



**School Group Travel  
Student + Parent/Guardian  
HANDBOOK**

*Your Go-To Guide for Global Works Trip Preparation & Policies*

*Updated October 2025*

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## Global Works Mission + Vision

We seek to instill a passion for service work, humanitarian efforts, and environmental preservation throughout the lifetime of a Global Works traveler, to deepen participants' understanding of social-economic, political, and cultural inequalities of our world, and to open their eyes to their role in positive change.

Global Works envisions living in a world where:

- Empathetic relationships between people and cultures leads to mutual respect and understanding;
- Confident, positive, and self-reliant students become leaders and bring a global perspective to their city, nation, and world; and
- The wonder of travel continues to lead to self-discovery, perspective, and a passion for life.

## Welcome Statement

Global Works believes that travel is a vehicle for growth and social change. We value a culture of diversity with inclusion of ethnicity, religion, sexual orientation, gender, and socioeconomic status - this starts in our home office and extends to the teachings of our staff and program partners around the world.

Global Works strives to be a team and develop accessible programs representative of the many backgrounds and identities of those we seek to serve.

Achieving these goals requires commitment and focus. We have integrated DEI policies and initiatives into our programs and office operations, which we continue to build upon. [Read more here.](#)

## Global Works Account

Each participant and parent/guardian has a personalized Global Works account. Your account will be your go-to place for medical forms, health and immunization information, insurance details, packing list, travel day instructions, and other information pertinent to your program.

To access your account, go to [www.globalworkstravel.com](http://www.globalworkstravel.com) and click "Login" at the top of the page. Enter your email address and the password that you created when you completed the online application. If you haven't set a password yet, click "Set/Retrieve Password" to update your login details. Note: Only parent/guardian emails may access Forms & Documents.

We will update information periodically between now and your departure date and will notify you by email when we make important changes. Please log into your GW account as soon as you receive an update notice so that you do not miss any key information!

## Communication Timeline

DATE	DELIVERY	ITEM
Ongoing	Global Works Account	<b>Forms + Trip-Specific Details</b> <ul style="list-style-type: none"> <li>• Health &amp; Travel Forms</li> <li>• Insurance Information</li> <li>• Passport/ Visa Information</li> <li>• Group Flight Cost &amp; Current Itinerary</li> <li>• Packing List</li> <li>• Prep Guide</li> <li>• Vaccination Information</li> </ul>
4 weeks prior to trip	Global Works Account & Email	<b>Final Trip Details</b> <ul style="list-style-type: none"> <li>• Day-to-Day Program Calendar</li> <li>• Staff Bios</li> <li>• Last-Minute Reminders</li> <li>• Emergency Contact Details (for students to carry with them during the trip)</li> </ul>
4 weeks prior to trip	Mailed to your School Trip Coordinator	<b>Physical Mailing</b> <ul style="list-style-type: none"> <li>• Global Works T-shirt</li> <li>• Emergency Contact Card</li> <li>• GW Sticker</li> <li>• GW Luggage Tag</li> </ul>
2 weeks prior to trip	Email	<b>Group Flight E-ticket</b>
1 week post-trip	Email	<b>Program Surveys</b> <ul style="list-style-type: none"> <li>• Parent/Guardian Survey</li> <li>• Participant Survey (if not completed on the program)</li> </ul>
Within 4 weeks post-trip	Email	<b>Post-Trip Materials</b> <ul style="list-style-type: none"> <li>• Certificate of Community Service</li> <li>• Certificate of Language Immersion (if applicable)</li> <li>• Link to Program Photos</li> </ul>

# Enrollment & Form Requirements

## Enrollment Requirements

- Application (online form)
- Enrollment Agreement (included in application)

## Form Requirements

Once a student is enrolled in the program, there are several forms that must be completed/uploaded through your Global Works account. Please ensure that these forms are completed by the due date indicated on your account. Providing us with accurate health history and information is essential so we can support your student's safety, well-being, and full participation in all aspects of the program.

- Health History (Online questionnaire)
- Student Profile
- Partner Waiver(s) (If applicable)
- \*\*Passport Photocopy (if applicable)
- Copy of Visa (if applicable)

## Passports & Visas

\*\*Please upload a copy of your student's passport to your Global Works account immediately following enrollment. Passport information is needed for making reservations in the destination country and booking tickets for flights. If your passport is expired or you need to apply for one, send us an email at [info@globalworkstravel.com](mailto:info@globalworkstravel.com) letting us know the status of the passport.

