Journey Process Timeline

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| Action | Timeline |
| Group sends UUCSJ an inquiry to select possible dates | At least ***four*** months before desired travel dates |
| UUCSJ asks local partner/s if the group’s proposed dates are available. If dates are unavailable, group must chose different dates | Continues until proposed dates are approved by local partner |
| Once dates are approved, group mails non-refundable $1,000 deposit\* to the UUCSJ office to officially reserve the dates   * Checks should be made payable to *UU College of Social Justice* and mailed to:   UU College of Social Justice  689 Massachusetts Avenue  Cambridge, MA 02139 |  |
| UUCSJ emails the online application link to the group leader and Journey Application opens for individual participants |  |
| Application forms are submitted and approved, then individual participants receive an official acceptance email   * For ADULT JOURNEYS ONLY: Individual participant deposits are due two weeks after receiving notice that application form was approved | Rolling basis, until approximately eight weeks prior to the journey |
| If UUCSJ has received the minimum number of registrations/deposits, we will confirm the journey. Participants will receive an email confirming the journey and giving them the link to the health and travel form   * For ADULT JOURNEYS ONLY, participants will also receive the balance payment amount and the due date to pay. * For ACTIVATE YOUTH JOURNEYS ONLY: All participants in the group must be registered before participants receive the link to the Health and Travel Form | The deadline to submit the application form is approximately two months before the journey dates. |
| Group begins exploring study materials on UUCSJ website in preparation for the journey |  |
| Payment balance due to UUCSJ   * For ACTIVATE YOUTH JOURNEYS ONLY: Group leaders must send a single check with the payment balance to UUCSJ | Two to four weeks prior to the journey |
| Group is introduced to UUCSJ Program Leader/s for support with continued education and journey prep   * Program Leader will organize group calls to discuss justice learnings and/or logistics | One to two months prior to the journey |
| Following the journey, group will receive online feedback survey to complete and submit within two weeks |  |

\****If a journey is canceled by UUCSJ, the deposit can be refunded to the group or put towards a future journey***