

# Service Learning Trip to Ireland 2018

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*This application must be hand delivered to Donna Isbell in Parsons Hall room 203*

## Part I: Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Birth Date (MM/DD/YY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 991 \_\_\_\_\_

Year: \_\_\_\_\_ Major(s): \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
Street Box/Apt. City State Country Zip Code

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please list any allergies, special needs, or dietary restrictions (vegetarian, etc.): \_\_\_\_\_

T-shirt size: \_\_\_\_\_

## Part II: Service Trip

**Birr, Ireland: May 14-29, 2018- \$2295 (includes food and lodging) plus airfare.**

**Service Activities:** We will be working side by side with community members from Birr 20/20 and Birr Tidy Towns, two local voluntary organizations. Service activities will focus on helping the community develop new public spaces such as a biodiversity garden and/or craft center. The work that we complete will be featured in a community-wide event that we organize for the local residents.



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812-237-3767

Please note that the trip and activities are subject to change, and may not end up exactly as described in this application. Our partner organizations do their absolute best to accommodate us, but we are volunteering to serve *their* needs. If their needs change, we ask you to be flexible and embrace the adventurous spirit that drew you to apply for this program. Unfortunately, we cannot provide refunds due to changes in trip locations, partner organizations or service activities.

### Part III: Experience

Please answer the following questions on a separate piece of paper.

1. What attracted you to the service learning trip to Ireland?
2. What skills or characteristics do you possess which make you a good candidate for the program?
3. Please reflect on a memorable experience you have had while volunteering.

### Part IV: Volunteer Responsibilities

- 1) Be available for ALL program dates.
- 2) Attend all pre-trip meetings.
- 3) Represent Indiana State University by following the ISU Student Code of Conduct and Integrity.  
<https://www.indstate.edu/code-of-student-conduct>
- 4) Participate in the service learning opportunity with an open mind, and be flexible and service-oriented when working with the host organization.

### Part V: Certification of Eligibility

Please read and sign below:

- 1) I certify that the information provided herein is true and my own.
- 2) I have read the Volunteer Responsibilities section above and understand the responsibilities and commitments of the program.
- 3) I have read and understand the program fee, payment requirement, and refund policy. **I understand that the program fee is non-refundable.**
- 4) I agree not to schedule or plan any other events or programs during the time of the service learning trip to Ireland.
- 5) I certify that I am currently an undergraduate, graduate student or alumni at Indiana State University.
- 6) I give permission to University College or University Engagement to share my name and contact information with my Ireland team members.



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- 7) I give permission to ISU to share my personal information with any staff who are designated Emergency Points of Contact for the Ireland trip.
- 8) I give permission to UC and UE to share my information with other University departments in order to verify my eligibility to participate in this program.
- 9) I am mentally and physically fit to travel and to engage in community service activities, which may include strenuous physical labor.
- 10) I know of no reason why I would be ineligible to participate in the service learning trip to Ireland.

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Signature

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Date

## Part VI: Program Fee and Payment Information

The fee to participate in the service learning trip to Ireland is \$2295: includes transportation (excluding airfare), housing, meals, site fees and entry/exit fees (where applicable).

### Payment Timeline:

A deposit of \$750.00 will be due by March 1, 2018. The remainder will be due April 16, 2018.

If you miss either fee deadline, you will be removed from the program.

### Payment Options:

We will accept CHECK, CASH, or MONEY ORDER made payable to "Indiana State University" with "IRELAND" in the memo line. Please deliver to Parsons 203.

**\*\* ALL PAYMENTS ARE NON-REFUNDABLE (NO REFUNDS) \*\***

### What expenses are NOT included in the program fee?

Not covered are passport fees, any medical tests or background checks the host site may require, medical expenses incurred during the trip, souvenirs, and checked bag fees if they apply and participant chooses to check a piece of luggage.

### Why is the program fee non-refundable?

The decision to participate in the service learning program involves an investment of money and requires a commitment on the part of the volunteer to fully prepare in order to experience the program's full benefits. Anyone interested in participating in the program is urged to plan carefully and to be completely familiar with the withdrawal policies before applying.

The reason that the program fee is non-refundable is because program fees are used to pay for non-recoverable expenses. An expense becomes non-recoverable when it has already been paid out to a vendor. Non-recoverable expenses vary by individual trip and may include, but are not limited to: airfare, housing, transportation, and administrative fees.



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**If I fundraise more than the amount of deposits I have already made, can I get a refund?**

No. Once the University has processed funds for a volunteer's trip we are unable to refund any amount in excess of the program fee. To avoid this, participants are encouraged to begin fundraising early and pay attention to their total balance due.

**Part VII: General FAQs**

**What are the dates for the service learning trip to Ireland?**

May 14 - 29, 2018

**How do volunteers travel to their destinations?**

Car and plane

**Where do volunteers stay during the trip?**

Volunteers will stay with local host families in Birr.

**How are volunteers selected and placed on trips?**

The University College and Division of University Engagement reviews all applications and students are interviewed and then selected.