion into another culture, engaging the student in a variety of life-spheres (family, education, religion, art, media, economics, government).

2. Most experiences will expose the student to cultural dynamics outside of the United States. The experience must satisfy one of the options listed on the following page and must be of sufficient length and intensity to have an adequate impact upon the worldview of the participant.

C. CRITERIA CONSIDERED FOR APPROVAL

1. Geographic location: Normally, this will be outside the United States and Canada.

2. Exposure to various levels of ethnic diversity: such as language, customs, and worldviews

3. Time frame: May be completed as early as the summer preceding the senior year of high school. A student’s diploma will not be issued until this experience is met.

4. Length: Minimum of six consecutive nights in context
D. OPTIONS FOR SATISFYING THE EXPERIENCE

1. **Semester/Summer-long, approved**, cross-cultural study programs

2. **Participation in an approved cross-cultural travel course** sponsored by an Asbury University faculty member/department

3. **Participation in an approved non-Asbury University program** sponsored by groups such as a mission agency, a local church or denomination, or a para-church organization

4. **Participation in the Asbury Initiative Program**

5. **Prior international experience**: an international student, lived in a cross-cultural setting, or other appropriate Cross-Cultural Experience to be considered on a case-by-case basis

E. POST EXPERIENCE

1. **Complete online assessments** before and after the trip. The link will be sent to students by the Cross-Cultural Experience Office. Assessments include:
   - **Pre-Experience Assessment** – to be completed before departing for the trip
   - **Post-Experience Assessment** – to be completed after returning from the trip
   - **Experience Evaluation** – to be completed after returning from the trip

2. **Submit passport** to the Director of Cross-Cultural Experience to be photocopied. If the professor/leader of a trip submits a list of participants to the Office of Cross-Cultural Experience, passport verification will not be necessary.

3. **Submit a four-page, double-spaced Reflection Paper** (12 pt. font) to the Director of Cross-Cultural Experience for evaluation within 30 days after returning from the trip.

(revised 11/15/12)
SECTION I
THE EXPERIENCE

1.0 All students admitted to Asbury University (including transfer students with less than sixty hours of credit at the time of matriculation) will be required to complete the Cross-Cultural Experience.

1.1 The Experience may be completed as early as the summer preceding the senior year of high school.

1.2 Every student must submit a Cross-Cultural Experience Form to the Office of Cross-Cultural Experience.

1.3 To fulfill the Cross-Cultural Experience, a student must remain at least six consecutive nights in context.

1.4 A four-page Reflection Paper (see p.21) is to be submitted to the Director of Cross-Cultural Experience within 30 days of returning from the trip, unless the student is receiving course credit from the professor.

1.5 Asbury University reserves the right to exclude from off-campus participation any student who is involved in conduct leading to disciplinary action, gives evidence of a serious medical problem (physical/emotional/psychological), or experiencing financial hardship.

1.6 The student for whom an off-campus experience is deemed impossible by the Cross-Cultural Experience Committee will satisfy the experience requirement through one of several course options approved by the Committee. These courses are listed on the Cross-Experience website.

1.7 Citizens of a country other than Canada or the United States fulfill the Cross-Cultural Experience by enrolling at Asbury University.

1.8 Students who have lived abroad for extensive periods of time or who have had other experience abroad prior to enrollment may qualify for a waiver.
SECTION II
SAFETY MANAGEMENT

1.0 Asbury University is committed to balancing wisely and judiciously the value of international educational activities and the potential risk to its students, faculty, and staff. In weighing these factors, the university will consider a broad range of information including:

- Information from the U.S. Department of State, including Travel Warnings, Public Announcements, and Consular Information Sheets
- Advice and counsel from OSAC (Overseas Security Advisory Council)
- Advice and counsel from local host organizations, NGOs, and other affiliates
- Input from knowledgeable and experienced faculty and staff, both at Asbury University and other colleges and universities
- Information from international education associations
- Status of other U.S. college and university programs

2.1 When the Department of State issues warnings of conditions that heighten the ordinary risk of travel to a particular country, the Provost, the Academic Dean, the Director of Cross-Cultural Experience, and the lead Professor will carefully consider the level of risk in consultation with Student Health Services as needed.

2.2 Security protocol will determine approval of various travel options for students and staff, but monitoring will not stop on approval.

2.3 When more urgent warnings that forbid, restrict, or otherwise urge U.S. citizens to defer travel to a country are issued, the trip will be postponed or cancelled accordingly.

2.4 If there is a team member involved as the victim of any violent act, the entire team may be required to return home at the earliest possible time in order for emotional and spiritual healing to take place. A crisis team will be assembled by the Director of Cross-Cultural Experience to aid in at least the initial stages of debriefing and re-entry.

2.5 Students should be up-to-date on all childhood immunizations and pre-matriculation immunization requirements. Further immunizations will be determined by the Student Health Services or sending agency.

2.6 All students traveling abroad under Asbury University’s authority must obtain an International Student Identification Card.

2.7 All professors/leaders traveling under Asbury University’s authority must obtain an International Teacher Identification Card.

2.8 A support person is necessary when more than eight students are enrolled in a cross-cultural trip.
SECTION III
CANCELLATIONS

3.0 Any trip is subject to cancellation.

3.1 Decisions to cancel an Asbury University sponsored trip will remain the distinct responsibility of the Provost/Academic Dean, Director of Cross-Cultural Experience, and the Leader/Professor.

3.2 If a trip is cancelled due to low enrollment or United States Travel Warning, a refund may be requested.

3.3 Asbury University assumes no responsibility for cancellation or changes in travel and trip schedules or adjustments in announced fees caused by changes in air tariffs, lodging rates, or airfare charged by those engaged for such services.

3.4 In the event of an act of war, terrorism, strikes, acts of God, or other emergency that causes a trip to be cancelled in whole or in part, any refund due will be determined by Asbury University at its sole discretion.

SECTION IV
REFUND PENALTIES

In the absence of a refund policy by the provider of the trip, the following will apply.

4.0 January Trips:
   A. Withdraws before November 15 — 50% of the total trip fee is forfeited.
   B. Withdraws between November 15 and November 30 — 75% of the total trip fee is forfeited.
   C. Withdraws after November 30 until departure — 100% of the total trip fee is forfeited.

4.1 Spring Break, May, and Summer Trips:
   A. Withdraws before February 15 — 50% of the total trip fee is forfeited.
   B. Withdrawals between February 15 and February 28 — 75% of the total trip fee is forfeited.
   C. Withdrawals after February 28 until departure — 100% of the total trip fee is forfeited.

4.2 If a student withdraws after the non-refundable purchases (airline tickets, hotel deposits, etc.) are negotiated and/or expended, no refunds will be made to the student.
4.3 In the case of a death in the immediate family or an illness that prevents the student from traveling (documentation required), an exception might be granted by the airlines for a voucher upon presentation of proper documentation. **It would be the student’s responsibility to document in detail and negotiate with the airlines or the travel agent.** Any money refunded to Asbury University will be passed along to the student **provided his/her account was paid in full.**

4.4 Trip cancellation insurance is recommended for at least the price of the ticket. There are various insurance providers. For a list of suggested providers, contact the Cross-Cultural Experience Office.

4.5 In the event that a student has elected to travel at a time or by a means other than by the designated plans of his/her Cross-Cultural Experience, money expended for any airline tickets or other travel arrangements already made for the student may be forfeited.

4.6 Courses taken for credit will be refunded according to policies listed in the Bulletin.

**SECTION V**

**BEHAVIORAL DISCIPLINE & CONSEQUENCES**

5.0 Asbury University shall not be held responsible or liable for locating or arranging for the return of any person who is absent at the time of departure. The right is reserved by Asbury University to decline, accept, or retain at any time any person as a participant on the trip.

5.1 The Professor/Leader has the right to terminate a student’s participation. **This would be an extreme step** warranted for a variety of reasons, including but not limited to:

- Infraction of the Asbury University Student Handbook or the mission of Asbury University from the time of enrollment in the experience until its conclusion
- Blatant non-cooperation
- Knowingly putting him/herself or the group in danger

5.2 Under the conditions of 4.0 the trip fee would be forfeited as well as credit for any portion of the course completed to date at the time of dismissal.

5.3 Should a student have or develop legal problems during the course of the trip, he/she will attend to the matter personally with his/her own funds.
SECTION VI
SEXUAL HARASSMENT

6.0 All those participating on an Asbury University-sponsored trip will adhere to the Asbury University sexual harassment policy kept on file with the Human Resources Department.

SECTION VII
LIABILITY

7.0 Asbury University will assume no responsibility for injury, damage, loss, accident, delay, or irregularity which may be caused by reason or defect in any vehicle or for any reason, or through the acts of omission of any company or person engaged in arrangements for the trip.

7.1 Asbury University will assume no responsibility for loss or additional expenses caused by delays or other changes in the means of transportation, other services, sicknesses, weather, strikes, or other unforeseen causes.

7.2 Asbury University will assume no liability whatsoever for any loss, damage, destruction, theft, or the like to luggage or personal belongings.

7.3 Asbury University may refuse to allow a participant to complete or make travel plans beyond those set forth as part of the Experience.

7.4 Passport, Visa, International Student Identification Card, trip cancellation insurance, and immunization/medication costs are not included in trip fees and are the responsibility of the individual participant, unless otherwise stated.

7.5 No participant (including non-Asbury University students) may leave on a trip under Asbury University authority without filling out and signing all required documentation.

7.6 Each participant in a Cross-Cultural Experience must take full responsibility to plan contingencies for any specific needs regarding their health.

