

**Loyola Sponsored Programs Abroad**  
**Registration Form I** (Logistics)

**The information below must be tentatively completed, to the group leader's best knowledge, and submitted to the Office of International Programs at least 8 months before the group's departure date.**

**This information must be discussed and approved by the Office of International programs before group leaders may start advertising and recruiting for their travel.**

**The final information must be submitted 2 months' before the group's departure.**

**Program name:** \_\_\_Project Mexico\_\_\_\_\_

**Director's/Coordinator's/ Group leader's name:** \_\_Mary Andrea Goicochea\_\_\_\_\_

**Names of Coordinators traveling with the groups (including dates when these coordinators will be abroad with the group if they don't stay for the entire length of the program):**

Program coordinator- Andrea Goicochea – present whole trip

Two moderators- with group whole time- Will be selected soon

Two student leaders- Michelle Lally and Kimberly Byrnes- present whole trip

**Name, address and contacts if the program hires any non-Loyola company/employee/provider to organize or support this program:**

\_\_\_N/A\_\_\_\_\_

**Start and end dates of program (leaving the U.S. and returning to the U.S.):**

\_\_\_January 3-13, 2012\_\_\_\_\_

**I. Director's Information**

**Date of departure for Director:** \_\_\_Jan. 3, 2012\_\_\_\_\_

**Date of return for Director:** \_\_\_Jan. 13, 2012\_\_\_\_\_

**Name of airline:** \_\_\_Southwest\_\_\_\_\_ **Flight#:** \_\_\_\_\_?

**Departure airport:** \_\_\_BWI\_\_\_\_\_ **Arrival airport:** \_\_\_San Diego\_\_\_\_\_

**Director's overseas address:**

\_\_\_ Alonzo Lucero'  
Calle 1ro. De Mayo #170, Colonia Carbajal, Mexicali. Alonzo Lucero's  
cell phone is 68-65-438887 and office/facility phone is 68-568-9475

**Abroad telephone number for program:** \_\_\_443-474-3371

**Director's cell phone:** **443-474-3371**

**Overseas home number:** \_\_\_68-568-9475

**Next of kin** (not traveling) \_\_\_Leo Goicochea

**Next of kin's telephone number:** \_\_\_410-825-1221

**Next of kin's cell phone number:** \_\_\_443-834-4188

Do you have an assistant director? yes\_\_\_ no\_X\_\_

II. Assistant Director's Information

Assistant director's name: \_\_\_\_\_

Overseas address if  
different than above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assistant's cell phone: \_\_\_\_\_

Overseas home number: \_\_\_\_\_

III. Excursion Information

Any planned trips for students? yes\_\_\_ no\_X\_\_

Where: \_\_\_\_\_

Are participants responsible for their own travel to program site? yes\_\_\_ no\_X\_\_

If traveling as a group, are you departing with the students? yes\_X\_\_ no\_\_\_

Explain what means of transportation will be used abroad and how they are selected.  
We travel together as a group and use private vans

IV. Was this program offered before? Yes

When? 2010

Did you make any modification to this program since it was last offered? Yes

Explain briefly which modification was made and why?

It would be for less days and use all the time we will have to visit small development communities and their projects.

IV. Group Information

(complete unless your participants make their own travel arrangements)

US information

Date of departure for group: \_\_\_ January 3, 2012 \_\_\_

Name of airline: \_\_\_ Southwest \_\_\_ Flight#: \_\_\_ not confirmed yet

Departure airport: \_\_\_ BWI \_\_\_ Departure time: \_\_\_ ? \_\_\_

Arrival airport: \_\_\_ San Diego \_\_\_ Arrival time: \_\_\_ ? \_\_\_

**Overseas information**

**Name of organization arranging housing:** \_\_\_ Los Niños or Via International

**Phone number for housing organization:** \_\_\_ Phone - 619-426-9110

Email - info@viainternational.org

**Address of organization arranging housing:** \_\_\_\_\_ 717 Third Avenue  
Chula Vista, CA 91910 USA

**Date of departure for group:** \_\_\_ January 13, 2012\_

**Name of airline:** \_\_\_ Southwest \_\_\_\_\_ **Flight#:** \_\_\_\_\_?

**Departure airport:** \_\_\_ San Diego \_\_\_\_\_ **Departure time:** \_\_\_? \_\_\_\_\_

**Arrival airport:** \_\_\_ BWI \_\_\_\_\_ **Arrival time:** \_\_\_? \_\_\_\_\_

**Total number of participants:** \_\_\_20 **Total number of participants including leaders:** \_\_\_4\_\_\_

**V: Emergency contact(s) in the U.S.**

**Christina Harriosn**  
**Loyola University / CCSJ**  
**410-617-2771**

**Missy Gugerty**  
**Director CCSJ**  
**410-617-2997**

**VI: Emergency contact(s) abroad:**

Andrea Goicochea- 443-474-3371  
Juan Carlos Rivas – 619-316-9252  
Alonzo Lucero - 68-568-9475

**VII. Attach list of all participants with email and emergency contacts (emails and phone numbers -- see emergency contacts form listed below)**

Won't have this until end of September

**VIII. Housing:**

**Name, Address, contacts for each location where your group will stay (Hotels, student residences, etc.)**

\_\_\_\_\_  
\_\_\_ Calle 1ro. De Mayo #170, Colonia Carbajal, Mexicali  
\_\_\_\_\_

\_\_\_ San Diego location has not been determined. Last time we stayed in a church

**IX. Insurance: CISI**

**Explain insurance coverage for all participants: Students/Staff/Other participants (Travel insurance, health insurance, emergency medical insurance, repatriation insurance, etc.)**

**X. Budget request: None**

**(attached template)**

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**The final information must be submitted no later than 2 months' before the group's departure with the following items:**

- **Names, (for students: majors, minors, student I.D. number) sex of all participants, D.O.B.**
- **Items to collect and hand into the Office of International Programs:**

**Student Travel Information Form:  
(for participants making their own travel arrangements)**

**Loyola University Acceptance, Release, Waiver, and Indemnification Agreement in Maryland**

**Permission to Release Information**

**Final version of Loyola Sponsored Summer Abroad Information Sheet**

**Emergency Information Sheet**

**For undergraduate students: Permission to Release Loyola Transcript (when needed)**

**Travel Assistance Spread Sheet (for Emergency Assistance coverage)**