

April 1, 2014

TO: XXXXXXXXXXXXXXXX

FROM: Kris Jameyson, Director, Cal Discoveries Travel Program

RE: ENRICHMENT LECTURER ASSIGNMENT
2014 CAL DISCOVERIES TRAVEL PROGRAM

I am pleased that you have agreed to be the Cal Alumni Association faculty lecturer for the following trip:

NAME OF TRIP 2014
Date of trip, 2014

The terms of our complimentary faculty lecturer package as offered by the tour operator for this trip are:

XX complimentary passage with XX paying participants, includes air from San Francisco
Second person sharing the same room will be given a pro-rated discount

The trip currently has XX paying Cal Discoveries travelers.

Your responsibilities for the trip include the following:

- Have a valid passport expiring at least six months after the trip's return
- Providing our office with biographical information
- Preparing a reading list for participants to supplement tour operator's reading list, if appropriate
- Presenting two to three lectures pertinent to the itinerary (45 min. each with time for Q&A afterwards)
- Holding informational discussions with participants during the program
- Eating with our travelers at meals during the program
- Serving as an "on-site" resource to participants
- Perform hosting duties such as hosting a cocktail party, distributing pins, working with the tour director to take a group picture
- Upon return, distributing the email list to travelers and organizing a reunion if appropriate
- Within two weeks of your return, submit a trip report to the Cal Discoveries office

I hope you will enjoy this trip. If you have any further questions, please contact me at 510.900.8220 or email kris.jameyson@alumni.berkeley.edu

Please sign this agreement and return to Kris Jameyson, Cal Discoveries Travel, Cal Alumni Association, 1 Alumni House, Berkeley, CA 94720-7520. You may also sign and scan and email the form back or fax to 510.642.6100

Director - CAL DISCOVERIES TRAVEL

Enrichment Lecturer

Date: _____

Date: _____