(revised 07/01/11)
STUDENT
GUIDELINES
(FYI)
CROSS-CULTURAL EXPERIENCE FORM

(RETURN to the Office of the Director of Cross-Cultural Experience)

FULL LEGAL NAME: ____________________________________________
(please print)

STUDENT ID #: ______________________________________________

CLASSIFICATION: (circle one) FR SO JR SR

I intend to fulfill (or have fulfilled) my cross-cultural experience in the following way: (please check one box)

☐ Semester-long, approved, cross-cultural program with which Asbury University has an articulation agreement
   Name of program: ____________________________________________

☐ Travel program which has been approved for cross-cultural content sponsored by an Asbury faculty member/department
   Faculty member/department: ________________________________

☐ Approved non-Asbury program sponsored by such groups as: a mission agency, a local church, denomination, para-church, etc.
   Sponsored by ______________________________________________

☐ Participation in the Asbury Initiative Program

☐ Prior international experience: ________________________________

☐ International student – automatically approved and processed

☐ Other: ____________________________________________________

COUNTRY/COUNTRIES: _________________________________________

I will do (or did) this during: (circle one) Fall / Winter / Spring / Summer of semester 20___________

Dates of experience: __________________________________________

(continued on back)
Any international trips which are taken outside of official Asbury University-sponsored programs are not the responsibility of Asbury University. Students are advised in these non-Asbury University-sponsored programs to fully research and understand the risks involved with international travel and the support systems of these programs provided by the organization. Asbury makes no claims regarding the appropriateness of these programs or their safety. Asbury University will only make a determination as to whether the program meets the criteria of the Cross-Cultural Experience.

Student signature

Date

SUPPORTING DETAILS:

Return form to:

Dr. Kathryn Hendershot
Cross-Cultural Experience
CPO

Hours: M-F 11am-3pm
859.858.3511 x 2352
kathryn.hendershot@asbury.edu
www.asbury.edu/crosscultural

(revised 01/31/13)
PLANNING CHECKLIST FOR STUDENTS

Before Your Experience:

- Read the Cross-Cultural Experience Policy. Note that options available must be approved, and a minimum of six consecutive nights in context is required.

- Prayerfully consider your Cross-Cultural Experience. God has planned for the perfect venue for you.

- Gather information from such sources as your home church, mission agencies, professors/advisors, or the Cross-Cultural Experience Office. Most mission groups have websites. Help locating or connecting with these groups is available in the Cross-Cultural Office.

- Tune in to others who have gone or are going on trips, to chapel speakers, to missionary guests.

- Speak with your parents, professors/advisor, and/or the Director of Cross-Cultural Experience about your preference.

- Ask about preference availability and application procedure.

- Fill out the Cross-Cultural Experience Form and submit it to the Cross-Cultural Experience Office for approval.

- **Apply for a passport** at a local Post Office or online at www.state.gov. (Passports must be valid for six months from date of return.)

- Seek out others who will support you in prayer.

- Contact the Student Health Service at least three months prior to departure.

- Fill out all necessary CCE forms for trips led by Asbury University personnel and complete the requirements for an International Student Identification Card (ISIC). Required forms are listed on page 71 of the Cross-Cultural Experience Manual (located on the CCE website) and can be printed from the Manual, from the website, or obtained from the Office of CCE. Please complete and submit your forms to the Office of CCE. All required forms are due PRIOR to any purchasing of travel arrangements (i.e. airfare, hotel, etc.). The faculty or staff member who is leading your trip will not be able to receive disbursement checks from the Business Office until all students have submitted their forms.

- Register with the State Department at www.travel.state.gov (STEP).
• Complete the online **Pre-Experience Assessment**. The link will be sent to you by the Cross-Cultural Experience Office.

**After Your Experience:**

• Submit a four-page Reflection Paper to the Director of Cross-Cultural Experience within 30 days of returning from the trip.

• Passport verification is required in the Cross-Cultural Experience Office, unless the professor/group leader submits a list of participants after the trip is concluded.

• Complete the online **Post-Experience Assessment** and **Experience Evaluation**. The links will be sent to you by the Cross-Cultural Experience Office.

www.asbury.edu/crosscultural
INTERNATIONAL STUDENT/TEACHER IDENTIFICATION CARD

(Available online and in the Office of Cross-Cultural Experience)
DESCRIPTION OF THE
INTERNATIONAL STUDENT IDENTIFICATION CARD

What is the International Student Identification Card (ISIC)?

ISIC is the only internationally-accepted student ID card and proof of current student status in existence. Also available are the International Teacher Identity Card (ITIC) and the International Youth Travel Card (IYTC). These cards provide a world of benefits and services (see back of ISIC Information Form) to the nearly 3.5 million people worldwide every year. More than an ID card, they also offer:

- Discounts to more than 33,000 locations in 103 countries
- Mobile phone and calling card communications package
- Insurance plan
- Emergency help line

History

The International Student Travel Confederation (ISTC) is an international, non-profit member association established in 1949 and is the governing body of ISIC. In the 1950s, student leaders in a post WWII era had envisioned a concept of a single internationally-recognized student identity document to promote international understanding through international travel and educational exchange opportunities.

Introduced in 1968, ISIC was made a reality to facilitate this vision and was designed to create opportunities and aid travel for students through access to information, support systems, and discounts and benefits. Today, ISIC not only offers these services but a range of innovative uses in different countries, such as co-branding, bank and credit card features, and other high-tech card capabilities.

Mission Statement

ISIC’s aim is …“to help facilitate student mobility, educational exchanges and travel, and encourage the dissemination of knowledge of other lands, culture, and systems so as to increase international understanding.” -- ISIC Association Constitution
INSTRUCTIONS FOR RECEIVING YOUR ISIC

What is ISIC?
The International Student Identity Card (ISIC) is the only internationally-accepted student ID card and proof of current student status in existence. It also provides a world of benefits and services to the nearly 4.5 million cardholders worldwide. The ISIC was designed to create opportunities and aid travel for students through access to information, support systems, and discounts and benefits.

How does an ISIC benefit me?
More than an ID card, ISIC is a comprehensive card that offers:

- Comprehensive travel insurance plan including emergency medical, evacuation ($300,000), travel delay, and baggage delay insurance
- Emergency help line
- Mobile phone and a calling card communications package with ISIConnect
- Discounts to more than 33,000 locations in 103 countries (including discounted airfare and railway fares, car rentals, entertainment, restaurants, stores, and online stores)

Am I required to obtain an ISIC even if I am not taking this trip for my Cross-Cultural Experience?
Yes, this card is required for all Asbury students and leaders making Asbury-sponsored trips abroad, particularly for the travel insurance benefits.

How do I get an ISIC?
The steps for obtaining your ISIC are very simple:

1. Go to the Cashier’s Office and pay the $25.00 ISIC fee (or $75.00 if you wish to purchase the Premium Coverage*). Save your receipt!
2. Have a passport photo taken (available at the Cross-Cultural Experience Office, the U.S. Post Office, or several local stores like Walgreens, etc.). A photocopy of a photograph is not acceptable.
3. Bring the photo and payment receipt to the Cross-Cultural Experience office, along with the ISIC Information Form.
4. The CCS office will contact you by email when your card is ready. Please allow two weeks for processing.
5. Activate your ISIC by registering online at www.myISIC.com.

What if I want additional insurance coverage?
*ISIC offers Premium Insurance at an additional cost of $50.00. A comparison between the Basic Insurance Plan and the Premium Insurance Plan is on the back of this information sheet. If you are interested in this additional coverage, you may pay this at the Cashier’s Office and bring the receipt with you to the Cross-Cultural Experience Office when you come for your card.

Additional questions?
Contact Dr. Kathryn Hendershot, Director of Cross-Cultural Experience, at 859.858.3511 ext. 2352.
ISIC Information Form
(International Student Identification Card)

Today's Date ________________________  Fee for ISIC: $25.00

**Personal Information**

Name
(last) ______________________________ (first) ______________________________ (middle initial)  

Birthdate ____________________________  Best way to contact you:
mm/dd/yyyy

☐ Email ______________________________

☐ Cell ________________________________

**Classification**

☐ Student  ☐ University Staff  ☐ Non-University Adult

**Trip Information**

Beginning Date __________________________  Ending Date __________________________

Destination ____________________________  Group Leader __________________________

Group/Sponsor ____________________________  (i.e. university class, sports team, mission organization, church... Please be specific)

**Travel Insurance Information** (see back of this form for comparison of insurance plans)

Insurance coverage desired:

☐ Basic Plan (already included in the $25.00 ISIC fee)

☐ Premium Plan (additional $50.00 – to be paid at the time of ISIC purchase – total cost $75.00)

**To Be Included with This Form**

- RECEIPT of payment from Asbury University Cashier’s Office
  - $25.00 for Basic Insurance Plan --- $75.00 for Premium Insurance Plan
  - Fee for Basic Plan waived for up to 2 University Staff team leaders

- PHOTO
  (gently write your name on the back of your photo -- must be 1.5” x 1.5” full headshot -- photocopies are not accepted -- photos can be taken by the Cross-Cultural Experience Office at no fee)

Office use only:

Passport photo received ____________________  Info verified in Katalyst ____________________

Verification of payment received ____________________  ISIC Card # ____________________

