

# 2018 Global Impact Leader Application

**Deadline December 1, 2017**

**Applicant Name:** \_\_\_\_\_

I am interested in leading:     Laos             Morocco             Peru

You may prioritize (1-3) to give the Committee greater flexibility.

*All programs are 14 days long in country (not including travel days) and begin right after Summer Quarter ends. Programs are global health-focused, each with 3 types of projects: clinics, healthcare education and public health-related infrastructure development. Our goal is for all participants to be involved in all of the projects at our sites.*

Seattle Colleges faculty/staff, members of the Global Impact Advisory Board, past participants of Global Impact programs (must have participated in at least two trips to be eligible) and representatives from our institutional partners are invited to apply to lead Global Impact global health-orientated service learning projects. If you would be interested in leading one of the groups in August/September, please read the attached job description and visit the website for more information.

[www.seattlecolleges.edu/globalimpact](http://www.seattlecolleges.edu/globalimpact)

Please carefully review the job description for group leaders on the following pages to determine if you are available, willing, and physically able to perform all leadership responsibilities. Also, active participation is required at the mandatory leader training evening in February and the all-day Orientation/Training session on **Saturday, June 23**.

Group leaders are not paid, but the program fee (including meals and housing during program) and airfare (to program location and back to Seattle) are covered. These expenses are covered by participant fees. Leaders must be at least in average physical condition in order to lead trips: projects may require significant walking, high altitudes, extremely hot weather, etc. A travel medical policy including basic health and medical evacuation will be provided for each leader.

---

## APPLICANT INFORMATION

- |  |                                   |                                     |                                    |
|--|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> North   | <input type="checkbox"/> Faculty: | <input type="checkbox"/> Part-time  | <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Central/SVI   | <input type="checkbox"/> Staff:   | <input type="checkbox"/> Classified | <input type="checkbox"/> Exempt    |
| <input type="checkbox"/> South   |                                   |                                     |                                    |
| <input type="checkbox"/> Other (Member of Global Impact Advisory Board or 2x participant in a Global Impact program) |                                   |                                     |                                    |

Name: \_\_\_\_\_

Email(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #s: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Passport #: \_\_\_\_\_ DOB: \_\_\_\_\_ Food Restrictions: \_\_\_\_\_  
(m/d/yr)

Do you have any health conditions that may require accommodations? \_\_\_\_\_

\_\_\_\_\_

Emergency contact in the USA:

(Name) \_\_\_\_\_ (Relationship) \_\_\_\_\_

(Cell phone) \_\_\_\_\_ (Email) \_\_\_\_\_

## Global Impact Mandatory Leader Health Form

Global Impact programs and projects may be carried out under both physically and emotionally demanding conditions. We are at times working at high altitudes, in the jungles, in hot/humid conditions or even below freezing. These conditions can aggravate health conditions which you may be able to control at home.

It is important that we know about any health conditions that might require accommodations of some type to keep you safe as well to keep projects running smoothly. The information you are being asked to provide below will be shared with group leaders and the director of the host program abroad on a need to know basis as it relates to the program requirements.

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Program(s) you are applying to lead: \_\_\_\_\_

### HEALTH NOTES (PLEASE BE THOROUGH AND EXPLAIN ALL ISSUES)

Operations/Serious Injuries (w/dates):  
 Mobility or Physical Impairment Issues:  
 Chronic/Recurring Illness or Conditions:  
 Mental Health Issues:  
 Dietary Restrictions (food allergies, vegetarian, vegan, kosher, etc.):  
 Current Medications:  
 Additional notes or concerns:

### HEALTH ISSUES (CHECK ALL THAT APPLY) and give dates, if possible.

- |   |  |
|---|--|
| <input type="checkbox"/> Frequent Ear Infections:     | <input type="checkbox"/> German Measles:                                     |
| <input type="checkbox"/> Heart Defect/Disease:        | <input type="checkbox"/> Mumps:  |
| <input type="checkbox"/> Convulsions:                 | <input type="checkbox"/> Hay Fever:  |
| <input type="checkbox"/> Diabetes:                    | <input type="checkbox"/> Asthma:   |
| <input type="checkbox"/> Bleeding/Clotting Disorders: | <input type="checkbox"/> Poison Ivy, etc.:                                   |
| <input type="checkbox"/> Hypertension:                | <input type="checkbox"/> Allergies of any type,<br>including drug allergies: |
| <input type="checkbox"/> Mononucleosis:               | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Chicken Pox:                 |  |
| <input type="checkbox"/> Measles:                     |  |

- By checking the box on the left I verify that I have disclosed all necessary health information and that all information above is true and accurate to the best of my knowledge. I understand that I may be asked to submit a letter from my physician if there are concerns from group leaders related to my program participation. I understand that failure to fully disclose any health conditions may result in my removal from the Global Impact program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## **PERSONAL RESPONSES**

**PLEASE ATTACH A SEPARATE SHEET OF PAPER WITH YOUR RESPONSES. RESPONSES SHOULD BE 150-200 WORDS EACH.**

### **A) PROFESSIONAL EXPERIENCE**

Please describe your experience in the area of international development or global health in the United States and/or abroad including how current this experience is.