All Global Works programs except Puerto Rico and USA domestic require a valid passport. Most countries expect that your **passport be valid for at least 6 months from your trip start date**. You can apply for or renew a passport at [www.usa.gov](http://www.usa.gov) or go through a third-party agency. Global Works partners with CIBT Visas, which offers Global Works participants discounts for their services [www.cibtvisas.com/globalworks](http://www.cibtvisas.com/globalworks).

It is each participant's responsibility to obtain a visa for entry, if their destination country requires one. If your child is not a U.S. citizen, it is your responsibility to contact the appropriate embassies or consulates to inquire about any visa requirements for all countries being visited. You may also opt to go through an agency, like CIBT Visas, which will assist you with the process. We suggest that this process be completed two months prior to departure.

## Payment & Fees

- We accept checks, eChecks, wire transfers, Visa, Master Card, American Express, and Discover for the initial deposit and all other payments, with the exception of payment plans (see below).
- Checks should be made payable to "Global Works."

- Invoices will be emailed to parents/guardians after enrollment in the program.
- Some School Group Trips may pay through the school rather than Global Works directly. If your student is participating in a School Group Trip, please defer to the school regarding payment.
- Invoices are also available online in the “Financial Management” page on the parent/guardian GW account. Items listed may include the following:
  - Tuition and Payments Applied: Varies according to program
  - Application Fee: \$95
  - Alternative Travel Arrangements Fee: \$150 each way
  - Credit Card Processing Fee (if applicable)

## Payment Plans

Global Works offers two payment plan options:

- **3 Equal Installments:** Pay in three equal installments over three months, to be paid off by trip date. Payments are due via credit card or check on the 15th of each month and start the month after the deposit is made. No written agreement necessary.
- **Individual Payment Plan:** If necessary, Global Works will create an individual payment plan, broken up over a period of more than 3 months. The final payment must be made by December 31 following the trip. For example, if the trip occurs in June, the balance must be paid by December 31 of that same year. Payments are due via credit card or check on the 15th of each month and start the month after the deposit is made. A written and signed Payment Plan Agreement is required. Contact Polly Moriarty at [polly@globalworkstravel.com](mailto:polly@globalworkstravel.com) for more information.

## Cancellations & Refunds

**School Group Travel Cancellation & Refund Policy:** Global Works is not required to provide any refund for late arrival, early withdrawal, or dismissal with cause.

- For cancellations within 75 days prior to program start date through conclusion of the program, tuition is non-refundable for any reason, including but not limited to: physical or mental illness or injury, voluntary departure, personal emergencies, and participant dismissal.
- Cancellations made more than 75 days prior to departure result in a 50% tuition less deposit refund.
- If a program is canceled due to lack of enrollment, participant/parent may elect to change programs (if available) or receive a full refund (including deposit). Global Works is not responsible for any other costs, airfare, and incidental expenses incurred by a participant/parent preparing for a canceled trip.
- Global Works reserves the right to cancel where travel to a destination has been deemed unsafe. Such determinations are made at the sole discretion of Global Works. When a program is canceled for safety concerns including, but not limited to, natural disasters, political unrest, or infectious disease outbreaks (not including COVID-19), tuition less deposit

is refundable and program deposits and application fees may be applied as a lifetime credit or transferred to a friend or family member for future travel.

Participant cancellation must be requested via email from a parent or guardian to [polly@globalworkstravel.com](mailto:polly@globalworkstravel.com) or [info@globalworkstravel.com](mailto:info@globalworkstravel.com).

### Travel Insurance

**A travel medical package, including emergency medical insurance and evacuation, is required for each Global Works participant.** Global Works partners with [battleface](#) as our recommended travel insurance provider. You may choose to purchase this required coverage, the Travel Medical Package through [battleface](#), or from another provider of your choice.

Please note:

- **If your school is paying Global Works directly for the program:** Your school coordinator will have the option to purchase insurance for all participants either through battleface or a different provider of their choice.
  - Your school may also require participants to purchase insurance individually, even when tuition is paid directly to Global Works by the school.
- **If you are paying Global Works directly for your trip,** please upload proof of travel insurance under "Forms & Documents" on your GW account or send us a copy via email to [info@globalworkstravel.com](mailto:info@globalworkstravel.com).