NOTES: ____________________

(revised 08/02/13)
## Comparison of ISIC Premium and Basic Insurance Plans

<table>
<thead>
<tr>
<th></th>
<th>ISIC Premium Plan (additional $50.00)</th>
<th>ISIC Basic Plan (included in your current ISIC fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Evacuation &amp;</td>
<td>$500,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Medically Necessary Repatriation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repatriation of Remains</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Accidental Death &amp; Dismemberment – Air Flight Accident</td>
<td>$100,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Accidental Death &amp; Dismemberment – All Other</td>
<td>$25,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Emergency Medical</td>
<td>$100,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>(no deductible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Dental</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Baggage &amp; Personal Effects</td>
<td>$2,000</td>
<td>None</td>
</tr>
<tr>
<td>(covers lost, stolen, or damaged personal items such as laptops, digital cameras, phones, iPods, clothing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Document Coverage</td>
<td>$2000</td>
<td>None</td>
</tr>
<tr>
<td>(administrative fees to reissue travel documents)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip Delay after 24 hours</td>
<td>$500</td>
<td>$250 ($100 per day up to $250)</td>
</tr>
<tr>
<td>Baggage Delay after 124 hours</td>
<td>$200 ($100 per day up to $200)</td>
<td>$100</td>
</tr>
<tr>
<td>Concierge Services</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Trip Interruption</td>
<td>$1500</td>
<td>None</td>
</tr>
<tr>
<td>Emergency Assistance Services</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Doctor Consultation</td>
<td>Included</td>
<td>None</td>
</tr>
<tr>
<td>(24-hour emergency hotline that connects you to a network of physicians for information, advice, and treatment, including prescription medication when appropriate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deductible</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Cost</td>
<td>$50.00 additional</td>
<td>Included in $25.00 ISIC fee</td>
</tr>
</tbody>
</table>

To submit claims:  
AXA Assistance USA, Inc.  
PO Box 260337  
Miami, FL 33126  
855.327.1408 or www.myisic.com

To obtain a copy of your Policy or Certificate of Insurance:  
855.327.1408 (in USA)  
630.694.9755 (outside USA collect)  
ustravel@axa-assistance.us

Emergency Assistance during trip (24 hrs/day, 7 days/week):  
855.327.1408 (in USA)  
630.694.9755 (outside USA collect)

Underwritten by:  
American Modern Home Insurance Co. – Plan # AMT253052013
REFLECTION PAPER
GUIDELINES
RUBRIC FOR REFLECTION PAPER

Your Reflection Paper will be evaluated according to your experiences, insights, understandings, and observations in four specific areas:

1. **CULTURE**: language, customs and traditions, worldview, food, economics, government, values and norms
2. **RELIGION**: rituals, sacred places, symbols, services, comparative religion
3. **INTERACTION**: events, festivals, one-on-one encounters, leadership activities
4. **IMPACT**: personal growth, challenges, insight, life direction

Students should strive to discuss at least three examples from EACH of the four categories.

The four-page Reflection Paper is to be submitted to the Director of Cross-Cultural Experience within 30 days of your return.

Dr. Kathryn Hendershot
Director of Cross-Cultural Experience
Asbury University
859.858.3511 ext. 2352
Office: Reasoner 208
Office hours: Monday-Friday, 11 a.m. – 3 p.m.
www.asbury.edu/crosscultural

(revised 11/15/12)
FUNDRAISING
TIPS FOR WRITING FUNDRAISING LETTERS

Mabel Lossing Jones (missionary to India) wrote fundraising letters for 50 years, and the money poured in—enough to keep a thousand boys in school with scholarships. The following are some nuggets of wisdom she passed on:

Keep your letters brief—about one and a half pages long. Long letters are often not read at all. It is a good idea to write several pages and then let them cool for a day or so. Then go over the letter carefully and prayerfully, cutting out unnecessary words and paragraphs. Sometimes it will end up in the wastebasket and you will have to try again. Keep in mind who will read the letter. If it is an interesting letter and not too long, it will probably be shared with friends. It may be taken to Sunday School, mission meetings, given to the pastor, even read in church. Write carefully:

1. Never ask for anything, merely state the need. Express your confidence that God will provide. “According to your faith” is still true. Express that faith!
2. Invite them to prayerfully consider partnering with you through prayer and/or financial support.
3. Make a note of things that might be of interest.
4. Write simply. Big words and long, involved sentences have no place in a letter that may be read aloud. Read your letter aloud to see how it sounds before sending it.
5. Pictures of a need are effective.
6. Write with a prayer for guidance. God can use a pen as well as a voice. A letter that will be read as you hope your letter will be needs His approval.
7. One thing of importance: Use that blank half-page for something in your own handwriting. This personalizes the letter and often lands it on a desk instead of the wastebasket.

“Whether it is the wisest way to give or not, the fact remains that many Christian people will give to mission work only if they are interested in some special project. They want to know where their money is going—a very natural desire. Given this information, many who would otherwise give nothing at all, happily continue their gifts year after year.”

Some other important information to include: Tell where you plan to go and what you plan to do. When? How much money do you need? When do you need to have it in hand? Who are you going with? Why are you going? Has the Lord given you any specific direction?

It is important to keep in touch with those who respond.
   1. Acknowledge every gift as soon as possible.
   2. Keep records accurately and honestly.
FUNDRAISING POLICY

Contact the Development Office regarding fundraising policies and possible tax deduction for contributions.
FACULTY

GUIDELINES
PLANNING CHECKLIST FOR FACULTY/STAFF

12 - 9 months before departure (Class credit trips only)
- Submit FORM B (from Registrar’s Office) to the Academic Dean.
- Once approved, promote and advertise.

8 – 6 months before departure:
- Plan program.
- Meet with the Director of Cross-Cultural Experience.

3 months before departure:
- Alert international students (including Canadians) that they may have additional requirements (current visa, letter of verification from Asbury University, I-20 signed by the DSO).
- Present overview of team meetings – setting dates and deadlines.
  \textbf{Note:} Students must submit all required forms (on page 71 of the Manual) to the Office of Cross-Cultural Experience before the Business Office can distribute disbursement checks for travel arrangements.
- Hold a meeting with Student Health Services.
- Instruct students to apply for their passports.
- Submit a list of students going on the trip to the Dean of Students for review.

2 months before departure:
- Distribute and collect emergency/liability forms (communicate to students prior to the meeting of the need to provide personal insurance information).
  \textbf{Reminder:} These required forms must be collected and received by the Office of CCE prior to the purchasing of travel arrangements. The Business Office will not provide disbursement checks until they are informed by the Office of CCE that all students have submitted their necessary forms.
- Begin to check travel warnings periodically.
- Collect 3 copies of each passport (one for the professor/leader to carry, one for the student to place in their suitcase, and one to be kept in the Office of Cross-Cultural Experience).
- Submit a list of students going on the trip to the Office of Cross-Cultural Experience.
- Students submit ISIC forms/photos to the Office of Cross-Cultural Experience.
- Leaders submit ITIC forms/photos.
- Identify student leader to serve as assistant in case of illness or emergency.
1 month before departure:
- Submit final itinerary with on-site contact information (include leader’s cell phone #) to Office of Cross-Cultural Experience.
- Remind participants to register with the State Department at www.travel.state.gov (STEP).
- Submit final roster of all participants including faculty, spouses, and dependents to the Director of Cross-Cultural Experience.
- Review packing list.
- Enlist prayer partners.
- Students sign-up for scheduled devotions.
- If visas are required, collect passports and visa applications and send them to proper agency.

2 weeks before departure:
- Learn some basic phrases in the language of your host country.
- Meet with the Director of Cross-Cultural Experience.

At the Airport:
- Distribute tickets.
- Distribute ISICs.
- Distribute copies of passports.
- Make sure all participants have registered with the State Department.

On-Site:
- Hold (or have your host hold) a brief orientation meeting immediately upon arrival to discuss local safety issues and emergency plans.
- Hold nightly debriefing sessions.
- Keep a brief daily log to record incidents, changes, and significant experiences.
- Save all receipts for credit card purchases and out-of-pocket expenditures.

Post-Trip Follow-up:
- Host a re-entry debriefing session.
- Return attaché case and forms to the Cross-Cultural Experience Office within two weeks.
  Note: The Business Office will not administer faculty and/or staff stipends until the attaché case is returned to the Office of CCE.
- Submit a list of students who went on the trip (if different from the original list).
- Meet with Director of Cross-Cultural Experience.

www.asbury.edu/crosscultural
RECOMMENDED TOPICS TO BE DISCUSSED AT MEETINGS

Among the myriad of discussions a team leader could have with their participants, topics should include:

Worldview
Being a global citizen
Biblical approach to culture
Cultural sensitivity
Cultural shock
Team building

Contact the Office of Cross-Cultural Experience if special speakers are needed. Student Development may also provide team-building assistance.
PERMISSION FOR A MINOR TO TRAVEL 
WITH AN ASBURY UNIVERSITY GROUP

I hereby grant permission to (name of minor)________________________________________, age ____________ years, who is my son / daughter / ward (circle one), and who was born in (city)________________________________________, (county) __________________________, (state)_______________, on (date)____________________________, to make the following international tourist visit with Asbury University: (location of trip)_________________________. He/she will be accompanied by one of the Asbury University personnel.

SIGNED this____________ day of________________ in the year____________.

Father/Guardian ________________________________________________

Mother/Guardian ________________________________________________

Professor/Leader ________________________________________________
MARRIED STUDENT HOUSING ACCOMMODATIONS
MEMORANDUM OF UNDERSTANDING

Welcome to your Cross-Cultural Experience! Your CCE program will be an intense experience and adventure. Sharing it with your spouse will make it twice as special!

