



LEAD Greece 2012 Welcome Packet

Get Ready for an Incredible Adventure!



More than a Trip

Welcome to the Global LEAD Family! We are thrilled that you are joining us this summer for an experience of a lifetime! Global LEAD strives to empower and inspire your generation, our future leaders, through the four cornerstones of L.E.A.D.

(L)eadership: Equip students to be more effective leaders through personal development and self-awareness, and provide opportunities for our students to learn from and engage with local leaders and special guests who inspire our students towards action.

(E)ducation: Provide educational experiences outside the classroom that stretch the imagination and engage people within local communities,

(A)dventure: Encourage a generation to step out of their comfort zone and into the unknown by doing things that challenge, stretch, and impact each participant and the individuals around them.

(D)iplomacy: Emphasize the value of service and facilitate the opportunity for our generation to engage in communities, countries, and the world as an enriching and vital part of everyday life.

During our time overseas, we will foster learning and cultural understanding through integrity, safety, and an open learning environment. As a company we work to always emphasize creativity, trust, innovation, courage, and compassion.

This packet is a tool to help you over the next few months stay organized and prepare for this summer!

We can't wait to get to know you better!
The Global LEAD Team



Due Dates and Events

Spring 2012

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10: Doug Toma Scholarship Due

2: Payment 1 Due
Application Due
All other scholarships Due
Transient Students: Application to UGA Due
9: Transient students: Docs to UGA Due
16: All GL Documents and Forms Due
23: Community Group Leader Application Due

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6: Final Payment Due
10: Global LEAD Gateway at UGA
14-15: Community group leader retreat

21: Students depart for GRE

22: Students depart for USA



Payments

Online Payment Instructions

1. Visit Global LEAD's website and click on Accepted Students in the top right tab.
2. Click on Make a Payment.
3. Select the icon of the payment that you would like to make.
4. Click "Proceed to check out."
5. Click "Continue" under "I'm a new customer" to register, or fill in your credentials if you are returning to make a 2nd or final payment. If you forget your password, please email BethAnn@GlobalLEADprogram.org to reset it.
6. Follow the step by step instructions on Netsuite to complete your payment.

Note:

Parents: Please use your student's email address in order to make a payment on their behalf. Also, please use your student's name when registering them with Netsuite.

Students: Please use the email address in which you receive Global LEAD emails from in order to avoid duplication of your account.

Credit Card Payments:

Visa, Mastercard, and Discover are accepted. Remember that a 3.5% processing fee will be added to all online payments.

If you prefer to send a check, check payments can be mailed to:

Global LEAD
Attn: LEAD Greece
1188 Providence Place
Decatur, GA 30033

Program Payment Schedule:

LEAD Greece:

1. Due when you apply: Deposit (\$500)
2. March 2: Second Payment due (\$2500)
3. April 6: Final Payment due (\$3250)

REFUND POLICY

Global LEAD's refund policy is as follows:

- If a student withdraws from the program before February 20, 2012: Deposit refunded without penalty.
- If a student withdraws from the program on or after February 20, 2012 but before March 19, 2012: All payments except for the \$500 deposit are refunded.
- If a student withdraws from the program on or after March 19, 2012 but before April 10, 2012: All payments except for \$1000 are refunded.
- If a student withdraws from the program after April 10, 2012: No refund.

Late Fees:

A late fee of \$50 will be added to any payment made after the due date, up to one week late. A late fee of \$100 will be added to any payment more than a week late.



Next Steps

Book your Flight!

We cannot overemphasize the importance of booking your flight today. We have secured a **limited supply** of group flight seats, but we will likely not be able to accommodate all students who desire to join the group. Therefore, we encourage you to **act now** to ensure you are able to take advantage of this group flight. Because of the small number of total seats available, we have arranged to have two different flights to accommodate our group. Please review the flight information on the website as soon as possible.

Apply for a Passport

1. For the most up-to-date information about obtaining a passport please refer visit the US State Department web site (http://travel.state.gov/passport/passport_1738.html).
2. Please DO NOT WAIT! If you do not have a passport, begin your application today!!
3. By March 16, you will need to submit a copy of your passport to Global LEAD and enter the details online. A reminder will be sent out closer to the date.

