



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

Preliminary Travel Approval

Date: 7/18/18

To: Nancy Wada-Mckee, Vice President for Student Life
Jennifer Miller, Dean of Students
Intef W. Weser, ASI Executive Director

From: Marcus A. Rodriguez, ASI Director of Government Affairs & Leadership Programs

Re: Course Number HHSX101 – ASI Alternative Break Service Learning Project

Introducing the Social Change Model as a component of our community impact and experiential learning curriculum, the ASI Alternative Break Service Learning Project, as a part of a larger leadership paradigm, commits to the holistic development of students. While participating in inquiry-guided learning, students contemplate the true nature of service while building character and leadership skills at home and abroad.

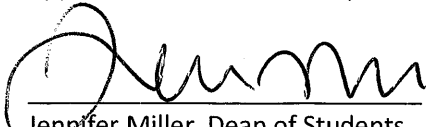
The 2018-19 project will focus on urban environments, development, and cultural preservation in China. Students will dialogue about the complex factors affecting these issues and current societal solutions. The goal is to think critically about problem solving with an emphasis on self-reflection. Monthly participant meetings, starting in Fall 2018, will focus on the principles of partnership, equity, and accountability. Students will discuss culturally sensitive and empowering service frameworks then, using cultural immersion techniques, will embark on a meaningful project that gives them a new sense of self and servant leadership. The ASI Alternative Break Summer Service Learning Project affects development in three areas:

Head	Heart	Hands
Cognitive Development	Reflection/Meaning Making	Physical Act/Engagement

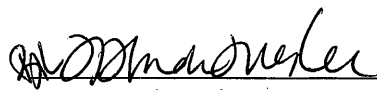
Through transformative learning and engagement, students will experience expanded viewpoints, diminished fear and increased openness. The ASI Alternative Break Service Learning Project allows participants to take chances, tolerate ambiguity, see connections and develop relationships across boundaries.

In order to continue our important work in student development, ASI, in partnership with EF College Study Tours, is requesting preliminary approval for 30 Cal State LA students and 3 support staff to travel in the summer of 2019 to China as part of our course experience. Your support is crucial to our recruitment efforts/application timeline and is sincerely appreciated.

Approved for recruitment by:


Jennifer Miller, Dean of Students

7/19/18
Date


Nancy Wada-Mckee, Vice President for Student Life

7/25/18
Date



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California State University, Los Angeles

If you have any questions or concerns regarding this dynamic experience, please contact me directly.

In solidarity,

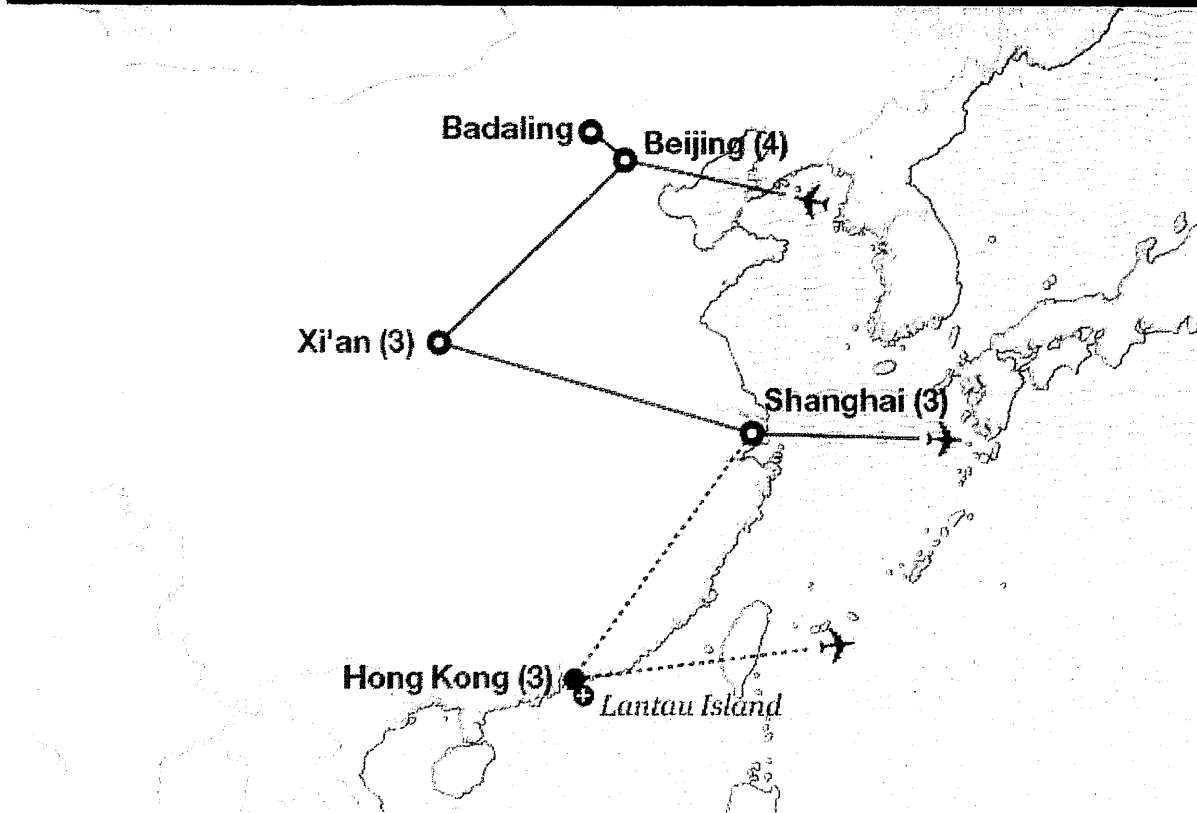
Marcus A. Rodriguez

Director of Government Affairs & Leadership Programs

Associated Students, Incorporated | California State University, Los Angeles

(323) 343-4785 – direct line | mrodriguez@calstatela.edu | www.calstatela.edu/asi

URBAN ENVIRONMENTS & CULTURE IN CHINA





College Study Tours

Urban Environments & Culture in China

efcst.com/chia

Day 1: Fly To China

Meet your group and travel on an overnight flight to Beijing.