On occasion, married couples traveling on a CCE together inquire about the availability of joint accommodations. This note is intended to inform you of your options so you can discuss your wishes with the CCE office and your professor before arrangements for the group are made.

CCE groups stay at a wide variety of locations including hotels, hostels, bed/breakfast establishments, mission facilities, dorm-like settings, and private home stays. Accommodations are determined by a variety of factors including the destination, itinerary, local contacts, and professor leading the program.

**Can we room together?**
Sometimes, if the accommodations are available for such and you make your wishes known before housing commitments have been made.

**Will it cost more?**
Probably. For instance, a hotel room is usually reserved for 4 students. If only 2 married students are using a hotel room at their request, they would have to pay the total cost of the room. Your program price is pro-rated on lodging assuming students will share the cost of hotel rooms (EX: 4 students per room = ¼ cost of room).

**Can we room together during the entire program?**
Probably not. At the times the group stays in hostels, dorm settings, some mission settings, etc., this would not be possible.

I have read and understand this memorandum.

_________________________________________       __________________________
Signature of student                     Date

_________________________________________       __________________________
Signature of spouse                     Date

(approved 07/01/11)
## ASBURY UNIVERSITY Cross-Cultural Experience

**Instructions:** Please refer to the “Example Itinerary” for clarification of information needed. For emergency purposes, please supply as much information as possible, and submit the completed form to the CCE Office. Copies may be helpful for parents/spouses of program participants.

**PROGRAM LEADER(S):**

Email: ______________________

DEPARTMENT: ______________________

**DESTINATION:**

Email: ______________________

STUDENT LEADERS: ______________________

**PROGRAM DATES:**

TIME ZONE (# hours ahead/behind KY): ______________________

<table>
<thead>
<tr>
<th>DEPARTURE INFORMATION</th>
<th>FLIGHT &amp; LODGING INFORMATION</th>
<th>FLIGHT &amp; LODGING – Contact Information</th>
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<tr>
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<td>Departure airline phone:</td>
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**ITINERARY -- DAILY CONTACT SHEET -- page 2**

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<td><strong>Travel arrangements from airport:</strong></td>
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CRISIS MANAGEMENT RECORD OF
FAMILY CONTACT/DIALOGUE
(Use a separate sheet for each time a contact is made.)

Asbury Caller’s name _______________________
Date _______________________
Time _______________________ 

1. REGARDING ASBURY PARTICIPANT: ________________________________

2. FAMILY CONTACT:

<table>
<thead>
<tr>
<th>Name</th>
<th>Day Phone</th>
<th>Attempts to reach:</th>
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<tbody>
<tr>
<td>Address</td>
<td>Night Phone</td>
<td>Time</td>
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<tr>
<td>City</td>
<td>Relationship with Participant</td>
<td>Time</td>
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<td>State</td>
<td>Zip</td>
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<td>State</td>
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</table>

3. SITUATION:

A. What?

B. When?

C. How?

D. What’s being done?
4. CONDITION:

_____ OK/Fine
_____ Injured/Treated & Released/Good Condition
_____ Injured/Fair – In ___________________________ hospital
_____ Injured/Critical -- In ___________________________ hospital
_____ Deceased

Note: This info should only be released by a specially appointed person (i.e. Chaplain, President).
_____ Unknown -- Not enough information at present
_____ Other – Explain: ________________________________

5. FOR MORE/UPDATED INFORMATION, INFORM CONTACT TO CONNECT WITH:

_____ Website
_____ Hotline #
_____ Hospital #
_____ Airline #
_____ Other: ________________________________

6. PERSON’S REACTION TO INFORMATION:

_____ Calm
_____ Upset
_____ Panicky

7. RECORD OF DIALOGUE:

8. ACTION REQUIRED:

_____ Asbury University will call you again (when) ______________________
_____ Other specifics: ________________________________
HANDLING EMERGENCIES

1. PRAY.
2. Discuss the situation thoroughly with the missionaries/nationals.
3. Call the Director of Cross-Cultural Experience (or other emergency contact at Asbury University) as soon as possible.

Always err on the side of caution.

**Situation #1: Team Member Gets Sick or Injured**

- If minor, use your First Aid Kit.
- If not minor, coordinate with the missionary/nationals to have the member seen by a reputable doctor.
- If not connected with missionaries/national, contact IAMAT and/or ISIC helpline for names of reputable English-speaking doctors/hospitals.

**Except in the case of life-threatening illness or injury, major medical care should be received in the United States via evacuation.**

- Things that should be seen by a doctor include:
  - Vomiting
  - Diarrhea with fever
  - Allergic reactions
  - Stings or bites of poisonous insects/animals
  - Any infection with a fever
  - Broken bones/teeth
  - Respiratory infection
  - Chest pain
  - Coughing/wheezing/severe asthma attack
  - Stroke signs

**Situation #2: Missing Connecting Flights**

- Call the Director of Cross-Cultural Experience or emergency contact from Asbury University.
- Call the missionary/national (or other contact person at your destination) if you are traveling to the field.
• The team leader needs to go to the ticket counter to make alternate arrangements.
• Don’t wait to do this, even if you have to make phone calls.
• The team must stay together if possible. Under no circumstances should one member stay behind or one person go ahead. If necessary, the assistant leader should go with the first group and the team leader with the second group. Each group should have at least three members if possible.

**Situation #3: Natural Disasters**

• Meet at a rendezvous point that has been previously arranged.
• Discuss with missionaries/nationals to determine course of action.
• Call Asbury University to discuss plan options and to report on the situation.
• Keep the team together.

**Situation #4: Terrorist or Hostage Situation, Violence, or Abduction of Team Member**

• Pray a LOT!

• Contact the American Embassy immediately.
• Call the Director of Cross-Cultural Experience or emergency contact at Asbury University.

• Asbury University will not negotiate or provide payment.

• If there is a team member involved as the victim of any violent act, the entire team may return home at the earliest possible time in order for emotional and spiritual healing to take place. A crisis team will be assembled by the Director of Cross-Cultural Experience to aid in at least the initial stages of debriefing and re-entry.

• If violence breaks out in the country, city, and/or area where the team is located, call the Director of Cross-Cultural Experience immediately. She/he will confer with the missionaries/nationals as well.

**Situation #5: Violation of law on a trip**

• The American Embassy must be contacted.
• A call must be made to the Director of Cross-Cultural Experience or the emergency contact at Asbury University.

**Situation #6: Violation of a Team Rule that Places the Team in Jeopardy**

• The offending member will be sent home at his/her own expense.
• The exception would be if the team leader does not think the member is emotionally stable enough to travel alone. In which case, significant intervention on the field must take place.
• Do not let the situation “work itself out.”
• A phone call to the Director of Cross-Cultural Experience or emergency contact at Asbury University needs to be made before the decision to send someone home is finalized.

Situation #7: Team Member Conflict

• Sit down with both individuals. Do this prayerfully, asking for guidance and wisdom.

Situation #8: Family or Other Emergency at Home

• Encourage that person to return home unless they feel a strong compulsion from God, and the family members are in agreement.

Things to Consider:

• In all situations, the team needs to be given as much information as the team leader deems appropriate. In cases of imminent danger, as much information as possible needs to be given – without panic.
• In many cases, significant debriefing needs to occur. Arrange for an appropriate amount of team time.
• Be prepared for a wide range of emotions.
• Remind the team that God is in control. Point to Him.
• Remember YOU set the tone for how the team deals with the situation.
• Ask the team to join you in prayer for wisdom, healing, protection, etc.
• Remember spiritual warfare is taking place.
• You have a chance to witness by the way the entire team handles the situation.

The goal is always healing and continued glory to God.
DEALING WITH SEXUAL HARASSMENT ISSUES

- Proactively inform and discuss with students cultural attitudes and actions they may confront before the group comes into contact with the culture so the students will be prepared as much as possible for the encounters they might experience.

- Any time there is any accusation of sexual harassment, begin journaling the situation. That journal shall include the date of the complaint, the description of the incidences, the persons involved, and the proactive plan and follow through that takes place in dealing with the situation. That journal shall be shared with the Academic Dean upon return and kept on file for documentation. If any meetings need to be held, the Dean will arrange those to seek further reconciliation. (Certain persons such as the Asbury University attorney should be kept abreast of the situation.)

- Cross-Cultural Experience trips travel literally all over the world and have interaction with some cultures that hold very different worldviews than U.S. culture and therefore, have different expectations and laws which govern behavior. Some of those cultures would be considered more conservative than American culture. With that in mind, it may be necessary for the professor/leader to require Asbury University students to act/dress in a manner not necessarily to one’s liking (usually more conservatively). This request and other similar ones will not be considered sexual harassment. Indeed, they are proactive measures which may promote respect for the group and indeed avoid comments or actions which might be construed as sexual harassment from the host culture to the group.

- Some cultures might be considered more liberal in the behavior that is allowed before the definition of sexual harassment is reached. It should be noted that the Asbury University professors/leaders cannot control the behavior or comments of persons from those cultures and shall not be held responsible if someone is offended by persons outside the group. The professor/leader will try to promote proper dress and action among the participants so as to promote respect from those which they encounter. The professor/leader shall also proactively talk about this subject with the group and seek understanding if someone within the group becomes offended by an outsider.

