

Michigan ESP-Sponsored International Professional Development Opportunities

(Adopted by MI ESP Board, December 4, 2015)

A group of current ESP members met via conference call over the course of 10 months to review and make recommendations to the ESP executive board regarding future ESP national and international professional development opportunities. Committee members included Janis Brinn, Ann Chastain, Kay Cummings, Barbara Duvall, Janice Hartough and Bethany Prykucki.

The proposed guidelines are solely intended to ensure consistency and transparency in Michigan ESP-sponsored national and international professional development opportunities.

- MI ESP sponsored international trips should include participation by MI ESP members.
- In order that travel opportunities can be approved by the ESP board and there is ample time for promotion, trip coordinators should submit a basic proposal and budget (location, general itinerary and estimated costs) to the ESP executive board one month prior to the ESP scheduled quarterly board meeting for a trip departing 6 months or more in the future.
- **Expectations/role of the trip coordinator**
 - The trip coordinator should be an active MI ESP member, a Michigan ESP life member or someone who is actively working with a current MI ESP member so that there is a direct connection between the trip coordinator and MI ESP.
 - The trip coordinator is expected to arrange and confirm all trip logistics.
 - The coordinator will confirm each trip participant based on when his/her deposit was received and on the opening of the registration window for each tier (see below). The coordinator will notify travelers of their acceptance (or not) on the trip.
 - The trip coordinator is expected to serve as leader on the trip and to ensure the educational objectives are fulfilled.
 - The trip coordinator is responsible to ensure accurate financial accounting and to prepare a final financial report in conjunction with the ESP treasurer.
 - If interested, the trip coordinator may be involved in a presentation to the ESP general membership at their next annual meeting.
 - **Perks for the trip coordinator**
 - The trip coordinator will have his/her travel expenses covered by participant fees, including in-country basic expenses (e.g., meals and tips) that participants pay for out-of-pocket.
 - The trip coordinator may invite one additional traveler (see cost below).
- **Educational expectations**
 - Each trip must have an educational focus related to MSU Extension.
 - Step-on resource guides are expected throughout the trip experience unless the trip coordinator has the relevant knowledge and accepts that educational role.

If guide(s) are hired, those expenses will be included in the basic trip cost.

If guide(s) volunteer their time in-country, a small token of appreciation is appropriate.

The trip coordinator can choose to purchase these gifts (and include the cost in the trip fee) or can ask participants to bring appropriate gifts that represent Michigan and/or MSU.

- It is expected that there is scheduled time for intentional reflection/discussion of experiences by group participants (daily or by activity).
 - It is suggested that each participant take responsibility for researching background information on one day/location/experience that they are particularly interested in. Each person can then share that information with other travelers when most appropriate (the evening before, at breakfast, on the bus, etc.).
 - It is strongly recommended (by previous travelers) that each participant keep a written journal; it will become a valued reference upon return.
 - ESP travel participants will present a brief overview of the trip with pictures to the ESP general membership at their next annual meeting as time permits. Afterwards, the presentation will be posted to the MI ESP website.
- Cost for participants
 - Every effort will be made to keep costs reasonable.
 - The coordinator will establish the timeline and amounts for reservation deposits as well as cancellation refunds. This information will be included in promotional materials.
 - The cost of the trip will be equally divided among the number of expected participant travelers. The trip coordinator is not included in the base rate as his/her costs are covered by participant fees.
 - Participants who are not current Michigan ESP Alpha Psi chapter members or Michigan ESP life members will be charged an additional fee (\$200) above the base rate.
- Trip promotion and traveler reservations
 - In order to justify ESP's involvement, the trip should include some current ESP members (active and/or life members).
 - A minimum and maximum number of trip participants will be determined by the trip coordinator prior to promotion.
 - Trips will be promoted simultaneously to everyone. An open registration window will be established for each tier (see below), for example, on two-week intervals.
 - The trip coordinator participates at no charge. S/he may register one additional traveler at the base rate plus \$200 if a seat remains when registration is received.

Registration Tiers:

Tier 1 - Current dues-paid Michigan ESP Alpha Psi chapter members as of January 15th, including life-members, pay the base rate. This registration window opens immediately following initial promotion of the trip.

Tier 2 - Current and retired employees of MSU Extension and MSU employees with an Extension appointment pay the base rate plus \$200. This registration window opens (four weeks) after initial trip promotion.

Tier 3 - A confirmed participant may register one traveling partner at the base rate plus \$200. This registration window opens six weeks after initial trip promotion.

Tier 4 - Current dues-paid ESP members from other states may register at the base rate plus \$200. This registration window opens eight weeks after initial trip promotion.

Tier 5 - Ten weeks after initial trip promotion, additional travelers may register at the base rate plus \$200 if seats are available, provided there is an association with one of the current travelers.

- Receipt of the full deposit by the trip coordinator reserves a seat on the trip when the respective tier reservation window is open, if seats are available.
- Travelers can send in their deposit at any time, however, they will be accepted according to the respective tier registration window on a first-received, first-registered basis once each tier is open.

* For example, if someone of Tier 2 sends in a deposit, s/he will not be accepted on the trip until the Tier 2 registration window opens and a seat remains. Conversely, if a member of Tier 1 sends in a deposit after the Tier 2 window has opened and a seat remains, s/he will be accepted. In the event that no seat remains available, the Tier 1 traveler will not bump a Tier 2 traveler who paid the deposit and has a confirmed seat on the trip.

- Fiduciary responsibilities
 - The trip planning budget (balanced expenses and income) will be prepared by the trip coordinator and shared with the MI ESP executive board as part of the trip proposal.
 - The ESP treasurer will establish the travel account as a dedicated line item.
 - Checks will be mailed to the trip coordinator; payable to "MI Epsilon Sigma Phi."
 - The trip coordinator is responsible for accepting payments, noting the date checks are received, and making deposits.
 - The ESP treasurer is responsible for writing checks authorized by the trip coordinator.
 - A reconciliation of the travel account will be prepared by the trip coordinator in consultation with the ESP treasurer within 60 days following the trip; it will be shared with the ESP executive board. The full report will be made available for review by the general membership at the next ESP annual meeting.
 - After all expenses have been paid, any funds remaining in the travel account will be transferred to the "MI ESP Professional Development Fund."