Day 2: Beijing

Arrive in Beijing: Welcome to Beijing, capital of China. Depending on your arrival time, you may have free time to explore the city on your own. This evening, enjoy dinner with your group.

Day 3: Beijing

Sightseeing tour of Beijing: First, you'll explore the tiered pagodas on the magical garden grounds of the Summer Palace. Cross nearby Kunming Lake on your dragon boat ride (seasonal) before participating in a Tai chi lesson. Tai chi is studied around the world as a means of achieving tranquility.

Forbidden City: Cross a moat and protective wall on your way into the Forbidden City, whose grandeur was once accessible only to the emperor.

Tiananmen Square: Stand in Tiananmen Square, the world's largest public square and a site of frequent political protests. Images of the 1989 protests, which led to the death of hundreds of Chinese citizens, still hold a somber place in popular consciousness.

Peking Duck dinner: Share a regional specialty with your tour group at a delicious Peking Duck dinner, complete with traditional side dishes.

Day 4: Great Wall | Beijing

Great Wall of China: No trip to China would be complete without an excursion to the Great Wall of China. Construction began in the 3rd century B.C. to defend the Chinese Empire against the invading Mongols. Today, the Great Wall extends for more than 3,000 miles—perhaps only a tenth of its former length.

Tea ceremony: Experience the timeless flavors and age-old tradition of a local tea ceremony.

❖ **The Legend of Kung Fu show:** This popular show is sure to impress with its combination of ornate costumes, vibrant set design and gravity-defying kung fu moves.

Day 5: Beijing

Temple of Heaven Park: See Tiantan, or Temple of Heaven Park, a huge outdoor complex adorned with Ming and Qing relics.

Rickshaw tour of hutongs: A hutong is an ancient city alley or lane. Explore Beijing's labyrinthine network of hutongs by rickshaw.

Dinner with a local family: Get an authentic taste of local tradition as you spend time and enjoy a meal with a local family.

Day 6: Beijing | Xi'an

Fly to Xi'an: Transfer to the airport for your flight to Xi'an (pronounced Shi-ahn), one of China's most extraordinary cities. Xi'an was once the largest city in the world and the capital of 11 dynasties over the centuries.

Bike ride on the ancient City Wall: The massive wall surrounding Xi'an is one of the oldest in China. Enjoy a journey through the city's impressive history as you take it by bike.

Dinner: This evening, enjoy dinner in Xi'an.

Day 7: Xi'an

Sightseeing tour of Xi'an: Visit the life-size sculptures known as the Terracotta Warriors, which were created to protect the tomb of Emperor Qin Shi Huangdi, founder of the Qin Dynasty. Of the 6,000 models, no two are alike.

Free time: In the afternoon enjoy some free time exploring the city, like a walk through the magnificent Bell and Drum Tower to discover the wonder of Xi'an's historical Muslim Street filled with beautiful mosques.

❖ **Tang Dynasty show and dinner:** Experience the splendor of the Tang Dynasty as you enjoy famous Cantonese cuisine.

Day 8: Xi'an

Shaanxi Provincial Museum: See artifacts from the Han and Tang Dynasties at the Shaanxi Provincial Museum.

Dumpling class: Participate in a cooking class to learn how to make dumplings, one of China's most popular dishes. Afterward, enjoy free time in Xi'an.

Day 9: Xi'an | Shanghai

Fly to Shanghai: This morning, fly to Shanghai, a nexus point of ancient customs and modern technology.

Shanghai World Financial Center: Ascend to the top of the Shanghai World Financial Center. At a height of 1,555 feet, the observation deck offers spectacular views of the city.

Dinner: This evening, enjoy dinner with your group in Shanghai.

Acrobatics show: Witness a thrilling display of traditional Chinese acrobatics by talented performers during today's show.

Day 10: Shanghai

Sightseeing tour of Shanghai: Your tour of Shanghai begins with a visit to the Jade Buddha Temple. Continue on to the glorious Yu Yuan Garden, a showplace of classical Chinese landscaping dating back to 1537. After, spend time exploring the Bund, a waterfront promenade, on your own.

Dinner: This evening, enjoy dinner with your group in Shanghai.

Day 11: Shanghai

University visit: Visit a local university in Shanghai and learn about the similarities and differences between China's higher education system and ours.

Shanghai Museum: This afternoon, take an excursion to one of China's most renowned art museums, which houses over 120,000 pieces. After, spend time exploring Tianzifang, a district known for its boutique shops and restaurants.

Day 12: Depart for home

❖ 3-DAY TOUR EXTENSION

Day 12: Hong Kong

Fly to Hong Kong: Travel to Hong Kong and delight in the city's gleaming skyline and beautiful harbor vistas.

Travel to Kowloon: Journey to Kowloon, home to the Avenue of Stars. Here you'll enjoy A Symphony of Lights, a truly awesome light and music performance. After the show, you'll return to Hong Kong Island aboard the Star Ferry and ride the subway back to your hotel.