- Asbury University professors/leaders need to be proactive in avoiding putting themselves in any situation where they might be alone with a student. Professors/leaders should think proactively about how to meet with a lone student in a quiet, but public place, about not entering the hotel room of a student who is alone, nor allowing a lone student to enter the professor/leader’s hotel room, etc. IF the professor/leader finds him/herself in such a situation, he/she should extract him/herself from the situation as gracefully and quickly as possible and document such in a journal.
• Married students, those who are couples prior to trip departure, or who form a relationship on the trip may show affection for one another on the trip in a manner that makes the rest of the group quite uncomfortable and/or is quite unacceptable within the host culture. These students, if the situation is known about prior to trip departure, should be proactively advised of appropriate behavior and expectations prior to departure. In addition, while on the trip the professor/leader has the right and responsibility to confront inappropriate behavior.
KIDNAPPING & HOSTAGE SITUATIONS

Kidnapping and hostage situations are the most common type of serious incident. Their purpose is: to inject fear in locals and ex-patriots; to eliminate humanitarian efforts; to make political statements or for ransom money.

I. CAPTURE PHASE
   A. Most difficult time for captors, most dangerous for victims
   B. Common reactions: panic, fight, or flight
   C. Considerations before attempting escape:
      1. Captors expect you to try
      2. Captors are scared, “hair trigger”
      3. If they wanted you dead, they would have killed you. They made a conscious decision to keep you alive.
   D. Don’t ignore clear opportunities to escape. However, remember:
      1. Unrealistic
      2. Remember perceptual distortions
   E. Expect captors to:
      1. Use violence to gain control
      2. Make an “example” of someone
   F. Appropriate behavior:
      1. Do what you are told
      2. Don’t do anything else
      3. Speak only when spoken to
      4. Speak calmly, deliberately
      5. Show courtesy and respect to captors
   G. Try NOT to:
      1. Over-comply
      2. Panic
      3. Fight or flight
      4. Stand on your “rights”
      5. Draw attention to yourself

II. DETENTION PHASE
   A. Longest, average 40 days
   B. Phase generally not dangerous, often boring
   C. Expect captors to:
      1. Interrogate you
      2. Use disinformation
      3. Try to discourage you
   D. Appropriate behavior:
1. Make reasonable requests (food, medicine, Bible)
2. Show concern to fellow hostages
3. Communicate with fellow hostages
4. Establish routines: physical, spiritual, mental
5. Maintain hygiene
6. Keep fit
7. Humanize yourself

E. Try NOT to:
1. Give up: NEVER, NEVER, NEVER give up!
2. Ignore your health
3. Challenge your captors
4. Show fear, avoid begging
5. Initiate controversy

III. INTERROGATION PHASE
A. You cannot prevent interrogators from forcing you to say or admit to anything they want you to say or admit.
B. The purpose of interrogation is usually to break you down, not to get information.
C. There are few things you can say under interrogation that are worth being injured or killed for.
   1. Don’t withhold information they can get from other sources.
   2. Two issues are left to your personal conviction:
      a. Being told to renounce your faith publicly
      b. Being asked to identify nationals with whom you work
D. Make them work for their answers, but don’t push them too hard.

IV. RELEASE PHASE
A. High stress phase for captors
B. Captors expect to be betrayed
C. Ransom or not
   1. In general, it is the policy of Asbury University that in cases of kidnapping, hostage-taking, or other extortion, no ransom or concession that is reasonably likely to cause or contribute to the probability that future similar events will occur shall be paid (or made).
   2. We understand that negotiations can be conducted without necessarily obligating the organization to make payments or concessions that are contrary to our values and policies.
   3. A source of hostage negotiation consultation and assistance is the non-profit organization providing support to international Christian organizations:
      Crisis Consulting International
      PMB 223, 9452 Telephone Road
      Venture, CA 93004
      U.S.A.
      Tel (+) 805.642.2549
      Fax (+) 80.-642.1748
      Email info@CriCon.org
      Internet: www.CriCon.org
D. Rescue attempt
   1. Most dangerous phase, 85% of deaths
   2. Get down, stay down, don’t move
   3. Don’t talk
   4. Don’t try to help
   5. Expect to be treated as a criminal

V. OUTCOMES
A. One source puts rate of release unharmed at 95%
B. Another study:
   1. Ransom paid, hostages freed – 40%
   2. Ransom unknown, hostages freed – 16%
   3. Rescued, hostage escape, or prisoner exchange – 22%
   4. Hostages killed – 22%

VI. PREVENTION
A. Travel times are the most vulnerable
   1. Don’t travel at night
   2. Use a trained driver in high-risk situations
   3. Obtain information
B. Lodging
   1. Safe rooms
   2. Security
   3. Obtain information

*Adapted from GO International’s Team Leader Training Event, 11-21-13

(added 04/02/14)
DEBRIEFING A CROSS-CULTURAL EXPERIENCE

Your depth of debriefing and how you have prepared students to come home can shape how they view the experience in the long-term. Debriefing helps prepare students process their experience and internalize positive memories.

LAST ON-THE–FIELD DEBRIEFING

1. **Schedule a “Team Meeting” for within a week of your return.**
   a. Students often do not understand or fully feel the effects of their experience for weeks or years to come.
   b. At the team meeting, they can be helped to begin to unpack their experiences with immediate reflection (oral or written) to help break down what they have just experienced.
   c. Difficulties can be lessened if they are coached for their return.

2. **Explain the purpose of a team meeting, its importance, when and where it will be held, and a brief overview of what you will do.**

3. **Discuss RE-ENTRY stress:**
   a. Re-entry is similar to culture shock.
   b. Initial return – fun to see family and friends, visit familiar places
   c. May feel out of balance – not the same as they were
   d. This is a normal occurrence.

4. **Have each person share with the team one specific story about the trip.**
   a. Instruct them to think of a special person, a unique event, an impacting scene, and build their story around them.
   b. Keep it clear and concise.

AT-HOME DEBRIEFING

1. **Discuss re-entry options:**
   a. Isolation (alienation, depression)
      -- They withdraw from others.
   b. Rebellion (angry)
      -- They feel no one understands, everyone is different than before, everyone else may appear foolish in what they do and what they value.
   c. Imitate (re-socialize)
      -- They go back to life as it has been and ignore the changes and struggles they are going through.
   d. Integrate (pro-activity)
They relate back to their home culture in a way that does not compromise or negate their new values or lessons learned.

2. **Each member shares their story with the team.**
   -- The following questions could be asked cold or could be passed out on the plane on the way home and then discussed at the team meeting.
   a. What do you know about the people and their culture that you did not know before?
   b. What did you learn about the world we live in?
   c. How are you a different person today than when you began this journey?
   d. Do you view your world differently than you did before? How?
   e. Have your experiences on this trip changed the way you view God?
   f. How will you incorporate your experiences on this trip into your daily life?
   g. What was challenging and why?
   h. Were you surprised at what challenged you?
   i. How will the experience affect your future?
   j. What three things did you like most about the country you visited? Why?
   k. What things did you like least? Why?
   l. What aspects of relating to your team did you enjoy? Why?
   m. What aspects of relating to your team were challenging? Why?
   n. What did you learn about yourself?
   o. What did you learn about your relationship with God?
   p. How would you like your life to be different?

3. **Telling your story.**
   a. Encourages others who prayed for you and/or gave financially.
   b. Very few people want to know all the details and schedules of your trip.
   c. **DO NOT “WING IT”! PREPARE! WRITE IT OUT.**
      1) One or two major things you learned
      2) Focus on the experience you most want to communicate.
      3) Focus on things that have an eternal significance.
      4) God wants to use you and your experience in ways that you have never understood before.

4. **Evaluations: on separate sheet.**

5. **“Thank You” letters should include:**
   a. The activities your team was involved in.
   b. The way you saw God move.
   c. The things God taught you.
   d. Your appreciation of their involvement.

6. **Time for sharing photos.**

7. **Prayer and good-bye time.**

* If possible meet with team members individually.
* Leaders need to debrief with someone as well. 

(added 07/01/11)
U.S. STATE DEPARTMENT WARNINGS
SECURITY PROTOCOL

Risk is an inherent implication of our commitment to engage the world through the Cross-Cultural Experience. Asbury University is committed to balancing wisely and judiciously the value of international educational activities and the potential risk to its students, faculty, and staff. In weighing these factors, the University considers a broad range of information including:

- Information from the U.S. Department of State, including Travel Warnings, Public Announcements, and Consular Information Sheets
- Advice and counsel from OSAC (Overseas Security Advisory Council)
- Advice and counsel from local host organizations, NGOs, and other affiliates
- Input from knowledgeable and experienced faculty and staff, both at Asbury University and at other colleges and universities
- Information from international education associations
- Status of other U.S. college and university programs

Our security protocol will determine our approval of various travel options for students and staff, but monitoring will not stop on approval.

Asbury University places significant value in information provided by the U.S. Department of State regarding international travel. The Department of State issues several different types of information in this regard including:

- Consular Information Sheets for every country in the world
- Public Announcements (country, regional, or global)
- Travel Warnings (directed towards specific countries)

Department of State Travel Warnings fall into two basic categories:

- Warnings of conditions that heighten the ordinary risk of travel to a particular country
- More urgent warnings that forbid, restrict, or otherwise urge U.S. citizens to defer travel to a country

**Category (1) Travel Warning:**

- Warns U.S. citizens of the risks, dangers, or potential risk or danger of travel to the country
- Urges U.S. citizens to evaluate carefully their security and safety before traveling to the country
- Warns (cautions) U.S. citizens to consider (carefully) the risks of travel to the country
- Cautions U.S. citizens to take prudent security measures
- Urges (warns) U.S. citizens to (carefully) weigh the necessity of travel to the country
- Urges U.S. citizens to exercise extreme caution

Asbury University will carefully and prayerfully consider the level of risk of travel under Category (1) travel warning.

