

Managing the Risks of Overseas Volunteer Trips



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Shareholder

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Mission of Pro Bono Partnership of Atlanta

To provide free legal assistance to community-based nonprofits that serve low-income or disadvantaged individuals.

We match eligible organizations with volunteer lawyers from the leading corporations and law firms in Atlanta who can assist nonprofits with their business law matters.

Client Criteria

In order to be a client of Pro Bono Partnership of Atlanta, an organization must:

- Be a 501(c)(3) nonprofit.
- Be located in or serve the greater Atlanta area.
- Serve low-income or disadvantaged individuals.
- Be unable to afford legal services.

Visit our website at www.pbpatl.org to apply.

PBPA Learning Center for Georgia Nonprofits

www.pbpatl.org/resources

ARTICLES

WORKSHOPS



WEBCASTS

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Legal Information

This webinar presents general guidelines for Georgia nonprofit organizations and should not be construed as legal advice. Always consult an attorney to address your particular situation.

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Potential Liability Issues for Nonprofits

- Misrepresentation
- Failure to discover and disclose
- Negligence
- Liability for injury or accident
- COVID

Do Destination Research

- Compile Information about your destination(s).
- Can be both general and customized.
- Should include specific, practical tips for handling a wide range of situations.
- KYS – Know Your Suppliers
- Health and Safety information – Examples: COVID-19, political unrest, military and terrorist activities, to infectious diseases, vaccination advice, natural disasters, weather conditions, driving rules, and cultural etiquette.

Do Destination Research (continued)

- World Health Organization – www.who.int
- Centers for Disease Control and Prevention – www.cdc.gov
- "County Information" page on the United States Department of State's website – www.state.gov
- Cultural Standards of Conduct

Educate Your Travelers

- At the very least, all travelers should be made aware of the procedures for obtaining emergency health and law enforcement services in the host country.
- Can be in the form of a handout, webinar, on-site training, etc.

Have a Response Plan

- Delays can lead to disaster.
- Crisis preparedness – how key stakeholders/leaders/partners react during a crisis.
- If practical, conduct response exercises.

Understand Risk Exposure

- Financial risks - medical expenses for overseas treatment, medical evacuation and repatriation.
- Other legal, personnel, and reputation risks.
- "Duty of Care" legislation.
- Workforce engagement and performance could decline.
- Negative Perception

Essential Documents

- Release and Waiver
- Emergency Contact and Medical Information
- Medical Release/Power of Attorney

Release and Waiver

- Every participant, and parents and guardians if applicable, should sign a complete release and waiver.
- The Pro Bono Partnership may have attorneys who can help craft releases for your organization.
- You should not agree to any edits or changes made by anyone, including other lawyers, to your releases.
- While releases and waivers help, they are not the same as insurance, and you should have these documents as well as ample insurance to protect your organization.

Emergency Contact and Medical Information

- Make sure to obtain at least one emergency contact in the US.
- Reciprocally, participants should inform parents/guardians/families, and any others who may need to know about their participation in the program, provide them with emergency contact information, and keep them informed on an ongoing basis.

Emergency Contact and Medical Information (cont'd)

- Consider health and other personal circumstances when applying for or accepting a place in the Trip
- Keep you informed of any medical conditions they may have (disabilities, physical limitations, or physical, emotional or psychological conditions, etc.).
- Provide proof of any required medications, shots, and immunizations.

Medical Release / Power of Attorney

- If Participant requires medical treatment, Nonprofit is not responsible for the cost or quality of such treatment or care.
- Nonprofit may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding Participant's health and safety.
- Participant authorizes Nonprofit: (a) to render first aid to Participant; (b) to act on Participant's behalf in securing all appropriate medical treatments and medicines for Participant; and (c) to act on Participant's behalf in accepting financial responsibility (which shall be borne solely by Participant) for all treatments and medicines secured for Participant.

Insurance

- International General Liability Policy
- Voluntary International Workers Compensation
- Travel Accident, which includes Evacuation Coverage
- Trip Insurance

Pre-Trip Checklist for Nonprofit Organizations

- Travel Warnings & Alerts (including COVID protocols)
- Contingency Plan
- Orientations
- Contact Information
- Releases
- Insurance
- Background Checks

Pre-Trip Checklist for Nonprofit Travelers

- Health Insurance
- Immunizations (including COVID vaccinations)
- Passports and Visas
- Copies of Documentation
- Extra Medication and Prescriptions
- Contact Information
- Orientation
- Pre-Trip Orientation
- Logistics

Pre-Trip Checklist for Nonprofit Travelers (cont'd)

- Emergency Contact Information
- Medical Information
- Releases
- In-Country Orientation
- Review logistics, goals and expectations
- Communicate all contingency plans
- Obtain itineraries for independent travelers

Questions?

Pro Bono Partnership of Atlanta

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