Day 13: Hong Kong

Sightseeing tour of Hong Kong: You'll visit Repulse Bay, site of Hong Kong's most popular beach, and Aberdeen, known for its floating restaurants. Then, peruse the traditional open-air Stanley Market before taking the Peak Tram up to Victoria Peak for a breathtaking view of the city and harbor.

Dim sum tasting: Enjoy traditional dim sum and the chance to try an amazingly diverse range of Chinese culinary specialties.

Day 14: Hong Kong

Free time: The treasures beneath the city's gleaming skyline are yours to explore today.

❖ **Lantau Island:** Venture via ferry to the largest of Hong Kong's islands.

Day 15: Depart for home

For the most recent itinerary and a full list of everything included in your program, visit efcst.com/chia



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California State University, Los Angeles

ASI Alternative Break Service Learning Project Fall Semester 2018 – Spring Semester 2019

CONTACT INFORMATION

NOTE: All information provided is CONFIDENTIAL.

Name	
Street Address	
City, Street, Zip Code	
Home Phone	
Cell Phone	
E-Mail Address	
Current Year/Class Standing	
CIN #	
Current Major/Minor	
Cumulative GPA	
Birthdate MM/DD/YY	
Known Allergies	
Dietary Restrictions	

AVAILABILITY AND CITIZENSHIP

Have you participated in ASI Alternative Break in the past?

☐ Yes ☐ No

Are you available to attend monthly classes, the last Friday of each month (September through May)?

☐ Yes ☐ No

Are you a U.S. Citizen or Permanent Resident? NOTE: All information provided is CONFIDENTIAL.

☐ Yes ☐ No

PLEASE PROCEED TO COMPLETE THE APPLICATION PROCESS



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Please read carefully to ensure the correct completion and submission of your application.

1. Prior to submitting an application, you must attend an ASI Alternative Break Information Session.
2. Complete and submit this Application Form to the ASI Office (U-SU Rm 203). Once submitted, your application will be reviewed and you will receive an email from the ASI Director of Government Affairs and Leadership Programs regarding any determination made.
3. If accepted, you are required to attend mandatory Fall/Spring classes held each month.

PARTICIPANT COMMITMENTS

Please initial in the space provided indicating that you fully understand the minimum commitments being an ASI Alternative Break participant requires. Please carefully read each section before initialing.

General Commitment

____(initial here)

- Understand that this is a nine (9) month commitment, from the time of acceptance until the end of the project.
- Accept the responsibilities of financing your trip, participating in meetings/classes, completing pre and post-trip projects, and attending group events.

Time Commitment

____(initial here)

- Attend monthly classes (1.5-2 hours in length, monthly - October through May)
- Participate in a post-trip summer debrief and presentation
- Assist in all class/group efforts

Learning Outcomes Assessment

____(initial here)

- Participate in the Learning Outcomes Assessment in order to provide data ensuring the improvement of the program and participant experience. At a minimum, participants will be required to fill out these brief, online surveys:
 - Pre-Assessment: November
 - Mid-Assessment: March
 - Post-Assessment: June/July
 - Year-After Assessment: November

Group Fundraising Events

____(initial here)

- Support planned group fundraising events. This includes, but is not limited to, fundraisers coordinated by the Group Leader and/or the group as a whole.



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Collaborative Financial Policy

____(initial here)

- Agree to submit a \$95 deposit to EF Tours within 72 hours of being accepted into the program.
- Create a payment plan with EF Tours to ensure all payments are made in a timely fashion.

FREE RESPONSE SECTION

Please keep your answers concise and relevant. Simply place your responses in the spaces below. Remember, there are no right or wrong answers, so please answer honestly and be true to yourself, rather than write what you think others want to read.

Have you ever volunteered before? If yes, please describe your single most impactful volunteer experience. If no, what makes you want to volunteer now?

Why are you interested in Service Learning?

What does being a "global citizen for change" mean to you?



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What does "social justice" mean to you? What social justice issues are you most passionate about and why?

Please describe something unique about your background or personality. What's that "something special" that you're bringing to the ASI Alternative Break group?

What on-campus or off-campus activities are you involved in currently?

PLEASE PROCEED TO COMPLETE THE APPLICATION PROCESS



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EMERGENCY CONTACT INFORMATION

NOTE: All information provided is CONFIDENTIAL.

Name	
Street Address	
City, Street, Zip Code	
Home Phone	
Cell Phone	
E-Mail Address	

AGREEMENT AND SIGNATURE

By signing and submitting this application, I affirm that the information provided is true and complete. I understand that, if accepted as a participant, any false statements, omissions, or other misrepresentations made on this application may result in my immediate dismissal from the program. I also understand that, if accepted into the program, I will need to pay a \$95 non-refundable deposit to, and set up payments with, EF Tours within 72 hours of receiving an acceptance confirmation.

Name (printed)	
Signature	
Date	

OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application and for your interest in the ASI Alternative Break Service Learning Project.



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HHSX101 ASI Alternative Break Service Learning Project Chaperone Recruitment Guidelines

Being a chaperone is a great opportunity to connect with students, perform community service, and travel with a purpose, so it is important that you recruit Chaperones that are energetic, enthusiastic student affairs (or related) staff members who receive gratification from accompanying students through a life-changing international experience. Remember, it is crucial to discuss this opportunity with the candidate's direct supervisor prior to active recruitment. Discussions with supervisors, should include the time commitment associated with this experience, role expectations, time away from office and possible supervisor approved schedule adjustments in agreement with the employee's collective bargaining agreement and home office operational needs, and any potential conflicts of interest that may arise with participation in this program.