**Category (2) Travel Warning:**

- Orders departure of U.S. dependents and non-emergency personnel
- Recommends that any U.S. citizens remaining in the country should depart
- (Strongly) warns U.S. citizens against (all) travel to the country

Asbury University will defer traveling under a category (2) travel warning.

Should an “urgent warning” be issued while students are in the country, the staff will discuss the situation with program host or local university staff. They will monitor State Department documents, Overseas Security Advisory Council (OSAC) briefings, and other sources of information, as well as confer with colleagues in the United States and with Asbury University officials.
MISSION AGENCY/CHURCH PARTNERS
MISSION AGENCY/CHURCH PARTNERS

CENTENARY UNITED METHODIST CHURCH
www.centenarylex.com
Contact person: Pastor Julie Broderson - julie@lexchurch.com

CIRCLE OF HOPE INTERNATIONAL
www.cohcommunity.org
Contact person: Karen Roller - karen@cohcommunity.org

CORNERSTONE INTERNATIONAL
www.cornerstoneinternational.org
Contact person: Duane Jones, President – edj407@yahoo.com

ENGLISH LANGUAGE INSTITUTE/CHINA
www.elic.org
Contact person: David Raisor – david.raisor@elic.org

FACE OF JUSTICE
www.faceofjustice.org
Contact person: Steve & Elizabeth Gilroy – steve@faceofjustice.org
or elizabeth@faceofjustice.org

FIRST ALLIANCE CHURCH
www.faclex.com
Contact person: Pastor Kerry Dorrell - kerrydorrell@gmail.com

GO INTERNATIONAL
www.gointernational.org
Contact person: Ron Houp – rhoup@gointernational.org
or Bert Jones – CEO@gointernational.org

NEW HOPE INTERNATIONAL
www.nhim.org
John Morley – john.morley@asbury.edu

OMS INTERNATIONAL
www.onemissionsociety.org
Contact person: Melissa Brabon – mjbrabon@gmail.com

(continued)
**ORPHAN VOICE MINISTRIES**  
www.orphanvoice.org  
Contact person: Tony Brewer – tony.brewer@orphanvoice.org

**RAHAB’S ROPE**  
www.rahabsrope.com  
Contact person: Vicki Moore – vmoore@rahabsrope.com

**SALVATION ARMY**  
www.salvationarmy.org  
Contact person: Major Mike Himes - michael_himes@usn.salvationarmy.org

**SCORE INTERNATIONAL**  
www.scoreinternational.org  
info@scoreinternational.org  
Contact person: Trey Bailey - trey@scoreinternational.org

**SOUTHLAND CHRISTIAN CHURCH**  
www.southlandchristian.org  
Contact person: Pastor Mark Perraut - mperraut@southlandchristian.org

**SUMMIT ADVENTURE**  
www.summitadventure.com

**WEC INTERNATIONAL**  
www.wectrek.org  
Contact person: Andi Land – trekusa@wectrek.org

**WORD MADE FLESH**  
www.wordmadeflesh.org  
Contact person: Tami Anderson – tami.ankeny@wordmadeflesh.org

**WORLD GOSPEL MISSION**  
www.asburywgm.org  
Contact person: Nathan Waggoner - info@asburywgm.org

**WYCLIFFE BIBLE TRANSLATORS**  
www.wycliffe.org  
Contact person: Ed & Linda Speyers – ed_speyers@wycliffe.org or linda_speyers@wycliffe.org

(revised 04/02/14)
MISSION AGENCY/CHURCH PARTNER APPLICATION

Name of Organization

Address

City, State, Zip

Phone #  Fax #

Website

Name of Representative

Email Address

Briefly describe your organization.

To what countries do you travel?

What is the average length of time spent in context?

What types of activities/ministries are generally included in your trips?

Describe your approach to the following on a separate sheet and attach:

• Cross-cultural sensitivity
• Culture shock
• Debriefing
• Health and safety information
• Immunizations

Describe the qualifications of your personnel on a separate sheet.

Has an Asbury University student taken a trip with your organization? □ Yes  □ No  If yes, please provide the student’s name.

Please give three reference contacts of people who have attended one of your agency’s trips:
Please attach a copy of your insurance card and specific information concerning your Emergency Medical Evacuation coverage.

☐ I confirm that Asbury University students participating in our trips will have adequate Emergency Medical Evacuation coverage.

__________________________________________
Signature

__________________________________________
Date

Thank you for considering Asbury University as a partner in mission.

Please return this form and supplemental information to:
Kathryn Hendershot, D. Miss.
Director of Cross-Cultural Experience
Asbury University, One Macklem Drive, Wilmore, KY 40390
859.858.3511  859.858.3921/fax

(revised 07/01/11)
EMERGENCY & LIABILITY FORMS
REQUIRED FORMS

ALL five of the following forms are to be filled out by each participant in an Asbury University professor/employee-led trip. An Asbury University trip is defined as one led by an Asbury University employee within the context of their employment relationship.

These forms must be submitted to the Office of Cross-Cultural Experiences prior to the purchasing of travel tickets. Until notified by the Office of Cross-Cultural Experiences that every student participant has submitted their forms, the Business Office will not provide disbursement checks for the faculty or staff member who is leading the trip and making the travel arrangements.

1. Health Information and Release Form
2. Safety & Security Information Resources
3. Informal Consent, Release of Liability, and Indemnification
4. Miscellaneous Understandings and Agreements
5. Contingencies for Specific Health Needs
HEALTH INFORMATION AND RELEASE FORM

Mild physical or psychological disorders can become serious under the stresses of travel. It is important for you to disclose physical and/or mental health problem, past or current, so that we can plan a safe study/service abroad experience for you and your travel companions. Participants with a disability are encouraged to talk to their Experience leader as soon as possible regarding accommodations that may be required. **The Experience to which you are applying may not be able to accommodate all individual needs or circumstances.** But if it can safely and reasonably accommodate yours, the information you give below will *not* adversely affect your acceptance into the Experience.

Please complete all of the requested information on this form. All information will be kept confidential. It will be provided to the professor leading the Experience and will be used in case of an emergency. One copy will be on file in the Cross-Cultural Office.

**I. Emergency Contact Information**  (Please print)

Participant’s Name ___________________________________________ Birth Date __________________________

Experience Title __________________ Experience Leader ___________ Travel dates____________________

Participant’s Telephone Numbers (cell)________________________ Email:____________________________

Permanent Address ____________________________

(street address) (city) (state) (zip code) (country)

Emergency Contact Name ______________________________ Relationship to Participant______________

Contact’s Telephone Number (daytime) __________________________ (night)________________________

Second Emergency Contact Name __________________________ Relationship to Participant ____________

Contact’s Telephone Number (daytime) __________________________ (night)________________________

II. Citizenship & Passport Information

Are you a U.S. citizen? ______________ If not, country of citizenship ____________________________

If not a U.S. citizen, are you a permanent U.S. resident? __________________________

Passport Number __________________________ Passport Agency/Authority: ________________________

Date of Issue __________________________ Date of Expiration __________________________
III. Personal Health History

1. Do you have any physical impairments or learning disabilities that might restrict your mobility or require special facilities or assistance while you are on the Experience? Please be as specific as possible:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Are you presently, or have you been in the last twelve months, receiving medical treatment of any kind? If so, please specify:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Do you have any significant chronic medical conditions requiring ongoing medical supervision or treatment, or have you had in the past any significant condition that is currently in remission? If so, please describe:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. Please list any/all prescriptions and over the counter medications you take regularly:
   __________________________________________________________
   __________________________________________________________

5. Do you have any emotional, physical, or medical conditions, past or current, that would cause discomfort or problems during travel, change of climate, change of diet, or strenuous activity? If so please explain:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

6. Are you allergic to any of the following:
   ☐ Aspirin  ☐ Bee Stings  ☐ Codeine  ☐ Penicillin  ☐ Sulfa Drugs  ☐ Other_____________________
   Do you need to carry with you an: ☐ Epi Pen  ☐ Inhaler  ☐ Insulin  ☐ Other_____________________

7. Please list any special dietary needs you have (i.e. kosher, vegetarian, severe food allergies, etc.):
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

8. Are you currently receiving, or have you received in the last two years, treatment for any emotional problem, eating disorder, drug addiction, alcoholism, or psychiatric condition? Please specify:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

9. What physical, emotional or other conditions do you presently have, or had in the past that would be critical or helpful for the Experience staff to know? (Include considerations such as personal/family illnesses or losses, or other family history that might be significant):
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
IV. Medical/Hospitalization Insurance Coverage Information

I understand that I must have health insurance that covers me for the duration of my Experience. My insurer(s) are as follows:

☐ I am subscribed to the Asbury University Health Insurance Policy.

☐ I have coverage through my personal health insurance policy:

Name of Policyholder: ____________________________ Policy Number __________________

Group number, if applicable: ____________________________ Policy Period __________________

Insurance Company: ________________________________________

Address of Company: ________________________________________

Insurance Company Emergency Phone number(s): ____________________________

*** Please attach a copy of your health insurance ID card(s) — front and back — to this form.***

V. Release-By Signing Below:

I certify that all responses made on this Health Information form are true and accurate, and I will notify the Experience director hereafter of any relevant changes in my health that occur, either prior to the start of the Experience or during it.