The Basics:

A passport is necessary when traveling to almost any other country (including, effective 2007, Canada and Mexico). If you have never had a passport before, if your passport was issued before your 16th birthday, or if your passport is more than 15 years old, you will need to apply. Your passport must be valid 6 months from your expected date of return. Start the application process early for a new passport. It may take more than 6 weeks to get your passport back.

What will I need to get a passport?

1. Application Form (http://travel.state.gov/passport/forms/ds11/ds11_842.html)
2. Proof of citizenship (a certified birth certificate with raised seal or previous passport)
3. Proof of identity (previous passport, driver's license, or government ID)
3. Two Identical 2"x2" passport photos taken within six months of application
4. \$135 application fee

Where do I go?

If this is your first time applying for a passport, you must go in person to a designated location. You can search locations close to you at <http://iafdb.travel.state.gov/DefaultForm.aspx>.

Renewing Your Passport

If you already have a passport and that passport is your most recent one, it was issued within the past 15 years, and you were over age 16 when it was issued, you may renew your passport by mail.



Next Steps

To do this:

1. Download form DSP-82: Application For Passport By Mail
http://www.travel.state.gov/passport/forms/ds82/ds82_843.html
2. Fill it out, sign and date it and attach
 - o Your most recent passport
 - o Two identical 2" x 2" passport photos taken within six months
 - o \$140 fee (see passport form for payment options)
 - o If your name changed since your previous passport was issued, enclose a certified copy of the court order, adoption decree, marriage certificate or divorce decree specifying another name for you to use. (Photocopies are not acceptable.) If you name has changed by other means, you must apply in person.

If you need your passport in a hurry, you can get an expedited passport. To do this you must either be leaving in less than 14 days, or in two to three weeks and you require foreign visas. This will cost you an extra \$60 plus overnight delivery costs each way, and you must show proof of your upcoming departure, such as plane tickets. For more information, visit the U.S. government passport site

Read the Global LEAD Emails

In order to keep you informed on all the trip details as we prepare to depart, Global LEAD will be sending you an email every other week during the fall and weekly as we get closer to departure. These emails will contain very important information to help you stay organized. Please be sure to read them and contact us if you have any questions.

Global LEAD Website

The Global LEAD website is a great tool to help you prepare for departure. Be sure to check out the Accepted Students section under "Who am I." This section contains information about immunizations, classes, transient students, packing lists, health and safety and opportunities to get more involved with your program.

Also, be sure to check out the Global LEAD Blog, which often highlights travel tips and information from each of our program locations.

Global LEAD on Facebook and Twitter

Be sure to join Global LEAD's Facebook group and follow us on Twitter. There are links to our pages on our website.

Twitter: Global_LEAD, LEADCapeTown, LEAD_Greece LEAD_Ecuador



Global LEAD Waivers

Available on February 14, 2012

In preparation for the program, you will need to fill out several additional online forms and mail in your waivers and a copy of your passport. These forms will all be available online starting February 14, 2012. Students can access the forms through the Accepted Students Page on the Website (Under “Who Am I” on the homepage).

Online forms:

1. Passport information
2. Flight information (log flight)
3. General Info
4. Roommate Request
5. Health Form

Forms to mail to Global LEAD

6. Global LEAD Liability Waiver
7. UGA Waiver
8. Photo/quote/likeness waiver
9. 2 copies of your passport

All of these forms will be due March 16, 2012!

Community Group Leader Applications

Community Groups are student led small groups of 6-9 people that serve as an integral part of Global LEAD. Our mission is to transform the trajectory of individual’s lives through leadership, service and personal development—and we feel that it is within community groups that students will be given the opportunity to challenge and inspire each other. It is with these individuals that students will complete their community service project and have breakout discussions that compliment the Global LEAD Curriculum as well as the joys and trials of living in another country.