Selection Expectations

- Chaperones must be able to assist in mentoring, coaching, and role modeling;
- assist the ASI Group Leader with responding to emergencies including safety/security problems, student crises, and program concerns;
- demonstrate sensitivity and promote an understanding of diversity and inclusion amongst travelers;
- assist the ASI Group Leader with encouraging the students to initiate and develop healthy interpersonal relationships within the group;
- assist the ASI Group Leader with counseling on behavioral, emotional, health and safety issues;
- model behavior that upholds university standards of conduct and the expectations of Cal State LA students in good standing;
- readily discuss and assist in responding to policies, procedures, traveling challenges, discipline situations, and personal development issues with students; and
- abide by university and travel company policies and procedures.

Expectations Pre-Departure

- Chaperones must attend all scheduled monthly meetings for the entire duration, as do all students;
- pay any fees associated with trip gratuity; and
- provide a color copy of their passport by the April meeting date.

Expectations While Traveling

- Chaperones must fully participate in all community service and excursion activities;
- recognize that they are working as University employees during this time and subject to University policies and procedures;
- be on time and properly dressed each day;
- attend and participate in all morning sessions each day;
- encourage and support all students while traveling;
- serve in a manner, which preserves the reputation and integrity of Cal State LA and ASI;



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- abstain from consuming alcohol and refrain from illegal activity, including, but not limited to buying or selling banned substances; and
- report directly to the ASI Group Leader with an understanding that, should corrective action need to take place, the ASI Group Leader will be in contact with the Chaperone's Cal State LA supervisor during the trip and will report any incidents during their post-trip debrief with that supervisor.

Additional Expectations

- Chaperones may be asked to provide a head count of students at any point during travel; and
- may be asked to return to the US with a student, should that student be unable to complete the trip.

Required Chaperone Class and Trip Attendance Breakdown: 12 class hours and 12 trip days

- Friday, September 28, 2018 – Class (1 hour)
- Friday, October 26, 2018 – Class (1.5 hours)
- Friday, November 30, 2018 – Class (1.5 hours)
- Friday, December 7, 2018 – Class (1.5 hours)
- Friday, January 25, 2018 – Class (1.5 hours)
- Friday, February 22, 2018 – Class (1.5 hours)
- Friday, March 22, 2018 – Class (1.5 hours)
- Friday, April 26, 2018 – Class (1 hour)
- Friday, May 10, 2018 – Class (1 hour)

Friday, June , 2018 – Debrief and Celebration Event (1.5 hours)

Trip – May 25 through June 5, 2019 (may be subject to change)

Chaperones are expected to participate fully in all activities and provide student support throughout the experience.

OPTIONAL CHAPERONE ATTENDANCE

- Wednesday, August 29, 2018 – ASI Alternative Break China 2019: Informational Session
- Group Fundraisers: Dates, times and locations TBD
- Weekend Walking Groups: Dates, times and locations TBD

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College Study Tours

GROUP LEADER RELEASE

I am over the age of 21 and acknowledge and understand that my tour is operated outside of the U.S. by EF Education First International, Ltd., Switzerland. EF Institute for Cultural Exchange, Inc. is a marketing service provider for that company.

I understand that EF Education First International, Ltd., EF Institute for Cultural Exchange, Inc., and their affiliates, along with their officers, directors, employees, agents, and representatives (collectively "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels, arrangements for or ownership or control over houses, apartments or other lodging facilities, Tour Directors, airline, vessel, bus or other transportation companies, local ground operators, visa processing services, providers or organizers of optional excursions, food service or entertainment providers, etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my program, are independent contractors and not employees of or employed by EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.

Without limitation, I understand that EF is not responsible for any injury, loss, or damage to person or property, death, delay, program modification or cancellation or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of government, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, currency fluctuations, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, insects or pests, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or any negligent or willful act or failure to act of any third party, or for any other cause beyond the direct control of EF.

I agree to release EF, my school, my school district and my school board and/or college/university system, and Tour Director (the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims, of any nature related in any manner to my participation in an EF-sponsored program or Service Learning Tour, including but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, or wrongful death or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored program. I agree that this release binds myself along with my personal representatives, executors, heirs, and family.

I understand that travel in other nations is not similar to travel within the United States. Travel outside the United States can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation condition), civil unrest, vandalism, crime, political instability and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in my home country. I understand that if my tour includes a service learning component in a developing country that it is a physically demanding excursion, and I knowingly assume the risks of such an excursion. I further understand that different parts of the world present unique health, disease, and safety concerns, and I agree to review any specific risks related to my destination by visiting the Centers for Disease Control and Prevention's Traveler's Health website at www.cdc.gov/travel and the State Department's International Travel website at www.state.gov/travel. I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the program and to release the Released Parties from any and all liabilities to the maximum extent permitted by law.

If I become ill or incapacitated, EF may take any action they deem necessary for my safety and well-being, including securing medical treatment (at my own expense) and transporting me home (at my own expense). These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF will attempt to cause appropriate treatment to be administered, and I authorize EF to do so. EF, however, makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.

GROUP LEADER AGREEMENT

I hereby agree to the following:

- I have read and agreed to EF's Booking Conditions and will ensure that my travelers have also read and agreed to EF's Booking Conditions and Release and Agreement, and fully understand the applicable payment schedule and cancellation policy.
- I shall be the liaison between my travelers and EF. As such, I agree to read all written materials and relay all relevant information to my travelers. I understand and

acknowledge that I am responsible for the safety, discipline and supervision of the travelers in my group and ensuring that they adhere to EF regulations. I understand that this is a supervised program and that group standards must be observed. It is my responsibility to take disciplinary action should there be any infractions of these rules or other behavior that warrants such disciplinary action. These responsibilities cannot be passed on to the Tour Director.

