

Campus Police

- *On letterhead - provide a description of the travel experience
- *Final Itinerary (with contacts for hotels)
- *Emergency Contact List
- *Copies of the emergency contact forms

To Faculty Leaders

- *Communication Protocol Document
- *Yellow Travel Card - Campus Phone numbers
- *Sexual Misconduct Brochure
- *Code of Conduct Brochure
- *Copies of the Health Information Forms

NO LATER
THAN 48 HRS
BEFORE DEPARTURE



College Sponsored Travel Experience

Name: Study Away France/Belgium

Destination: France/Belgium

Duration: Monday, May 11th – Monday, May 25th

Faculty Leader(s): Hillery Haney and Kimberley Overdeest

Description: Professor Hillery Haney and Associate Professor Kimberly Overdeest are leading (18) students on a 10-day trip to both France and Belgium as part of HU 219. Professor Haney teaches in the language and thought department specifically French and Associate Professor Overdeest teaches in the visual arts department specifically Art History. They both are very well traveled with Hillery leading multiple student groups.



143 Bostwick Avenue, NE • Grand Rapids, Michigan 49503-3295 • ph: (616) 234-GRCC • grcc.edu

VISION • As a college of distinction, GRCC inspires students to meet the needs of the community and the world.

MISSION • GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

Emergency Contact List

Hillery Haney

[REDACTED]

Kemper Wright

[REDACTED]

Sarah Miles

[REDACTED]

Tiffany Evans

[REDACTED]

Mariah Vanderweerd

[REDACTED]

Katelyn Nolan

[REDACTED]

Christina Elsholz

[REDACTED]

Mikaela Nielsen

[REDACTED]

Antoinette Dunlap

[REDACTED]

Helen Swanzy

[REDACTED]

Taylor Sirard

[REDACTED]

Malcolm Brom

[REDACTED]

Aubrie Duckers

[REDACTED]

Ramses Soto

[REDACTED]

Maria Marckini

[REDACTED]

Teagan Burns

[REDACTED]

Michala (Rosie) Bailey

[REDACTED]

Kimberly Overdeest

[REDACTED]

Barbara Despres


[REDACTED]

Amber Hornecker

[REDACTED]

Hillery Haney's International Phone Number

Please use this number only in emergency and remember that there is a 5 hour time difference. France is 5 hours ahead of the US.

 This is a number out of England where 44 is the country code - You dial the + instead of 011)

Or



Lodging Contact Information

Opera Cardet Hotel Paris

May 12 -16
24, rue Cadet, 75009 Paris
Tel. 33 (0) 1 53 34 50 50

Hotel de L'Univers

May 16-18
2 Place de la gare
49100 ANGERS
Tel:+33 (0)2 41 88 43 58

The Scandic Hotel

Rue d'Arenberg 18, 1000 Ville de Bruxelles,
Belgium
+32 2 548 18 11

Provider Contact Information

Susan Komarnicki
Vendor Relations & Tour Product Manager
10220 Timber Ridge Dr.
Ashland, VA 23005
(804) 550-0121 x. 112
(800) 235-9384 x. 112
www.fellowship.com
Our emergency number is **804.550.0121**,

Calling France from the USA

US to France international dialing format:
011 + 33 + 1 + 42 74 23 45

011 – US exit code: must be dialed first for all international calls made from the USA or Canada

33 – country code for France

1- area code for Paris

1 – area code for the Loire

6 - code for cell phones

Date: 02-06-15

**COLLEGE SPONSORED GROUP TRAVEL
EMERGENCY CONTACT INFORMATION**
This form to be completed by participant

NAME Michala "Rosie" Bailey

STUDENT NUMBER [REDACTED] BIRTH DATE 01/05/95 GENDER F
OR SOCIAL SECURITY NUMBER [REDACTED]

College Sponsored Travel: France/Belgium
SEMESTER (if applicable) Summer

Please provide contact information for a minimum of two individuals, NOT at the same address, in the event you are involved in an emergency situation while you are participating in College Sponsored travel program. This information is confidential and will only be used in an emergency situation.

Person to Contact in Case of an Emergency	Name <u>[REDACTED]</u>	Relationship <u>[REDACTED]</u>
Address & Phone	Number and Street <u>[REDACTED]</u>	Phone Numbers Day <u>[REDACTED]</u> Evening <u>[REDACTED]</u>
	City <u>[REDACTED]</u> State <u>[REDACTED]</u>	Zip Code <u>[REDACTED]</u>
Person to Contact in Case of an Emergency	Name <u>[REDACTED]</u>	Relationship <u>[REDACTED]</u>
Address & Phone	Number and Street <u>[REDACTED]</u>	Phone Numbers Day <u>[REDACTED]</u> Evening <u>[REDACTED]</u>
	City <u>[REDACTED]</u> State <u>[REDACTED]</u>	Zip Code <u>[REDACTED]</u>
Person to Contact in Case of an Emergency	Name <u>[REDACTED]</u>	Relationship <u>[REDACTED]</u>
Address & Phone	Number and Street <u>[REDACTED]</u>	Phone Numbers Day <u>[REDACTED]</u> Evening <u>[REDACTED]</u>
	City <u>[REDACTED]</u> State <u>[REDACTED]</u>	Zip Code <u>[REDACTED]</u>