I verify that:

a) I have provided Asbury University with all medical data and any other personal information necessary for a safe and healthy Experience. There are no physical or mental health-related reasons, problem or special dietary requirements or restrictions which preclude or restrict my participation in the Experience.

b) If I become injured in the course of my participation and am unable to seek treatment for myself, I hereby give permission for emergency medical treatment to be sought for me by my Experience leader(s) on my behalf, which includes ordering x-rays, routine tests, and treatment. In the event of an emergency and neither my primary nor secondary contact can be reached, I hereby give my permission to the physician selected by the Authorized Agent to secure proper treatment, hospitalize, order injections and/or anesthesia, and/or authorize surgery for me. I authorize the release of the above medical information to appropriate medical personnel and/or the health coverage insurance company.

Furthermore, I authorize the release of information contained within any health/emergency forms submitted in preparation for this Experience to my physician, Experience leaders, Cross-Cultural Experience Director, the foreign host institution or third party provider (if applicable), the foreign host family (if applicable) to inform and discuss reasonable accommodations and /or to deal with any health-related emergency that directly concerns me or involves me in any way, shape, or form while participating on this trip. I also understand that payment for such services is my sole responsibility.

________________________________________________________
(Signature of Participant) ____________________________ Date Signed __________________

________________________________________________________
(Signature of Witness) ____________________________ Date Signed __________________
If the person participating is not yet 18 years old:  As parent or legal guardian of the above named individual, I verify that I fully understand, agree to, and accept all provisions of this agreement. The laws of the State of Kentucky shall govern the terms, conditions, and enforceability of this agreement.

(Signature of Parent/Guardian if Participant is a minor)  ______________________________  ______________________________  (Signature of Witness)  ______________________________  ______________________________  Date Signed

VI. Health Information and Vaccinations:

In an effort to minimize problems which may arise during international travel, Asbury University requires Cross-Cultural Experience participants to be up to date on all childhood immunizations and pre-matriculation immunization requirements. If these requirements have not been met, Asbury University reserves the right to restrict the destination of your Cross-Cultural Experience.

Travel to some locations may require mandatory vaccinations. However, these locations are very few. More often there are vaccinations and health information that fall in the recommended category. These recommendations are issued by the CDC (Center for Disease Control) in the U.S. based on disease surveillance throughout the world. Participants should visit the CDC website for specific health information and recommendations for their travel destination @ www.cdc.gov/travel. Participants will need to make an appointment with a travel health care provider for any required and/or recommended health information, immunizations, prescriptions, etc. This may be done through their local health department if they offer foreign travel vaccinations (Fayette and Jessamine County Health Departments do not offer these services), a travel health provider or their own health care provider.

I will assume responsibility for the following before traveling with this Asbury University Experience:
1. I am up to date on all routine vaccinations.
2. I will take responsibility for my individual medical needs for this Experience.
3. I will obtain any required or recommended health information and/or vaccinations.

BLOOD TYPE:  (Circle one)

A+  A-  B+  B-  AB+  AB-  O+  O-

Signed: _______________________________________________  Date: __________________________

revised 09/12/13
SAFETY & SECURITY INFORMATION RESOURCES

U.S. State Department

*Note: Political and economic realities/issues often dictate the nature of a State Department report and should not be considered as a sole source of information!*

The State Department issues travel advisories for all countries of the world. The State Department Consular Affairs Info Sheets can be accessed at the State Department travel website (www.travel.state.gov).

**Overseas Security Advisory Council (OSAC)**

Overseas Security Advisory Council (OSAC) is a cooperative alliance between American Corporations and the State Department. It maintains a country-by-country database of unclassified security-related incidents and threats. OSAC can be contacted via telephone at 202-663-0869 or on the web at www.osac.gov for the latest information. **Contact Office of Cross-Cultural Experience to receive password access.**

**Center for Disease Control (CDC)** [www.cdc.gov/travel](http://www.cdc.gov/travel) and **World Health Organization (WHO)** [www.who.int](http://www.who.int)

Asbury’s Student Health Service regularly checks the internet sites of the CDC and WHO as well as their subscription to the Travel Health Service with regard to health updates for various destinations.

**Other Related Safety and Travel Websites**

*Please review the following websites for related health, safety, and security information:*

U.S. Department of State – Traveling & Living Abroad: [http://travel.state.gov/](http://travel.state.gov/)

U.S. Department of State – Tips for Living Abroad:  

U.S. Department of State – Travel Warnings and Consular Information Sheets:  

US Department of State – Medical Information for Americans Abroad:  

SAFETI – Personal Safety and Adjustment Abroad: [http://www.globaled.us](http://www.globaled.us)

SAFETI – Personal Safety and Adjustment Abroad [http://www.globaled.us/safeti](http://www.globaled.us/safeti)


University of the Pacific: [www.pacific.edu/culture](http://www.pacific.edu/culture)

Association for Safe International Road Travel: [www.asirt.org](http://www.asirt.org)

I understand it is my responsibility to access the information, read it, stay informed up until the end of my Experience, and act upon it in order to be an informed participant in my own health, safety, and security.

**ALL STUDENTS NEED TO REGISTER WITH THE STATE DEPARTMENT AND CONSULATE/EMBASSY ABROAD: [www.travel.state.gov](http://www.travel.state.gov) – click on “Smart Traveler Enrollment Program” (STEP)**

(continues on back)
If the person participating is not yet 18 years old: As parent or legal guardian of the above named individual, I verify that I fully understand, agree to, and accept all provisions of this agreement. The laws of the State of Kentucky shall govern the terms, conditions, and enforceability of this agreement.

________________________  __________________________
Signature of parent or guardian  Date

________________________  __________________________
Witness  Date
INFORMAL CONSENT, RELEASE OF LIABILITY, AND INDEMNIFICATION

As a participant in the Cross-Cultural Experience, specifically identified as ___ (Name and Location of the Experience) scheduled to occur during the period from _______ to _______, I (if I am not yet 18 years old, my parent or legal guardian) agree to be bound by each of the following:

1. **Assumption of Risks** I voluntarily assume all risks known and unknown, in any way connected with my participation in the Cross-Cultural Experience. I also voluntarily accept personal responsibility for any liability, injury, loss, or damage in any way connected with my participation in the Experience.

2. **Identification of Risks** I understand that there are certain dangers, hazards, and risks inherent in international and domestic travel and the activities included in the Experience that may involve risk of injury and loss, both to person and property. I further understand that that risk of injury may include the possibility of permanent disability and death. I understand that the premises, facilities, and equipment used in conducting the activities of the Experience are owned, maintained, or controlled by persons/organizations other than Asbury University. There may be other risks not known to Asbury University or Premises Owner, or not reasonably foreseeable at this time. I understand that these risks of injury and loss might result from the actions, inactions, negligence, or conduct of Asbury University, the rules of the Experience, or the condition of the premises, the facilities, or any equipment used in the Experience. I further understand that Asbury University cannot and does not assume responsibility for any such injuries or loss except as may result from the gross negligence or intentional wrongdoing by Asbury University or its agents.

3. **Travel Risks** Asbury University assumes no liability for injury, damage, loss, accident, delay, or irregularity, which may be caused by reason or defect in any vehicle or for any reason, or through the acts of omission of any company or person engaged in arrangements for the tour.

Asbury University shall not be held responsible nor liable for locating or arranging for the return of any person who is absent at the time of departure. The right is reserved to Asbury University to decline, accept, or retain at any time any person as a participant in the Experience.

4. **Waiver and Release** I hereby waive and release Asbury University, its trustees, officers, employees, agents, volunteers, and successor(s), from any and all responsibility or liability of any nature except gross negligence or intentional wrongdoing by Asbury University for any loss or damage to property or personal injury of any type sustained.

5. **Asbury University** assumes no liability for any loss due to cancellation or any other reason that exceeds the cost to participant for the Experience. I understand that if I leave the Asbury University group and proceed on my own, for whatever reason, I do it at my own risk. Any responsibility owed to me by Asbury University, if any, ends at that time. I understand that I am solely responsible for any additional travel plans that are different from those of the Asbury University group and for any costs associated with those plans. I also understand that, in its sole discretion, Asbury University may refuse to allow me to complete or make travel plans beyond those set forth as part of the Experience. I understand that should Asbury University exercise that discretion, I remain responsible for the planned additional costs and accept responsibility for any subsequent costs incurred.

6. **Responsibility of Expenses** I agree that I have read the preceding and agree to bear sole responsibility for any and all expenses incurred by me during the Experience.
7. **Indemnification**  I hereby agree to indemnify and hold harmless Asbury University, its trustees, officers, employees, agents, volunteers, and successor(s), from any and all claims for any liability, injury, loss, or damage in any way connected with or arising out of my participation in the Experience, and which claims are based upon the negligence or misconduct of any premise owner, or other party associated in any way with the Experience.

8. **Binding Effect**  The instrument shall be binding upon my relatives, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of Asbury University and their respective successors and assigns.

9. **Invalidity/Unenforceability**  If any provision of this instrument is held to be invalid or unenforceable, this instrument shall be constructed as if such invalid or unenforceable provision was not contained herein. The Court shall construe and rewrite the invalid provision so as to provide Asbury University with the maximum protection allowed by law.

10. **Applicable Law**  The laws of the State of Kentucky shall govern the terms, conditions, and enforceability of this agreement.

11. **Arbitration**  Any controversy or claim arising out of this Agreement will be settled by binding arbitration before one arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration award may be entered as a final judgment in any court of competent jurisdiction. The Federal Arbitration Act, 9 U.S.C. 1 et seq., will apply to the construction and interpretation of this arbitration provision. Arbitration will take place in Nicholasville, Kentucky, or some other location agreed to by the Parties.