- I shall stay behind with a traveler in case of illness, accident, lost passport, etc. while a responsible adult stays with the rest of the group.
- I understand that should I decide to cancel my participation in the program and I am unable to find a replacement Group Leader, standard cancellation fees will be applied to my travelers' accounts.
- I understand that should my group size exceed one bus (as per max bus size in destination) I shall assign an adult traveler as lead chaperone for the second bus. Additionally, I need to inform the travelers who this lead chaperone is. This chaperone will need to sign a release and agreement acknowledging their responsibilities.
- I shall obtain approval from EF before engaging a supplier to provide an activity not included in the itinerary.
- I understand that in the event that I am unable to recruit enough paying travelers to meet the free place ratio, I will be responsible for paying a discounted program price no later than 14 days prior to departure.
- I shall confirm that my travelers have valid passports and meet all entry requirements for the destinations of the program. I will explain to my travelers that EF is not responsible for cancellations due to lack of passport or visa, and standard cancellation policies will apply.
- I agree that EF shall have the right, at its discretion, to terminate my services as Group Leader for actions or conduct which EF considers to be detrimental or incompatible with the safety, comfort or welfare of the program as a whole.
- I acknowledge that the Group Leader Release and Agreement shall be governed by the substantive laws of the Commonwealth of Massachusetts. Any claim, dispute or proceeding arising out of my relationship with EF, or any claim which arises between the Parties, whether or not related to this agreement, shall be resolved solely in courts of the Commonwealth of Massachusetts and/or the United States District Court for the District of Massachusetts.
- I have read and agreed to the Terms of Use and Privacy Policy outlined at efours.com/legal-notices, and I consent to EF's processing of my personal data in accordance with those terms. I consent to EF using any photographic, film, digital, or video likeness taken of me, any of my comments while on an EF program, any project work (including but not limited to online learning programs offered by EF), and any of my photographic, film, digital, or video content shared by me with EF through any format for future publicity or marketing without compensation to me and also may use my contact information for future EF promotions. Additionally, I understand that if my group is traveling on a consolidated program, EF may share my email with the consolidated Group Leaders of my program.

EF agrees to do the following provided the Group Leader carries out the previously listed obligations:

- To provide the EF College Study Tours as agreed and subject to the Booking Conditions.
- To cover the cost of the Group Leader's enrollment on the offered Global Travel Protection plan. Details can be found at www.efcst.com/protection.
- To maintain commercial general liability insurance for the Group Leader, school and/or college/university system (if applicable) as Additional Insureds on EF's policy, which provides coverage with respect to any covered claims related to the program. EF also agrees to obtain a release from the traveler(s) and/or the travelers' parents and/or legal guardians (if under age 18) related to such potential claims.

By signing this form, I confirm that I have completely read, fully understand, and agree to be bound by the Group Leader Release and Group Leader Agreement outlined above, as well as EF's Booking Conditions. I further understand that this agreement applies to any EF travel associated with this program, including, but not limited to, Orientation & Development Seminars.

EF Group Leader signature _____

EF Group Leader printed name Marcus A. Rodriguez

Account number 4805230

Program number/date ASI - Urban Environments & Culture in China

Date 7/18/18

Rodriguez, Marcus

Subject: FW: Cal State LA ASI | EF Tours - Contract for 2018-19 - Staff Travel Stipulations

From: Lauren Moffa <lauren.moffa@ef.edu>
Sent: Thursday, September 27, 2018 12:37 PM
To: Rodriguez, Marcus <MRodriguez@cslanet.calstatela.edu>
Cc: Weser, Intef <IWeser@calstatela.edu>; Miller, Jennifer <jmille43@calstatela.edu>
Subject: RE: Cal State LA ASI | EF Tours - Contract for 2018-19 - Staff Travel Stipulations

I'm so excited to be working with you on your program! Yes, we can add that into the contract and I've been working with my legal team to update the details. I would love to connect with you over the phone to hear about your program and see how your recruitment is going! I'm free next Monday and Tuesday if you have time to connect then. Let me know, or you can [click here](#) to put time on my calendar that works best with your schedule.

Again, I look forward to working with you!

Best,

Lauren Moffa

Program Coordinator

EF Education First

EF Center Boston

Two Education Circle, Cambridge, MA 02141

Office: 617-619-1014

www.efcollegestudytours.com

From: Rodriguez, Marcus <MRodriguez@cslanet.calstatela.edu>
Sent: Wednesday, September 26, 2018 10:20 PM
To: Lauren Moffa <lauren.moffa@ef.edu>
Cc: Weser, Intef <IWeser@calstatela.edu>; Miller, Jennifer <jmille43@calstatela.edu>
Subject: Cal State LA ASI | EF Tours - Contract for 2018-19 - Staff Travel Stipulations

Lauren, I'm so excited to be working with you this year! Abby has said the nicest things about you and I can't wait to schedule our first call. As you may know, we've been going through an internal audit and a good amount of time has revolved around how we can make our program even better. We've spent hours talking about best practices, new protocols, and how we can meet the expectations of both Cal State LA senior administration and the students we serve.

That said, I'm hoping to further discuss the development of a comprehensive contract between ASI and EF. Abby, has sent us an example template which we're reviewing. I know we'll be adding our indemnification clause and text regarding the distribution of our accrued points across the accounts of our new participants. Put simply, the EF Global Rewards staff have been amazing to work with.

