

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	Confirm with OneLink who your OSP(s) will be for this year	
Oct	Make a plan & set dates for the application reading, interviews & team formation process	
Oct	Inform OneLink when you plan to interview students in Nov (so we can have your apps read beforehand). Students' app must be complete before we can read. Often we are still missing references	
Oct	Send OneLink signed Confidentiality forms for any new staff members reading apps this year	
Late Oct/ Early	Have a staff App Reading Training/Refresher (Can use Guide to the OneLink Application Process)	
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 & ATLs 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. Fee is \$100 per team member.	
Dec/Jan	Begin & coach team members through fundraising process	
Jan	<i>Mixed teams only</i> - 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 attend first Team Meeting online with OneLink. Afterward, ensure they continue their 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 arranging 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	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	Connect team with Overseas Partner	
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"	
April 1 (Due)	All Fees Due to OneLink (West Region)	
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 Fees Due to OneLink (Central and East Regions)	
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)	