

# CROP How To

## Confirm the Project Coordinator



### Program Coordinator:

Works with Community Leads to create the Outreach Strategic Plan

Checks regional annual events and sends out reminder to the community

Checks the trip submission form and validates

## What's the Plan?



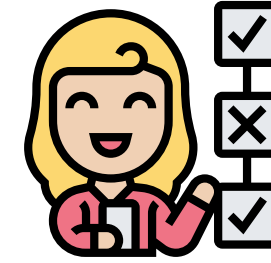
### Outreach Strategic Plan

Mandatory before trip request submissions

Allows community group to plan for the year ahead

CROP Admin, Regional VP approval essential.

## Review the rules!



### CROP rules

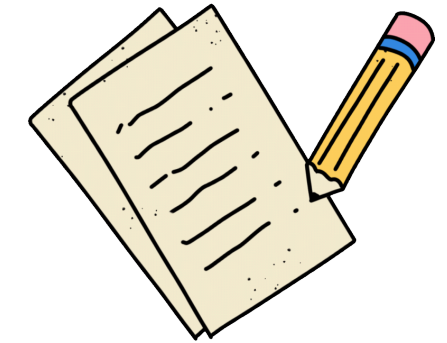
Trip request submission to CROP Admins deadline: 7 weeks before trip start date

3 nights & 4 days max (flight hotel, per diem)

Must be in traveler region

1 ICANN meeting at least

## Trip Assessment Report



### 3 weeks!

You have three weeks to complete the CROP Trip Assessment report. It will be validated by CROP Admin and the Regional VPs.