In that same spirit, we would like to add an additional clause that would speak to the travel funding provided for Staff Group Leaders (one for every six students enrolled). Rather than EF funding any Staff travel, we would like all participants, including Staff, to carry an account balance with EF. We would clearly stipulate that, for every six students enrolled, a monetary credit equal to one Staff travel would be applied uniformly across all participant accounts. Staff would carry their balance until the trip enrollment closes. Once the final participant list is solidified, ASI would settle any remaining Staff travel balances.

I'm hoping you'll be able to consider this proposal and vet it accordingly. In anticipation of a more robust conversation, I was hoping you would send me a few days/times that work with your schedule so we can further discuss.

Again, I truly looking forward to working with you.

In solidarity,

MR

Marcus A. Rodriguez

Director of Government Affairs & Leadership Programs

Associated Students, Incorporated | California State University, Los Angeles

(323) 343-4785 – direct line | mrodriguez@calstatela.edu | www.calstatela.edu/asi



EF COLLEGE STUDY EDUCATIONAL TRAVEL AGREEMENT

This agreement is effective as of XXX (the "Effective Date") by and between Associated Students, Incorporated having its address at 5154 State University Dr, Los Angeles, CA (the "Institution"), and EF Education First International Ltd. (d/b/a EF College Study Tours), a company, incorporated and existing under the laws of Switzerland, having its registered address at Haldenstrasse 4, 6006 Lucerne, Switzerland (herein referred to as "EF").

RECITALS

WHEREAS, the Institution desires to conduct faculty led study abroad programs with students in connection with courses of instruction or school related educational and cultural activities in another state or a foreign country; and

WHEREAS, EF creates and provides educational travel programs including transportation, living accommodations, and other travel logistics; and

WHEREAS, the Parties desire for EF to be a provider of professionally guided educational travel programs to Institution's faculty and/or personnel and student participants (the "Programs") to the Institution;

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

1) TERM OF AGREEMENT

The term of the Agreement shall be from the Effective Date to June 30, 2019 unless sooner terminated as provided for herein.

2) DUTIES OF EF

EF shall:

- a. Arrange for all travel components, including transportation, accommodations and other travel logistics for the participating students and adults and Institution personnel, for the programs listed on Exhibit A of this Agreement;
- b. Collect fees from participants related to the services provided by EF;
- c. Require all participants to complete the EF Application which includes a Release and Agreement and Booking Conditions found at www.efcollegestudytours.com/bc. If any conflicts between this Agreement and EF's Booking Conditions arise, the EF Booking Conditions shall govern and control.
- d. Assist the Institution in the orientation of interested participants, and cooperate with the Institution in fulfilling the educational objectives of the programs.
- e. Contract with an independent Tour Director to assist with logistics and local guidance during the program.
- f. Provide the Group Leader of the tour with appropriate materials designed to promote the program.

3) DUTIES OF INSTITUTION

The Institution shall:

- a. Designate an individual to act as the Group Leader for the program. That individual shall be responsible for recruiting program participants and shall act as the liaison between EF and program participants.
- b. The Group Leader shall enter into the Group Leader Agreement found at www.efcollegestudytours.com/glrelease.

- c. The Group Leader shall be solely responsible for the management and discipline of all participating students.
- d. Cooperate with EF in making travel arrangements.

4) PRICING

The costs associated with the programs are outlined on Exhibit A. Traveler payment terms and cancellation policy are outlined in the Booking Conditions found at www.efcollegestudytours.com/bc.

5) INSURANCE

EF shall obtain liability insurance that will cover the Group Leader and the Institution as additional Insureds for the duration of the Program(s). The general liability insurance provided will be underwritten by a nationally recognized insurance company with A.M. Best Ratings of A- or better. Coverage is at least \$15 million per occurrence and in the annual aggregate for covered claims related to the program regarding the bodily injury and property damage.

6) RELATIONSHIP OF PARTIES

With regard to this agreement, EF, the Institution and any Institution personnel are independent and distinct contracting parties and are not officers, agents, partners, joint venturers, or employees of each other. Neither EF nor the Institution shall, at any time, or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the other.

7) TERMINATION

This agreement may be terminated by either party by providing 90 days' prior written notice to the other party. In the event of cancellation of this Agreement, any program currently scheduled shall proceed pursuant to the terms of this agreement.

8) AMENDMENTS

This agreement is the entire agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations, or agreements between the parties, whether written or oral, with respect thereto. This agreement may be amended only in a writing signed by both parties.

9) ASSIGNMENT

This agreement may not be assigned or otherwise transferred, in whole or in part, by either the Institution or EF without prior written consent of the other, except that EF may assign this Agreement to an affiliate in the event of a merger, consolidation, change in control, or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.

10) GOVERNING LAW

The parties agree that this Agreement shall be governed in all respects, and performance hereunder shall be judged, by the laws of the state where the Institution is located.

11) SEVERABILITY

EF and the Institution agree that if any part, term, or provision of this agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.

12) NOTICE

Any notice required to be given pursuant to the terms of this agreement shall be in writing and served personally or by deposit in the United States mail, certified mail return receipt, postage and fees fully prepaid, addressed to the applicable address set forth above. Service of any such notice if given personally shall be deemed complete upon delivery, and if

made by mail shall be deemed complete on the day of actual receipt or at the expiration of 5 business days after the date of mailing, whichever is earlier.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

EF Education First International AG
Haldenstrasse 4
6006 Lucerne, Switzerland

Associated Students, Incorporated
5154 State University Dr
Los Angeles, CA 90032

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date



ASSOCIATED STUDENTS, INC.
California State University, Los Angeles

ASI ALTERNATIVE BREAK RELEASE AND ASSUMPTION OF RISK

China / Travel Health Precaution

Travel Dates: 5/28/2019 - 6/6/2019 (tentative)

I, the undersigned, will be participating in the Above and Beyond: The Lake Titicaca Service Adventure – ASI Alternative Break service learning trip to China (inclusive of Beijing, Badaling, Xi'an and Shanghai) with the departure date of May 28, 2019 and the return date of June 6, 2019 (tentative).

