



## **STEP 14: FINAL LOGISTICS - FINALIZING ALL TASKS**

Making Sure All Details are Finalized before O-Week

The month of May, before O-Week begins, is a time to wrap up any remaining details before your students leave the US. Review the 21-22 Project Cycle Checklist and the team's online "Trip" system to make sure all items are completed and checked off.

### **Here is an Overview Checklist:**

- All remaining fees have been paid to OneLink
- 'Background Check Complete' requirement on online "Trip" page
- Checked off 'IMB Child Protection Policy Training' requirement on online "Trip"
- Confirm all Emergency Contact Info is updated online "Trip" for each team member (Emergency Contact Info is attached to their profile)
- Notified OneLink if your team will arrive early to O-Week or not and paid extra \$20/person if applicable
- Notified OneLink who will be the point person for teams while they are overseas, for team emails and for emergencies
- Confirmed your team has your overseas partner's contact info (for travel)
- Uploaded airline ticket itineraries to team online "Trip"
- Upload Gallagher Insurance Cards to team online "Trip"
- Checked off 'Visas Received' on team online "Trip"
- Completed all other tasks requested by OneLink or listed as requirements in the online "Trip"

Please let us know if you have questions about how to complete any of these tasks!