

10 Steps of the OneLink Project Cycle: A Checklist Resource

Completed

Month/Date

FALL: On-Ramp

1 Partnership & Project Establishment

- July Decide & Inform OneLink who your point person for team logistics will be (yourself or another staff member)
- July Begin conversations to establish overseas partnerships for this year (and/or ask OneLink for recommendations)
- July Read/Review the OneLink Partnership Agreement

2 Recruitment

- July/Aug Let OneLink know if you would like any printed student flyers mailed to you
- July/Aug Make a plan for recruitment (execute in September & October)

3 Application, Selection, and Team Formation Process

- Sep/Oct Make a plan & set dates for the application reading, interviews & team formation process
- Sep/Oct Have a staff App Reading Training/Refresher (Can use Guide to the OneLink Application Process)
- Sep/Oct Inform OneLink when you plan to interview students (so we can have your apps read beforehand)
- Sep/Oct Send OneLink signed Confidentiality forms for any new staff members reading apps this year
- Sep/Oct **Confirm with OneLink who your OSP(s) will be for this year**
- Nov **Read Applications** & Formulate Questions for Interviews
- Nov **Interview Students** (Be sure to ask all "OneLink Follow-up Questions" & enter answers in GoMethod)
- Nov/Dec Create a "Team Draft" with TLs & ATs selected and email to OneLink
- Nov/Dec Have conversations with declined ("Stay") students & TLs (before OneLink sends the official acceptance emails)
- Dec Follow-up with accepted students about submitting their commitment form & \$75 Commitment fee by Dec. 20th.
- Dec 20 (Due)** **Send (and/or make sure students send) \$75 commitment fee to OneLink for each team member**

SPRING: Team Pre-Field Logistics & Training

4 Startup Logistics & Preparation

- Dec Let OneLink know if you would like the "Additional Logistics Support" this year
- Dec/Jan Begin & coach team members through fundraising process
- Jan *Mixed teams only* - Let OneLink know which campus staff will be point person for team logistics
- Jan Review your team's project details (esp. STS) on the team's "Trip" online (the IMB sub account for Trips)
- Jan Make sure teams have started having team meetings, using OneLink U (onelinkinternational.org/trainings)
- Jan Make sure students have completed IMB Compliance Review Process (Including Background Check)
- Jan Follow-up with any students who need to **get passports** asap

5 Stateside Logistics

- Feb Team begins immunization process (can check recommendations on cdc.gov)
- Feb Make sure team members have their emergency contact info in the team "Trip" sub account
- Feb Arrange/assist in aranging travel logistics to Team Leader Training for your TLs
- Feb Make sure team completes the IMB Safe & Secure Training (& Checked off in the team's "Trip")
- Feb Follow-up with any team members needing spring medical follow-up (from OneLink)

6 Travel Logistics

- Mar 1 (Due)** **Send Training Fee (Pt. 1) to OneLink Office by March 1 (Applies to Central Region Only)**
- Mar [Research needed Visa for your team's country & begin visa application](#)
- Mar/Apr Make sure team knows Overseas Partner's Contingency Plan (when recieved)
- Mar/Apr **Purchase Airfare**
- Mar/Apr **Purchase Gallagher insurance** & upload to "Trip"
- Mar/Apr Arrange end of trip in-country debrief days for team with overseas partner
- April 1 (Due)** **Confirm IMB Safe & Secure Training Complete** on "Trip"
- Apr Confirm team in-country budget with overseas partner & make a plan for how to bring & handle funds
- Apr Make/assist with team travel arrangements to & from O-Week or Go-Week

7 Final Logistics

- May 1 (Due)** **All Remaining Fees Due to OneLink**
- May 1 Let OneLink know if your team(s) will arrive early to O-Week (stay Saturday night) and send the **extra \$25 each**
- May Let OneLink know which of your staff will be monitoring team & TL update emails while teams are overseas
- May Make sure teams have overseas partner emergency contact info (i.e. on cards to carry) for travel
- May Have a designated stateside plan in place in the case of any emergencies while team is overseas (Emergency contact)
- May **Upload Airline ticket itineraries** to team "Trip"
- May **Upload Travel Insurance cards** from Gallagher to team "Trip"
- May Confirm **Visas recieved** (in team "Trip" sub account)

SUMMER: Overseas & Off-Ramp

8 Overseas

- May-July Read & respond to your team leader's weekly leader update emails (try to respond within 24 hours)
- May-July Read Team Weekly Update emails & check for security errors
- May-July Make sure you have open contact with your overseas partner(s) throughout the summer, check in with team, etc.

9 Reentry

- July Plan any team debriefing after returning home
- July Personally follow-up with returned team members within a few weeks
- Aug/ Sept Read overseas partner, team member, and team leader evaluations (& Respond if needed)

10 Planning Ahead

- July Ask returned students to share about their project & cast vision to future students (ie at fall meetings)