

Alternative Break Pre-Departure Form

Completion of this form is required by all alternative break trips, and must be completed ideally at least one month before your trip departure date. Please answer all questions with confirmed information. If any of the information you include here should change, contact the Program Coordinator for Service Initiatives (wbrummett@brandeis.edu) immediately so all information is up to date.

Club name:

Trip location:

Dates of trip:

Trip Coordinator Contact Info

Complete with contact information at which you will be reachable during your trip.

Name	Email	Phone

Partner Contact Info

Complete all partners, phone numbers at which they can be reached during your trip, dates during which you will be working with each organization, and the address at which you will be working.

Name	Organization	Phone	Address	Dates of Service

Housing Contact Info

Complete all housing locations and phone numbers that will be reachable during your trip.

Name (Contact)	Name (Housing)	Phone	Address	Dates of Stay

How will you notify DCS of safe arrival at your destination, return to Brandeis, and any changes in itinerary? (i.e. email, phone call, text, WhatsApp) Who will you notify? (i.e. Lucas, Program Coordinator for Service Initiatives, etc.)

Please let us know immediately if any information changes after your original submission by emailing wbrummett@brandeis.edu or lmalo@brandeis.edu.