

# Oregon 4-H Youth Development Program Official International Travel with Minors

## Checklist

- \_\_\_\_\_ **Valid Passport:** (need to check country requirements related to expiration date of passport—some countries require a passport with an expiration date at least 6-12 months past the time of travel to the country) Web site for information: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). Leave copies of your itinerary/passport data page/visas with family or friends, so you can be contacted in an emergency.
- \_\_\_\_\_ **VISA Requirements:** Does the country require a VISA? Web site for information: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html)
- \_\_\_\_\_ **Registration with Embassies:** Registration at the U.S. Embassy or Consulate (in the country you are visiting) makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. Web site for information: [http://travel.state.gov/travel/tips/registration/registration\\_1186.html](http://travel.state.gov/travel/tips/registration/registration_1186.html)
- \_\_\_\_\_ **Overseas Medical Insurance Coverage:** Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, supplemental insurance would be your option. Several companies provide travel insurance, two options are: AccessAmerica at [www.accessamerica.com](http://www.accessamerica.com) or AIG Travel Guard at [www.travelguard.com](http://www.travelguard.com). You may also need to look for coverage related to special circumstances in the area where you are traveling (e.g. hurricane season in the Caribbean).
- \_\_\_\_\_ **Familiarize yourself with local conditions and laws:** While in a foreign country, you are subject to its laws. The State Department web site at [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html) has useful safety and other information about the countries you will visit.
- \_\_\_\_\_ **Take precautions to avoid being a target of crime:** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers.
- \_\_\_\_\_ **Money:** Be sure to check carefully with your bank/credit union to see if your credit card/debit card will really work in the countries you are visiting. Also let your credit card company know where you will be traveling, so they don't put a stop on your card, because of activity on it outside of the country.
- \_\_\_\_\_ **U.S. Customs:** Visit the following web site for the latest information related to U.S. Customs requirements: <http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/>.
- \_\_\_\_\_ **OSU Risk Management:** Be sure to visit the following web site and review the information related to risk management and foreign travel. [http://extension.oregonstate.edu/internal/internationalizing\\_extension](http://extension.oregonstate.edu/internal/internationalizing_extension). You need to register your travel with the Office of Risk Management. **This is extremely important as it relates to insurance.**
- \_\_\_\_\_ **Program Approval:** I have discussed my plans with Roger Rennekamp and have his approval related to this opportunity.
- \_\_\_\_\_ **Other helpful web sites:** For background information on different countries: <http://www.state.gov/countries/>.
- \_\_\_\_\_ **International Travel Authorization and Medical Release Form:** This form must be completed and the chaperone in charge of the delegation must carry the original with them on the trip. *Oregon 4-H Document*
- \_\_\_\_\_ **International Travel Authorization—Release Form:** This form needs to be completed for delegates arriving early (before the planned 4-H program) or staying late (after the planned 4-H program). *Oregon 4-H Document*
- \_\_\_\_\_ **Medical Form (youth):** This form needs to be completed for each delegate on the trip. *Oregon 4-H Document*
- \_\_\_\_\_ **Code of Conduct:** A signed 4-H Code of Conduct is a requirement for each delegate. *Oregon 4-H Document*
- \_\_\_\_\_ **Additional Medical Needs:** Depending on the country, there may be additional inoculations needed or safety concerns that should be addressed. Check with your doctor, and visit the following web site: <http://wwwn.cdc.gov/travel/default.aspx>.