

Framework for Safe and Ethical International Service Work

The purpose of the Planning Document is to facilitate discussions between students and/or student organizations and external organizations as they pursue global health work abroad. This document outlines how students and/or a student organization and an external organization can develop a mutual commitment to a common goal. While this is not a legally binding contract, the Planning Document should represent the expectations of the anticipated service trip clearly and honestly. It should establish a time line and process where the student organization's capacity meets the external organization's expectations, and where continuous communication fosters transparency. The Planning Document is a living document. The student organization and the external organization should refer to and revise this document to ensure its continued relevance.

To read more about strategies for developing the Planning Document in addition to ethical guidelines, please refer to the Ethical Considerations for UW-Madison Students Engaged in Health-Related Service Abroad.

Many service trips abroad, including trips planned by Registered Student Organizations, are not sponsored by, controlled by, or affiliated with the University of Wisconsin. Below are some considerations and tips students and student organizations may wish to consider when planning a service trip abroad. This is not an exhaustive list of all the tasks that are involved in developing a service trip abroad. The University of Wisconsin expressly disclaims any responsibility or liability for service trips that are not controlled by the University of Wisconsin.

Organization Information:

UW-Madison Student Organization(s):

Partner Organization(s):

Partner Region (State/Province):

Country:



Project Information:

Below, please describe what you hope to accomplish on this trip. Please specify your specific goals and desired outcomes as well as how you will gauge whether or not you have achieved your goals.

Is this project being continued from a previous year, or is it new? If you answered “yes,” how has the project changed since last year?

Have the project plans been reviewed by UW-Madison faculty or staff? If yes, please share the feedback and guidance your organization received.

Project Details:

Did the UW-Madison affiliated student organization design this project, the partner organization, the community, or has it been a collaborative effort? Briefly describe the project design process.

Please select all of the resources that UW-Madison students will contribute to the partnership and the project:

- Research
- Connections to other organizations
- Technological support
- Fundraising support
- Advocacy
- Needs assessment
- Supply collection/donation
- Community Asset Map
- Other: _____

Please select the extent to which your partnership and project contribute to each of the indicators below:

Project decisions will be/have been made in collaboration with community members

- Not at all
- To a small extent
- To a significant extent
- Very much

The student organization partnership/project will/has fostered collaboration with new partners

- Not at all
- To a small extent
- To a significant extent
- Very much

The partner organization has allocated resources to this project

- Not at all
- To a small extent
- To a significant extent
- Very much

The community has allocated local resources to this project

- Not at all
- To a small extent
- To a significant extent
- Very much

Briefly explain the role of the community members, the partner organization, and the student organization in making the project successful. Please consider: decision-making, resource provision, planning, training, and accountability.

In order to successfully fulfill the goals of both the student organization and the partner organization, the following should be incorporated in planning throughout the duration of the project:

1. Student organization members and community partners should communicate frequently in advance of and during the project's duration.
2. Projects and goals should be approached with thoughtfulness and intention.
3. Evaluation and reflection should be performed on a regular basis. What is expected from the partnership and how can this experience provide a space for student growth and learning?

Describe your organization's plans for communication and project evaluation/reflection:

A large, empty rectangular box with a thin black border, intended for the student to describe their organization's plans for communication and project evaluation/reflection.

Information to Facilitate Communication:

Name of Primary Contact in the University of Wisconsin - Madison, Affiliated Student Organization

Email Address of Primary Contact

Primary Contact Signature

Name of Primary Contact in the Partner Organization

Email Address of Primary Contact in Partner Organization

Phone Number of Primary Contact in Partner Organization

Partner Organization Primary Contact Signature