Whereas, my participation in ASI Alternative Break (the "Activity") is voluntary, I am aware of and have had an opportunity to carefully read the current Travel Health Precaution regarding travel to China and I understand that said notice specifically contains travel warnings and guidelines:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/china>

Now therefore, in consideration of my being afforded the opportunity to participate in this Activity, I agree as follows:

1. I voluntarily and willingly choose to participate in this Activity. I have objectives that I believe justify the risks associated with the Activity. I further agree to voluntarily assume all risks including for accident, injury or damage to my health, person or property. I also agree to comply with the Center for Disease Control and Prevention guidelines for travel to China, as well as any notices issued by the U.S. Department of State: <http://www.state.gov/travel>
2. I acknowledge that personal and/or bodily injury including illness, death and property loss or damage, including that resulting from kidnapping, criminal activity, terrorist attacks, lack of access to health care, and food or beverage contamination, are possible risks of international travel. International air travel may also involve travel rerouting, interruption and delays, increased security checks and additional air passenger restrictions. I have considered all of these risks, made my own inquiry and investigation, and voluntarily agree to assume them.
3. I, on behalf of myself, my heirs, successors and assigns, hereby agree to indemnify, defend and hold harmless the Associated Students, Incorporated, its officers, agents, employees, volunteers, the State of California, the Trustees of California State University, the California State University, Los Angeles, and their respective agents, officers, employers and insurers, and each of them, from and against all claims, liability, rights, causes of action, costs, attorney's fees and expenses of any nature whatsoever, whether known or unknown, for any injury, loss, damage, accident, delay or expense, including those resulting from the use of any vehicle, disease, weather, sickness, or arising from any act or omission of any restaurant, transportation or accommodation provider, resulting from or in any way connected with my participation in the Activity. I agree and understand that if for any reason I am unable to participate in the Activity that the Associated Students, Incorporated and the University is not responsible to me for any amounts I have expended in connection with the Activity.
4. I understand that this agreement and any claims arising from my participation in the Activity shall be construed according to the laws of the State of California, which shall be the exclusive forum for any lawsuits or actions brought pursuant or incident to this agreement. If any part of this agreement is



ASSOCIATED STUDENTS, INC.

California State University, Los Angeles

held to be invalid or unenforceable, the remainder of the agreement shall remain in full force and effect.

I am at least 18 years old and have carefully read this document with the opportunity to consult an attorney before signing it. I understand that it is a legal contract and a release of legal rights. I understand it and agree to be bound by it.

Signature of Participant

Date

Executive Director

Date

Associated Students, Incorporated

California State University, Los Angeles
INDIVIDUAL GENERAL RELEASE
(FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION):
[if a minor see page 2 for authorization]

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity (include name of professor and course): _____

Activity Date(s) and Time(s): _____

Activity Location(s): _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, Los Angeles and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older (if a minor read and sign on page 2). **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____ Date: _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian

Name of Minor Participant's Parent/Guardian (*print*)

Date _____

Minor Participant's Name



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

College of Professional and Global Education

Course Number HHSX101

ASI Alternative Break Service Learning Project

Fall Semester 2018 – Spring Semester 2019

Instructor: Marcus A. Rodriguez
ASI Director of Government Affairs & Leadership Programs
Telephone: (323) 343-4785
Email: mrodriguez@calstatela.edu
Meetings: Monthly: September through June
Contact Hours: 12 classroom hours | 12 travel days
Classroom: Alhambra Room, 3rd Floor, University-Student Union

Course Description

Introducing the Social Change Model as a component of our community impact and experiential learning curriculum, the ASI Alternative Break Service Learning Project, as a part of a larger leadership paradigm, commits to the holistic development of students. While participating in inquiry-guided learning, students contemplate the true nature of service while building character and leadership skills at home and abroad.

The 2018-19 project will focus on urban environments, development, and cultural preservation in China. Students will dialogue about the complex factors affecting these issues and current societal solutions. The goal is to think critically about problem solving with an emphasis on self-reflection. Monthly participant meetings, starting in Fall 2018, will focus on the principles of partnership, equity, and accountability. Students will discuss culturally sensitive and empowering service frameworks then, using cultural immersion techniques, will embark on a meaningful project that gives them a new sense of self and servant leadership. The ASI Alternative Break Summer Service Learning Project affects development in three areas:

Head	Heart	Hands
Cognitive Development	Reflection/Meaning Making	Physical Act/Engagement

Course Prerequisites

Students must attend an informational session and submit an application in order to participate.

Instructor Biography

Currently facilitating leadership development that incorporates social change and justice, **Marcus A. Rodriguez** is a seasoned student affairs professional specializing in identity building and civic engagement. Developed curriculum focus: Meaning-making and the transformative experience of community.

Course Learning Objectives

Upon successful completion of this course, students will be able to:

- access humanitarian values (e.g. use social justice rhetoric, understand personal and social responsibility, and serve as positive social change agents);
- explore the dimensions of difference in communities;

- engage with the local Los Angeles community in appreciation of civic duty; and
- intentionally gain knowledge about new cultures and the natural world.