Additional coverages, such as trip and flight cancellation and interruption insurance, may be purchased directly through battleface. With battleface, you have the flexibility to fully customize a travel protection plan that best suits your needs.

Some important details about travel insurance options:

- When getting a quote for coverage, please remember to include any flight related expenses with the cost of your program tuition.
- Emergency medical and evacuation insurance is required for GW participants (see the Travel Medical Package with battleface for an example of what is required). You may choose to purchase through battleface or on your own.
- All other benefits beyond the required travel medical package, such as Trip Cancellation, Trip Interruption, and Baggage, are strongly recommended. They are optional and can be purchased up until the day prior to the trip.
- Cancel for Any Reason (CFAR) coverage must be purchased within 15 days of enrollment in your Global Works program. You must also purchase more than 10 days prior to the start of the program, and insure that the full cost of the program plus any non-refundable travel expenses. Other conditions apply; see the battleface site for full details. Not available to NY residents.

You can get a quote and purchase your insurance directly through battleface by using [this link](#). For further details on the coverage plans, choose "Email your Quote".



## Travel to/from Programs

Most School Group Travel programs book their group flight through Global Works' partner travel agency, Fly My Group. The group chaperone will coordinate with a Global Works director to reserve the best flight, taking into consideration routing, schedule, and cost. Group flight information is available on your dedicated program webpage. **E-Tickets are sent via email to school chaperones and participant families approximately 3 weeks prior to the program from [info@globalworkstravel.com](mailto:info@globalworkstravel.com).**

Please refer to the *Group Flight and Travel Day Instructions Form* in your Global Works Account and the [FAQ's](#) on our website.

### Frequent Flier Miles, TSA Pre-Check & Known Traveler Numbers

Airlines do not permit using air miles to book group flights; however, you may *accrue* miles on group flights. If your group booked their flight via FlyMyGroup, to earn miles, email us your frequent flier rewards number and we will assure that it is applied to your group flight ticket. If applicable, you may also send us your TSA PreCheck or Known Traveler Number (KTN) to be applied to your ticket.

### Notice of Flight Delays

We advise checking the flight status on the airline website. In case of delays or cancellations, we will do our best to notify parents/guardians via email.

### Opening & Closing Travel Days

Some of the most Frequently Asked Questions we receive are about the opening and closing travel days. Please refer to the *Group Flight and Travel Day Instructions Form* on your GW account for explicit instructions for your trip.

On travel days:

- Our home office staff and the trip leader(s) will be standing by to coordinate flight connections and the group flight.
- If you experience delays or have any questions, call us at the home office 303-545-2202
- Please keep us informed of any changes to your travel plans..
- Carry the *Emergency Contact Card* in your carry-on bag. You can find this in your GW account under "Forms & Documents".

Global Works does not coordinate travel to/from your group's home airport - please consult your school group coordinator for these details. Your Global Works leader team will meet the group at the arrival airport.

## Behavior & Supervision

As outlined fully in the participant Enrollment Agreement, Global Works rules and policies are implemented to foster a united and successful group travel experience. Global Works participants

are expected to behave respectfully and responsibly. While the majority of activities are supervised and structured, students do have free time that does not involve constant supervision. Participants must be able to assume individual responsibility for their actions and decisions. Participants who are likely to act irresponsibly or whose parents/guardians require them to be under constant surveillance should not enroll on a Global Works program.

Parents/guardians and participants, please discuss the following rules as a family.

## Code of Conduct

Global Works requires that participants conduct themselves in a safe and respectful manner. The following cases may be cause for dismissal from the program:

- **Unsafe behavior**, including but not limited to: failure to use seat belts, life jackets, or other safety equipment.
- **Behavior that is destructive, abusive, violent, or injurious to others**, including but not limited to: harassment, bullying, theft, vandalism, or chronic defiance of rules and regulations.
- **Exclusive relationships or sexual activity.**  
Sexual relationships (defined as sexual intercourse; oral sex; or lying together naked) are strictly prohibited for participants while participating on a Global Works trip. Exclusive and/or romantic relationships between Global Works participants and local community members are prohibited. Exclusive and/or romantic relationships between Global Works participants are pro-actively discouraged and managed by the staff.
- **Unauthorized absence from the group** or failure to abide by curfews and/or other set expectations for behavior.
- **Possession or use** of any weapons, non-prescribed drugs, nicotine products (including vaping devices), narcotics, or alcoholic beverages.
- **Body alteration** including body piercings and tattoos.