Students who are interested in taking on more responsibility during their program can apply to be a Community Group Leader. The Community Group Leader’s primary responsibility is to keep their group engaged and excited about the mission of Global LEAD and serve as a liaison between the Global LEAD Team and the students. They will also help facilitate discussions while promoting group participation, keep the group accountable of their community service commitment, and encourage and motivate their team.

Applications for Community Group Leaders (CGLs) will also be available on February 14 and will be due March 23!



Transient Students

Transient Students UGA Applications: Due March 2!

1. [Create an Account \(https://www.admissions.uga.edu/offsiteapp.html\)](https://www.admissions.uga.edu/offsiteapp.html)
2. 3 Steps to the application
 - a. Complete Application: Make sure to indicate the study abroad program and location (ie: Cape Town, Greece, Ecuador. Instructor: Montgomery Wolf/Global LEAD—Maymester or for Ecuador Summer)
 - b. Pay for application (\$60)
 - c. Print application for your records
3. Mail a letter of good standing or an official transcript from your home institution to

Montgomery Wolf
History Lecturer
0121 Leconte Hall
250 Baldwin Street
Athens, Ga 303602

Transient Students: Immunizations Due March 15!

1. In order to register for classes you will also have to submit your immunizations to UGA
 - a. [Immunization form](#)
 - b. [TB Risk Assessment](#)
 - c. [TB Screening Questionnaire](#)
2. Send all three forms to Health Center, University of Georgia, Athens, GA, 30602
3. A physician will have to fill out these forms for you so don't delay in getting your appointment!

Meet with the Study Abroad Office at your University

Every university has a different policy for accepting transient credit. It is recommended that transient students meet with their study abroad office in order to complete all the necessary forms for their home university. Global LEAD has outlined some of the requirements for different schools on the transient student page on our website.



Transient Students

Transient Students--Registering for Classes

Once you have been admitted to the University, you can establish an OASIS account at: <http://www.uga.edu/osfa/oasis/>. This website provides helpful instructions to guide you through the process. Once OASIS is open to you we will send instructions on how to register for your classes.

Note: You will have a flag on your record and you will not be able to register until you submit your immunizations form , TB risk assessment and TB screening questionnaire to the Health Center.

You must have a UGA MyID and check this account regularly in order to register for classes. **ALL OFFICIAL CORRESPONDENCE FROM UGA including tuition invoices, course registration information, and other important matters will go to your UGA e-mail address.** The UGA Business Office and Registrar will NOT send official notices to another e-mail address, including your home institution address or any address you included in your admissions application (even if your UGA study abroad program or instructor does correspond with you at this address).

Transient Students—Letter for Your Professors

Global LEAD has posted a letter on the LEAD Account page for all students who will need to rearrange their finals schedule in order to depart on time for a LEAD Trip.

Tuition Fees

UGA summer tuition is not set until April (believe it or not). **Estimated cost for 6 hours is \$1400** (in and out of state students) and Global LEAD will post the exact cost of tuition when UGA releases it.

(Note that if you have the HOPE Scholarship it will automatically cover your tuition as it does your other academic hours and fees.) Students who are from Georgia, but not attending a HOPE certified university full time will not be eligible for HOPE for their LEAD program. Students will be billed through their UGA MYID Account. (Transient students please note instructions on the following pages.)

Also, students who are neither Georgia residents, nor currently enrolled in a University System of Georgia institution nor a member school of the SEC, will need to pay an additional fee of \$250 to the program. This amount will be charged to your UGA student account along with tuition.



Looking Ahead

Beginning of April (about 6 weeks prior to departure)

Review the vaccines that the CDC recommends. If you decide to get vaccinated be sure to make an appointment with a travel clinic early—they tend to be busy right before the summer vacation season. Many university health centers also have travel clinics or you can find a listing of travel clinics in your area on the CDC website.

Mid-April (4 weeks before departing)

Visit your health care provider to ensure that you are in good health prior the leaving the country. While at the doctor, be sure that you have enough prescription medication to last you for the duration of the program.

Final Thoughts

The Global LEAD Team is here to support you as you prepare for our summer abroad. Please let us know if you have any questions or concerns! Thank you for choosing to spend your summer with us!

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