MURPHY AWAY PROJECT (MAP) COORDINATOR RESPONSIBILITIES AND FLOW CHART

SELECT STUDENTS at least two months in advance

APPLICATION

DESIGNATION

Adapt application for your project
Distribute eligibility forms to potential participants
Collect signed eligibility forms
Adapt eligibility form for your project

VERIFY STUDENT ELIGIBILITY
(1) Student & (2) Academic Affairs & (3) Business Offices

DISTRIBUTE ACCEPTANCE FORMS with budget for your project
DISTRIBUTE ACCEPTANCE FORMS set deadline for return
GIVE SIGNED ACCEPTANCE FORMS to HMF staff

CONVENE selection committee
SELECT STUDENTS at least two months in advance

ADAPT ACCEPTANCE FORM

ADAPT

APPLY TRAVEL, LODGING, & OTHER ADVANCE ARRANGEMENTS

PLAN TRAVEL & PROJECT ACTIVITIES at least a month in advance

Air travel:
- airline & travel websites for fares & schedules

Lodging:
- motel & travel websites (students in doubles, triples)

PROJECT ACTIVITIES:
- check facility hours, arrange tours, etc.

GROUND TRAVEL:
- airport transfers, vicinity travel

DRAFT PROJECT ITINERARY including air travel and project activities

PAY TRAVEL, LODGING, & OTHER ADVANCE ARRANGEMENTS

PAY TRAVEL, LODGING, & OTHER ADVANCE ARRANGEMENTS
use personal credit card & request reimbursement

OR

GIVE detailed flight, lodging, ground travel info to HMF

AND

GATHER STUDENT CONTRIBUTIONS

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Collect contributions from students & give to HMF

OR

Deduct student contribution from per diem allowance

MANAGE BUDGET

MANAGE BUDGET

COLLECT WAIVER & EMERGENCY INFORMATION FORMS at least two weeks in advance

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ADAPT forms for your project
DISTRIBUTE forms to participants, including faculty
COLLECT forms from participants, including faculty
GIVE forms to HMF staff

OR

OR

At least two weeks beforehand

REQUEST PER DIEM & OTHER ADVANCES at least two weeks beforehand

COLLECT SIGNED ACCEPTANCE FORMS

OR

AIR TRAVEL:
- airline & travel websites for fares & schedules

Lodging:
- motel & travel websites (students in doubles, triples)

PROJECT ACTIVITIES:
- check facility hours, arrange tours, etc.

GROUND TRAVEL:
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