## In-For-The-Night Policy

It is Global Works' policy that students remain in their rooms for the duration of the night once leaders have instructed them to do so. By violating this policy (i.e. sneaking out of your room at night), you put yourselves and others at risk and this is grounds for dismissal from the program. Each night participants are informed of the time of curfew, as well as when they will get a wake-up call the next morning. For health reasons, we allow for and encourage eight hours of sleep a night for students, whenever possible.

## Cell Phone & Electronics Policy

The use of cell phones on a School Group Travel program is dependent on your group's policy. Your group chaperone will address the policy prior to the trip. *Global Works is not responsible for lost/damaged cell phones or electronic devices.*

## Respecting Community Policy

Global Works programs, and the organization itself, value inclusion in the truest and broadest sense of the word. Guided by this value, Global Works endeavors to understand and address the sources and the consequences of explicit and implicit bias. Global Works students, chaperones, and trip leaders will discuss and agree to expected behavior in order to create a culture of respect and shared investment in the goals of the experience. We expect Global Works students to be ambassadors for their families, schools, and countries and require that they treat one another, their local hosts, and trip leaders with respect.

## Lodging Policy

Students stay in rooms congruent with their gender identity, as communicated to Global Works. For a student that identifies as non-binary, we ask that they communicate their lodging preference. Students are not permitted to enter rooms that are not assigned to them unless given permission by the program staff.

## Harassment & Discrimination Policy

Harassment & discrimination of any kind are prohibited on a Global Works program and in the Global Works workplace; and will not be tolerated. We aim to promote a respectful culture and safe(r) spaces for all members of the Global Works community. Staff and students are encouraged to report conduct that they believe may be harassment (or if left unaddressed may rise to the level of harassment), even if they are not sure that the conduct violates the policy. Each complaint is to be investigated fully and, to the extent which is possible, confidentially. Global Works does not tolerate retaliation against anyone who complains about harassment or discrimination. Global Works takes appropriate disciplinary action that is proportionate to the severity of the harassment. Action can and may include dismissal from the program in the case of a student or staff dismissal from his/her/their employment contract in the case of a trip leader or director.

## Dismissal from the Program

Global Works reserves the right to send a participant home early from a program if they pose a risk to themselves or others. This may include a safety concern, medical risk, mental health crisis, being unduly disruptive, or otherwise conducting themselves in a manner detrimental to the program. If early dismissal occurs, parents/guardians will be required to work with Global Works to arrange the participant's travel home. No refund will be given for a dismissed participant, and all incurred travel costs will be the responsibility of the parent/guardian. In cases of early dismissal or withdrawal, accompaniment by a Global Works leader on the flight home will not be possible; however, Global Works will attempt to arrange for the participant to be treated as an unaccompanied minor by the airline, at the parent's/guardian's request.

## Homestays

A homestay experience is a valuable opportunity to improve your language skills and experience the local culture first-hand by living with a host family that will converse with you in their native

language. You will eat most of your meals with your family, sleep in their home, and spend the majority of your time on weekends accompanying them on excursions and activities that they enjoy.

While homestays can be a source of apprehension for students and parents/guardians, they are usually the most rewarding part of our trips, and your at-home time will be well-balanced with the rest of the program. You will still spend most days during the week with the entire Global Works group, working on projects and heading out on adventures. Many evenings will be filled with social activities, involving students, leaders, and host families.

While we will do our best to take into account any requests when matching you with a family, we can't make any guarantees (for example, if you request a family with children, that may not always be available). Our first priority is to find warm, reputable, and responsible families with good living standards. In selecting host families, we ask that they are interested in cultural exchange and that they support the work you will be doing in their community. The families are carefully chosen by a Global Works representative and a local community organizer. If there is a problem in any home that warrants switching host families, we are prepared to organize a move.