### **B) GROUP LEADERSHIP / "TOUR DIRECTING"**

Please describe any experience you have in leading groups on trips, managing travel logistics for more than 10 individuals, etc. that qualifies you to lead this group of 10-20 participants overseas for two weeks. Please describe any experience you have in facilitating service learning/volunteer programs for groups.

### **C) CROSS-CULTURAL EXPERIENCE**

Please describe any relevant cross-cultural experience you have which prepares you to be effective leading this group overseas to a developing country.

### **D) PERSONAL STATEMENT**

Please explain why you are interested in leading this group project.

---

## SIGNATURES

**TO APPLICANT:** After reading the following statement, please sign below indicating your concurrence.

*To my knowledge, all of the information contained in this application is true and accurate. I agree to perform the role and responsibilities of group leader as explained in the attached description.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

**To Seattle Colleges Department/Division Supervisor (if Seattle Colleges employee):** Please sign below to indicate that you have reviewed and approved this applicant to lead a Seattle Colleges sponsored Global Impact trip.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Department/Division Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Vice President of Unit

**PLEASE ATTACH A COPY of YOUR PASSPORT PICTURE PAGE AND SEND YOUR APPLICATION TO:**

***Andrea Insley, Ed.D.***

Associate Vice Chancellor, Global Initiatives  
Seattle Colleges

1701 Broadway Seattle, Washington 98122 USA  
[andrea.insley@seattlecolleges.edu](mailto:andrea.insley@seattlecolleges.edu) 206.934.3899

- 1) Application Form
- 2) Personal Responses
- 3) Photocopy of Passport Page

**KEEP --- PLEASE DO NOT SUBMIT THESE PAGES --- KEEP**

## Global Impact: Group Leader Job Description

*Note: Failure to participate in publicity, training meetings or orientation may disqualify you from leading trips.*

### PRE-TRIP

- **Promotions/Publicity:** Leaders must actively recruit participants for their program. The commitment is a minimum of 3-5 group presentations to students and/or community groups. In addition, Seattle Colleges International Programs will conduct quarterly email campaigns and campus information sessions to promote programs at campuses and in the community (note: without participants, there are no programs....)
- **Be a “contact person” or liaison for participants, Seattle Colleges International Programs and sponsoring organization overseas.** The group leader is critical to establishing relationships and encouraging enrollments. Group leaders must be responsive to email and phone calls in a timely (2-3 day) manner, including during school breaks (if the leader is faculty). Seattle Colleges International Programs will also participate in responding to enquiries and questions. NOTE: from June 1 until the program departs, Group Leaders will be responsible to coordinate between the host organization overseas and the group participants including clarifying volunteer projects, housing arrangements, and other logistics.
- **Meetings**—There are 1-2 mandatory leader training meetings in the winter/early spring to discuss relevant issues, train and plan for Orientation.
- **Orientation/Training** – approximately 6-8 weeks before the trip. Cooperatively with Seattle Colleges Global Initiatives, organize and present the full day participant orientation and training sessions which covers general study abroad content, public health topics, information on volunteer projects, health concerns, and logistics. In addition, leaders organize a second program-specific orientation closer to departure which will focus more on team building, role clarification overseas and specific training (vital signs, applying fluoride varnish treatment, building a water filter, etc.).
- **Communicate** with host country overseas staff to confirm participants’ backgrounds/experience in reference to their clinical placements and/or volunteer projects
- **Solicit and gather** medical equipment/supplies or other supplies that relate to other non medical projects to donate to the project partners.

## DURING TRIP

- **Regularly communicate with on-site staff and participants.** In the interests of safety, health, comfort, and overall satisfaction, it is important to inform the on site staff of individual concerns that you or any group member may have as early as possible.
- **Regularly (every 3-4 days)** communicate with Global Impact coordinator regarding the status of participants and the group projects.
- **Assist with upkeep of daily schedule.** Group leaders are relied upon to have the group up and ready when needed for work, meals, cultural events and adventures. The schedule is subject to change; thus group leaders need to keep the volunteers informed. (i.e. postpone dinner ½ hr or start work earlier).
- **REFLECTION Sessions (2-3 per week):** Coordinate collective reflection sessions for participants. This is usually accomplished through a roundtable discussion, planned evenings, as well as encouraging individual journaling.
- **Manage group dynamic.** Even with a short group program, a temporary lull in morale, minor internal conflicts, and a sense of negativity can affect the group. Group leaders can help on-site staff by focusing on the positives and encouraging group members to be supportive and inclusive of one another. Set specific time aside to be available to volunteers who may have a need to discuss issues.
- **Maintain order and discipline.** Mature conduct is expected by all group members as well as the adherence to the policies of on-site sponsors as well as Seattle Colleges.
- **Visit the project sites and provide verbal feedback and words of encouragement.**
- **Volunteer!** As a group leader, you are not going as a participant volunteer. However, you will also have some time to work on volunteer projects. This is a great opportunity to model work or interpersonal behaviors.

## POST-TRIP

- **Debriefing** with Seattle Colleges International Programs and other group leaders
- **Final Leader Report** (this will be sent to you to complete within 4-6 weeks of the program completion)
- **Arrange/Host** a group debriefing/reflection session for your trip participants approximately 1-2 months after the trip.
- **Present a brief trip report** to Global Impact Advisory Board in the Fall.