12. **Reproduction Rights**  I hereby grant Asbury University permission to reproduce in their campus yearbooks, catalogs, or other advertising or promotional materials any photographs, movies, or sound recordings of me taken during the period of time that I am participating in the Experience, and also any written statements I may make concerning the Experience.

I HAVE CAREFULLY READ THIS WAIVER, RELEASE OF LIABILITY, AND INDEMNIFICATION AGREEMENT. I UNDERSTAND THAT BY SIGNING THIS AGREEMENT, I AM GIVING UP SUBSTANTIAL RIGHTS, AND I AM INDICATING THAT I FULLY UNDERSTAND, AGREE TO, AND ACCEPT ALL OF ITS PROVISIONS.

---

**Printed Name**  
**Signature**  
**Date**

**Witness Printed Name**  
**Witness Signature**  
**Date**

**If the person participating is not yet 18 years old:**  As parent or legal guardian of the above named individual, I verify that I fully understand, agree to, and accept all provisions of this agreement. The laws of the State of Kentucky shall govern the terms, conditions, and enforceability of this agreement.

---

**Printed Name (Parent or Legal Guardian)**  
**Signature**  
**Date**

**Witness Printed Name**  
**Witness Signature**  
**Date**
MISCELLANEOUS UNDERSTANDINGS AND AGREEMENTS

As a participant in the Cross-Cultural Experience, specifically identified as ____________________________
(Name and Location of the Experience)
scheduled to occur during the period from ____________________________ to ________________, I agree to be bound by each of the following:

1. I agree to abide by the policies and behavioral guidelines necessary for the operation of the Experience as established by Asbury University and/or the course director. Should the director and/or group leader decide that I must be dismissed from the Experience for violation of those policies or behavioral guidelines for disruptive behavior or for conduct that could bring the Experience and/or group into disrepute or danger, I understand and agree that such a decision will be final. I also understand and agree that all loss and expense incurred as the result of such a dismissal, including cost of travel, will be borne by me. I also understand and agree the Experience fee would be forfeited. I understand and hereby consent that my parents be notified of such a termination and all the details of the problem prior to termination.

2. Furthermore, I understand that administrative dismissal from Cross-Cultural Experience options can occur at the sole discretion of Asbury University officials for any infraction of the Asbury University Student Handbook or the mission of Asbury University from the time of enrollment in an option and until the conclusion of the experience. I further understand that such dismissal at the discretion of Asbury University officials would result in the loss of Experience fees as well as credit for any portion of the course completed to date at the time of dismissal.

3. I understand and agree that Asbury University is not responsible for cancellation or changes in travel and Experience schedules or adjustments in announced fees caused by changes in air tariffs, lodging rates, airfare, charged by those engaged for such services. I further understand and agree that in the event of an act of war, terrorism, strikes, acts of God, or other emergency that causes this Experience to be cancelled in whole or in part, any refund due me will be determined by Asbury University at its sole discretion.

4. I acknowledge and agree to accept all responsibility for loss or additional expenses caused by delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. I acknowledge and understand that Asbury University assumes no liability whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings, and that I have retained adequate insurance or have sufficient funds to replace such belongings and hold Asbury University harmless.

5. I understand and agree that any independent traveling including to and from the airport during the period of time in which I am participating in the Experience and after conclusion of the Experience will be at my own expense. I also understand and agree that I am responsible for any additional travel or accommodation charges which may result by my decision to travel independently from the group’s itinerary. Asbury University is not responsible for my expenses while I am traveling independently.

6. I acknowledge, understand, and agree that should I have or develop legal problems during the course of the Experience, I will attend to the matter personally with my own personal funds.

(continued on back)
I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM INDICATING THAT I FULLY UNDERSTAND AND AGREE TO ALL OF ITS PROVISIONS. I HEREBY CONSENT THAT INFORMATION REGARDING MY CROSS-CULTURAL EXPERIENCE CAN BE GIVEN TO MY PARENTS AND/OR GUARDIANS.

Printed Name
Signature
Date

Witness Printed Name
Witness Signature
Date

If the person participating is not yet 18 years old: As parent or legal guardian of the above named individual, I verify that I fully understand, agree to, and accept all provisions of this agreement. The laws of the State of Kentucky shall govern the terms, conditions, and enforceability of this agreement.

Printed Name
Signature
Date
(Parent or Legal Guardian, if participant is not yet 18 years old)

Witness Printed Name
Witness Signature
Date
MISCELLANEOUS UNDERSTANDINGS AND AGREEMENTS
(Non-Asbury University Student Form)

As a participant in the Cross-Cultural Experience, specifically identified as ______________________________ (Name and Location of the Experience) scheduled to occur during the period from ______________________________ to ______________________________, I agree to be bound by each of the following:

1. I agree to abide by the policies and behavioral guidelines necessary for the operation of the Experience as established by Asbury University and/or the course director. Should the director and/or group leader decide that I must be dismissed from the Experience for violation of those policies or behavioral guidelines for disruptive behavior or for conduct that could bring the Experience and/or group into disrepute or danger, I understand and agree that such a decision will be final. I also understand and agree that all loss and expense incurred as the result of such a dismissal, including cost of travel, will be borne by me. I also understand and agree the Experience fee would be forfeited.

2. Furthermore, I understand that administrative dismissal from Cross-Cultural Experience options can occur at the sole discretion of Asbury University officials for any infraction of the Asbury University Student Handbook or the mission of Asbury University from the time of enrollment in an option and until the conclusion of the experience.

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4. I acknowledge and agree to accept all responsibility for loss or additional expenses caused by delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. I acknowledge and understand that Asbury University assumes no liability whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings, and that I have retained adequate insurance or have sufficient funds to replace such belongings and hold Asbury University harmless.

5. I understand and agree that any independent traveling including to and from the airport during the period of time in which I am participating in the Experience and after conclusion of the Experience will be at my own expense. I also understand and agree that I am responsible for any additional travel or accommodation charges which may result by my decision to travel independently from the group’s itinerary. Asbury University is not responsible for my expenses while I am traveling independently.

6. I acknowledge, understand, and agree that should I have or develop legal problems during the course of the Experience, I will attend to the matter personally with my own personal funds.

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM INDICATING THAT I FULLY UNDERSTAND AND AGREE TO ALL OF ITS PROVISIONS.

Printed Name ______________________________ Signature ______________________________ Date ________________
Witness Printed Name ______________________________ Witness Signature ______________________________ Date ________________

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If the person participating is not yet 18 years old: As parent or legal guardian of the above named individual, I verify that I fully understand, agree to, and accept all provisions of this agreement. The laws of the State of Kentucky shall govern the terms, conditions, and enforceability of this agreement.

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CONTINGENCIES FOR SPECIFIC HEALTH NEEDS

Please understand that the leaders will do what they can to accommodate participant needs while on the Cross-Cultural Experience, but circumstances may interfere with good intentions. Traveling with groups in an unfamiliar setting often presents both rigorous and unpredictable situations. Therefore, each participant must take full responsibility to plan contingencies for any specific needs regarding their health.

Example: Meals cannot be guaranteed to be of a certain quality nor at specific preset times.
Possible solution: Participants with blood sugar problems should carry appropriate foods with them. Those who need a lot of food between meals should plan to carry snacks. Diabetics may experience special challenges keeping blood sugar regulated while moving through many time zones. Pre-planning with a medical provider on how successfully to move through time zones is essential to maintaining good health.

Example: Medications
Possible solution: Participants should take enough of their prescription in its original container for the duration of the Experience (plus extra in case of emergency). It is advisable to have a doctor’s letter stating the need for medication. Medications, as well as medical equipment, should be packed in carry-on luggage.

Example: Electricity may not be available or reliable when it is available.
Possible solution: Participants with medication needing refrigeration should carry some kind of ice pack and small cooler to hold the medicine at the proper temperature.

Example: Participants needing periodic shots
Possible solution: Participants should inform their professor of this requirement. They should also take their own syringes, serum, rubbing alcohol, and cotton balls for the duration of the Experience (plus extra in case of emergency). In addition in order to avoid problems at customs, the participant should carry a physician’s letter written on his/her letterhead with prescription and description of the serum and explaining the medical condition warranting possession of such paraphernalia.

Example: Vegetarians
Possible solution: Vegetarians may find it difficult to find the types of food they usually eat at home. Some destinations have primarily meat-based diets. Vegetarians should consult with the Cross-Cultural Experience Office and their professor regarding food issues. Participants should plan on being responsible to supplement their own food needs.

Example: Food Allergies and Pet Allergies
Possible Solution: Those with allergies should inform the Cross-Cultural Experience Office and the Experience leader.

The above are only a few examples of possible contingency plans. Discuss the specifics of your situation with the Cross-Cultural Experience Director, Student Health Services, and the leading professor.

I agree to obtain enough of my regular medication (plus an extra supply in case of emergency) for the duration of the Experience, take it with me in my carry-on luggage, and continue taking it during the Experience. I will keep the Cross-Cultural Experience Director, Student Health Service, and my professor informed of medical information as it occurs from the time of my enrollment until the completion of my Experience.

Signature: ___________________________ Date: ___________________________
ACKNOWLEDGEMENTS

A special word of gratitude to the staff of the following institutions who so graciously gave permission to incorporate their field-tested wisdom in this manual:

First Alliance Church
GO International
One Mission Society (OMS)
Southland Christian Church
Spring Arbor University
Wheaton College
World Gospel Mission (WGM)