While there is no "typical" homestay experience, one thing is certain—the homestay is bound to be a memorable part of the trip, and many of our students stay in touch with their host families for years to come. It is completely understandable to be a bit nervous, but don't worry the families will be VERY understanding, and your leaders and fellow students will be there to support you. Your language skills will improve and it will be more entertaining, challenging, and rewarding than a hotel/hostel setting. Each year, students reflect on their homestay as the best part of their trip—we hope you will, too! More information about homestays is available in your GW account.

## Health & Safety

We do our best to minimize the inherent risks of travel by carefully choosing program locations based on a number of criteria, including but not limited to: Country/State Department warnings, health risks, safe drinking water access, and healthy food. We have developed Emergency Action Plans detailing medical care and evacuation plans for each location. Trip leaders visit and scout each location prior to the trip to encourage a positive and healthy experience for our participants. All details, from transportation and accommodation to activities and service projects, are planned prior to the participants stepping foot in the destination country.

All of our staff are certified in Wilderness First Aid and CPR, and many hold higher-level certifications, such as Youth Mental Health First Aid, Advanced First Aid, or Wilderness First Responder. Leaders will have a first aid kit on each program.

Global Works requires participants to have Medical and Emergency Evacuation Insurance. Please feel free to bring any health supplements, including vitamins, homeopathic remedies, Echinacea, vitamin C, herbal bug repellants, etc.

## Risk Management

International travel and Global Works program activities have inherent risk. Global Works staff are trained in Risk Management theories, principles, and practice. Hazards are mitigated through experience-based decision-making and policies. We strive to create a culture of risk management throughout the entire organization where the home office, trip leaders, community members, third-party outfitters, and participants interact consistently based on agreed upon criteria.

## Illnesses, Accidents & Injuries

Global Works staff conducts periodic individual check-ins, called “weather checks,” to monitor each participant’s mental, physical, and emotional well-being. If it is deemed necessary for a participant to seek professional medical care, Global Works staff will assist in procuring treatment. Global Works will communicate with parents/guardians regarding diagnosis/prescribed medications.

## Immunizations

We follow the immunization and travel health guidelines and recommendations of the [U.S. Centers for Disease Control](#). The *Vaccination and Travel Health Form* can be found in your Global Works account within the Pack-and-Prep Guide. We strongly suggest that you consult your physician and/or a travel medicine clinic to make final decisions about immunizations.

## Dietary Needs

We strive to provide well-balanced, nutritious, and hearty meals, allowing you to taste the local fare as much as possible! Please inform us of any dietary needs ahead of time by filling out the “Nutritional Profile” page within our “Health History” form so that we can be sure to get you the food that you need to stay healthy and energized. The Health History form can be found under “Forms & Documents” when you log into your Global Works account.

## Medical Needs

We understand that some students have unique medical needs, and Global Works is committed to doing everything we can to accommodate these needs. In order to do so, it is important that we know as much as possible about your student’s situation *prior to the program’s departure*.

## Administering Medication

**School Group Travel Medication Policy:** For School Group Programs with chaperones, it is expected that chaperones will provide oversight and manage the administration, distribution, and reminders for student prescription medications.

We ask students with asthma to bring two inhalers. Our staff will have an EpiPen in the first aid kit; however, those at risk of anaphylactic shock should also bring their own EpiPen.

## Travel Health Tips

**Keep Your Hands Clean:** One of the best ways to prevent sickness is by washing your hands—a lot! We also suggest travelers bring hand sanitizer and disinfectant wipes. These are inexpensive, easy to carry in your day pack, and can be repurchased while traveling.

**Clean Water:** When traveling abroad, it is extremely important to drink only clean water. Trip leaders will inform students where to get safe drinking water and may provide bottled water depending on the locale.

**Insect Bites:** Please take precautions against bug bites while traveling in order to prevent disease and illness. Mosquitoes are especially known to carry diseases. You can protect yourself by: 1) wearing long-sleeved shirts and pants starting at dusk, and 2) wearing bug repellent. Trip leaders will encourage students to protect against insect bites, but, ultimately, it is the student's responsibility.

## Gastrointestinal Problems

We will pay close attention to our choice of food and beverages; however, if and when students suffer from diarrhea, oral rehydration is essential. Trip leaders will ask that students make them aware of any symptoms of gastrointestinal problems. Leaders are equipped to treat minor issues, and are also aware of when to elevate a gastrointestinal problem to a medical professional.