Through transformative learning and engagement, students will experience expanded viewpoints, diminished fear and increased openness. This course allows participants to take chances, tolerate ambiguity, see connections and develop relationships across boundaries.

Course Materials

Instructors will provide learning resources and materials. Travel logistics will be managed in partnership with EF Tours.

Influencing Text

Fried, Jane. *Transformative Learning through Engagement: Student Affairs Practice as Experiential Pedagogy*. Sterling, VA: Stylus, 2012. Print.

Wong, Kent, Ana Luz Gonzalez, and James M. Lawson. *Nonviolence and Social Movements: The Teachings of Rev. James M. Lawson, Jr.* Los Angeles, CA: UCLA Center for Labor Research and Education, 2016. Print.

Freire, Paulo. *Pedagogy of the Oppressed*. New York: Continuum, 2000. Print.

Classroom Protocol

Participating students are expected to attend all monthly meetings and complete the entire trip itinerary. While in the classroom, students are required to be fully present and engage in small and large group discussions. Conduct and behavior during class sessions may affect the student's ability to participate in the travel portion of the experience.

Standards for Student Conduct

All participants in this course are bound by the California State University Academic Honesty Policies and Standards for Student Conduct, which can be found in Appendices D and E of the University Catalog. Students should familiarize themselves with the unacceptable dishonesty and behavior included in these policies and standards.

Disability Services

Reasonable accommodation will be provided to any student who is registered with the Office of Students with Disabilities and requests needed accommodation.

Evaluation and Grading

In addition to the attendance expectations, students will be required to develop and conduct two (2) presentations in order to receive course/certificate credit. The first will be an overview of their civic engagement or community service experience within the Greater Los Angeles area. The second will be a passion project pitch that will utilize the principles of civic entrepreneurship. Students will be provided instructor guidance and feedback on a one-on-one basis. In turn, students will complete a course evaluation survey and asked to participate in focus groups and exit surveys.

Course Outline

Guest lecturers from the Center for Career Development Center, Political Science Department, Office of Service Learning, and Counseling and Psychological Services will address the topics of Civic Entrepreneurship, Community Engagement, and Wellness accordingly.

“Service in the City” As part of the experience, each participant is required to complete twelve (12) hours of community service between October 2018 and May 2019.

September: Students will review the syllabus and discuss benchmarks and expectations. Activity: Ask Big Questions - Understanding Others, Understanding Yourself. Theme: College Students are People in Transition

October: Students will discuss trip fundraising (group and individual). Activity: The Post-Modern Self in a Modern University. Special Presentation: Office of Service Learning - Theme: Learning as part of Your Story

November: Students will discuss creating a “Citizen in the Community” newsletter that showcases volunteer experiences, their dream service project, community improvement efforts, and their ideal community culture. The group will be encouraged to connect the concepts of social inequality, financial stability, and global citizenship. Participants should also include thoughts about the purpose of service learning, the need for global engagement, and are encouraged to be creative in terms of format and visual presentation.

December (community service project): The group will link teaching, learning and community service by engaging in a collaborative project with a partner non-profit.

January (“Citizen in the Community” newsletter presentations begin): Students will discuss service opportunities on campus and in the Greater Los Angeles area. The group will also discuss the concept of citizenship in China.

February (historical perspectives): Students will discuss civic engagement in China and consider the country’s current economy and infrastructure. Reports on “Service in the City” efforts will continue and students will be provided information on trip spending and transaction caveats.

April (diversity training day): Students will participate in intergroup dialogue, discuss Society in China: Complex Social Systems and Hierarchical Values and report on their “Service in the City” efforts.

May: Students will discuss Chinese Culture and Tradition and will prepare for departure both logistically and emotionally. The group will also report on their “Service in the City” efforts. Special Presentation: Counseling and Psychological Services

June: The Aftermath: What Now? Trip participants will dialogue about how to integrate service learning into their student experience and personal, possibly professional, expectations. Special Presentation: Center for Career Development Center, Political Science Department

Excursion Journals

Each evening during the trip, students are encouraged to journal utilizing the prompts below.

Journal Entry #1: Using all four of your senses (taste, touch, sight, hearing), describe your first day in China.

Journal Entry #2: Throughout the day, we have connected with both people and places. List six words that describe today's interactions/experiences. How are these six words interconnected?

Journal Entry #3: Reflect on a recent day in the city. Take a "fly on the wall" perspective and write a short descriptive passage based on your observations.

Journal Entry #4: Write a letter to yourself. Reflect on the months of preparation for your trip to China, discussions, conversations, and past journal entries. Think about your interactions with the different communities in China and what you hope to bring back. Include the following:

- What was your initial perception of China and how do you feel today?
- What was positive about traveling to experience Chinese culture firsthand?
- What messages or ideas will you take back to your local community?
- Is there a special cultural exchange or preservation project you would like to implement back home?
- Were there special people you met during this experience? How will you appreciate them and the impact they have made on you?
- Review our learning objectives. In what areas would you say you have developed? In what areas do you feel like you still need to grow?
- Reflect and offer your thoughts on how the community partnership projects in Los Angeles contributed to your understanding of conservation, culture, tradition, social expression, and/or community abroad.
- How has this experience affected any personal or professional goals you have set for yourself?

The travel itinerary is subject to change, but a complete schedule of educational and cultural exchange activities will be maintained. Project travel fees will be funded by each individual student, community partner donations, ASI, and EF College Study Tours. The price includes flights, ground transportation, hotel, cultural engagements, service site materials, and travel insurance.

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