



GETTING STARTED

Now that you have signed up for a Global Explorers Program, what do you do next? This Administrative Guide helps you figure that out. It is divided into the following eight chapters:

CHAPTER 1: GE_x INTRODUCTION

Start your journey here! This chapter provides an overview of your responsibilities as a Group Sponsor and details on how you can organize your planning and implementation process for the GEx Program.

CHAPTER 2: STUDENT RECRUITMENT

Learn about the Four Steps to Recruitment Success and find sample student applications and registration materials- completely adaptable for the ways you want to use them.

CHAPTER 3: FINANCES & FUNDRAISING

Find everything you need to know about setting up accounts, raising money and paying for the GEx Program.

CHAPTER 4: FIELD WORKSHOP ESSENTIALS

Get started early on passports and airline arrangements; learn about field responsibilities of the Group Sponsor, chaperones and participants; see packing lists for your students.

CHAPTER 5: HEALTH & IMMUNIZATIONS

Learn about health and safety for your International Field Workshop and the required immunizations for your Group.

CHAPTER 6: FUN WITH FORMS

Most of the forms you need to complete to participate in the GEx Program can be found here.

CHAPTER 7: COPY & DISTRIBUTE

Throughout the year, you will distribute informational sheets to students and parents. Many of these sheets are referenced and reproduced in other chapters of this Administrative Guide (identified by the words: “Copy and Distribute Page” or the code “C&D”). You will find all of these handouts in one place: Chapter 7!

CHAPTER 8: SPACE FOR YOU

Use this Chapter to file your important documents.