## Mental & Emotional Well-Being

International programs are a vehicle for learning and transformation, but can sometimes act as a stressor to students with underlying mental, emotional, or anxiety disorders. It is imperative that students and their parents/guardians take time to reflect on past, current, or potential future occurrences of mental or emotional distress and consider if/how these might manifest on a program.

We have included resources in the Pack-and-Prep guide (see your GW account) to help students set themselves up to be comfortable and to mitigate stress while traveling. We encourage students to seek out additional resources as needed and to equip themselves with a realistic self-care plan to utilize on their trip.

We recognize that mental and emotional distress takes many forms. In some cases, events can be controlled with the support of a trained Global Works leader, all of whom are equipped with basic mental health first aid tools. That being said, Global Works Leaders are not mental health professionals, nor is Global Works a therapeutic program. In cases when distress escalates beyond a level wherein a leader can effectively intervene, we seek out the best solution for each student, which could involve early departure from a program. In an effort to prevent this from happening, parents or guardians must seriously consider whether a Global Works program is the right fit for their child. In addition, all accepted students should disclose any instances of mental or emotional distress on their *Health History Form*, found in your GW account. Please know that disclosure will not automatically prevent participation; in fact, it allows us to best support your student. If a concern is not disclosed and a situation arises in the field, we reserve the right to dismiss a student from the program at the family's expense. Additional charges may also apply due to the extra time and resources required to support the student.

## Addendums to Medical Forms

Any additions or addendums to a participant's medical forms must be made in writing via email, fax, or mail *prior to the program start date*.

## Parent/Guardian Communication During the Program

### Trip Journal Updates

For participating schools, groups will post trip journal updates (written update/photos) on our blog approximately every 3 days. Our home office will notify parents/guardians by email each time there is a new post. Trip journals can be found on our [Trip Journals](#) page on our website.

### Emergencies

In case of an emergency on a program, parents/guardians will be notified by the home office or trip leaders. In case of an emergency at home, parents/guardians should call our 24-hour Emergency Number (720-279-0527) to reach a Global Works Director, who will put parents/guardians, participants, and trip leaders in touch.

While someone from our office is "on call" 24 hours a day, we ask that parents/guardians call after hours only if there is a true emergency (our regular office hours are 9-5 Monday through Friday MST). Please reserve general questions and inquiries for regular office hours, or email anytime!

**24-hour Emergency Number 720-279-0527**

## What to Pack

**A Packing List for your trip can be found in your GW account.** This document includes specific information about what to pack, including spending money, homestay gifts (if applicable), footwear, and weather- and program-specific items.

### General Luggage Information

Plan to pack 2 (and **only 2!**) pieces of luggage:

- **A school backpack** to use as your airport carry-on and a day bag while on your trip.
- **Either a large backpack, duffel bag, OR a roller suitcase** that you will check for your flight. When packed, it should not weigh more than 40 lbs.

- Now, here's your challenge: once you pack it, pick it up and carry it for two blocks and up and down a flight of stairs (without getting tired out or causing you any pain!). Can you do it? Great, you are ready to travel on a Global Works trip!

Both your carry-on and your checked luggage should have identification tags both inside and outside the bag with your name, home address, and phone number. Leading up to your trip, Global Works will mail you a brightly-colored luggage tag to affix to the outside of your checked bag. This will be extremely useful in the case of misplaced luggage during travel.

Please note that airline baggage fees (if applicable) are each participant's responsibility and are not included in the group flight ticket. Please plan accordingly.

### Worldwide Electric Currents & Adaptors

Please refer to [www.electricaloutlet.org](http://www.electricaloutlet.org) to learn about electric currents and plug adaptors that may be necessary in the country you are visiting.

### Cameras

You will have many photo opportunities on your trip! Most participants bring a camera. What type of camera is up to you (as long as it's not your phone!), but here are a few guidelines:

- **Bring only what you can care for.** Read your camera's manual so you know how to take care of it, how to keep it clean, and how to best utilize its features.
- **Bring a camera bag and strap.** It should be sturdy and waterproof.
- **Additional Equipment:** Bring your charger, an extra battery, and a lens cap to reduce the damage from dust. You also may want to consider a cleaning cloth, additional lenses, and a travel tripod.
- **Bring at least two memory cards** with sufficient space.

We recommend that expensive cameras are insured (you can do this through travel insurance). Students are entirely responsible for their own equipment, and *Global Works is not responsible for the loss or damage of cameras.*

### Give a Gift

If you are participating in a homestay, you may want to consider bringing a small gift for your host family. You won't find out the makeup of your host family until a couple days into the trip, so plan on simply bringing one gift for the entire family. We recommend that you bring something that represents your hometown or something that you like to do. For example, a book or calendar of photos, a card game, Frisbee, team t-shirts, or arts and crafts supplies. Consider your first night in the homestay and how the gift may help you break the ice with your host family.

If you are not participating in a homestay, you may also wish to consider bringing some small gifts for the children or village members who you will meet along the way. Trip-specific packing lists have information on gifts for each program.



## GW T-Shirts & Exchanges

- All School Group Travel program t-shirts will be sent to the school group coordinator.
- **We ask that you wear this shirt on your opening travel day.**
- We get your t-shirt size from your application. If the t-shirt that arrives doesn't fit, simply send it back to the home office with your name, program, and new size request, and we'll mail you a new one!

## Tuition (What's Included), Spending Money, + Loans

Tuition includes all accommodation, food, activities, and transportation once the program starts. Tuition does not include:

- Airfare
- Baggage fees
- Airport meals
- Personal insurance
- Passport/visa expenses
- Personal spending money.

Be sure to bring enough money for souvenirs and snacks while on the road and in town. We provide the basics, but there will be plenty of roadside stands and cafes where you may want to pick up some extras.

**We suggest bringing between \$100–\$150 per week.** If you are going to Europe, be mindful of the dollar-Euro exchange rate. The Packing List in your Global Works Account has recommended program-specific amounts.

Participants should travel with cash (USD) in new, unripped bills **and** a debit or credit card. We do not recommend prepaid cash cards. Most airports are cashless these days.

If students run out of spending money on the trip and don't have a debit or credit card to access an ATM, Global Works staff can loan students additional spending money, which we will invoice to you at the end of the program. We do not make this loan without the verbal or written consent of a parent/guardian.

## Additional Considerations

### Itinerary

It is Global Works' intention to offer a similar itinerary as described in our promotional materials. Some locations, projects, and activities are subject to change. In all cases, Global Works will make a

reasonable effort to substitute an activity or location with something comparable. Daily calendars will be available in your Global Works Account about 4 weeks prior to the trip.

### Inclement Weather

Weather is a very real part of the international travel experience and thus can provide great learning opportunities. We will make every effort to conduct program activities even in inclement weather, though some may be canceled or changed if weather dictates. Global Works staff will make decisions on a day-to-day basis whether or not activities will take place outside.

### Birthdays

If a participant is celebrating their birthday during the program, please remind us and we will make it a special day!

### Visiting the Program

We do not typically permit parents/guardians, other family members, or friends to visit the program. However, we sometimes make exceptions depending on the circumstances. Please contact the home office to make arrangements.

### Community Service Documentation

The total number of service hours you complete will vary depending on your program. Within four weeks of your program completion, Global Works will email you a "Community Service Certificate" documenting the numbers of hours worked and a detailed description of the tasks and projects accomplished. We are happy to complete any further documentation needed to earn community service hours for a school or civic organization.

## Contact Information

### Home Office Hours & Contact

- Normal office hours are Monday – Friday , 9am–5pm Mountain Standard Time.
- Home office phone number: 303-545-2202
- General inquiry email: [info@globalworkstravel.com](mailto:info@globalworkstravel.com)
- 24 hour emergency cell phone: 720-279-0527.

### Global Works Home Office Contacts

- Fritz Moriarty, Executive Director/Owner: [fritz@globalworkstravel.com](mailto:fritz@globalworkstravel.com)
- Polly Moriarty, Executive Director/Owner: [polly@globalworkstravel.com](mailto:polly@globalworkstravel.com)
- Eric Uslander, Director of School Group Travel: [eric@globalworkstravel.com](mailto:eric@globalworkstravel.com)
- Annie Marcinek, Director of Operations: [annie@globalworkstravel.com](mailto:annie@globalworkstravel.com)
- Chloe Barber-Smith, Director of Enrollment & Marketing: [chloe@globalworkstravel.com](mailto:chloe@globalworkstravel.com)
- Amanda Tyler, Enrollment Coordinator: [amanda@globalworkstravel.com](mailto:amanda@globalworkstravel.com)

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