

**GOUCHER COLLEGE OFFICE OF STUDENT ENGAGEMENT**  
**STUDENT TRIPS POLICY (revised summer 2012)**

This policy and procedure applies to all student organizations, including student clubs chartered by the Student Government Association (SGA), that engage in off-campus trips, no matter the duration. Failure to comply with these requirements may result in suspension of future trips, at the discretion of the Office of Student Engagement. Additionally, the SGA finance committee may also freeze organization funds, deny funding, and/or withdraw the organization's charter.

**Registration and Approval**

- Any student organization that plans to engage in an off-campus trip is required to fill out the Off-Campus Trip Request form (available online at [goucher.edu](http://goucher.edu) and in the Office of Student Engagement) and submit to OSE at least 14 business days in advance.
- Upon review of the form, OSE will either approve the trip, deny permission for the trip, or request further information from the student organization in order to make a decision about the trip.

**No student organization may engage in any off-campus trip without first obtaining OSE approval.** Please note that student organizations must identify a Goucher faculty or staff member who will serve as their adviser in the trip-planning process, and who will accompany them on any overnight trip to destinations that are farther than two hundred fifty (250) miles from the Goucher campus. It is the responsibility of the student organization to pay the travel costs of the faculty/staff adviser accompanying the trip. *Student organizations may request an exception to the requirement of faculty or staff presence on a trip, which shall be decided by the Associate Dean for Student Engagement, in consultation with legal counsel, based on such criteria as the distance and length of the trip; the nature and risk level of the activities on the trip; and issues, if any, related to this or other past trips taken by the student organization.*

**Funding**

- Once OSE has approved a trip, the student organization may seek to obtain any needed funding from a variety of sources, including its own budget, SGA, other college sources, or sources outside of the college.
- Source of funding does not affect the organization's obligation to comply with the requirements of this policy and procedure.

**Waivers**

- No later than 48 hours prior to the trip's departure time, the student organization must provide OSE with individual waivers signed by each trip participant. Waivers are available in the Office of Student Engagement or online at [goucher.edu](http://goucher.edu).
- No participant will be allowed to go on the trip without having signed a waiver.

**Participant List and Itinerary**

- No later than 48 hours prior to the trip's departure time, the student organization must provide to OSE a written list of participants, and an itinerary that includes travel arrangements, destination(s), and accommodations.
- The college reserves the right, at its sole discretion, to prohibit a student from participating on a trip based on the student's academic or disciplinary records. Prospective student participants should be informed that they must be approved for participation by the Associate Dean for Student Engagement or her designee, who will review each student's academic and disciplinary records for this purpose.

**Travel and Accommodations**

- All reservations for travel and hotel accommodations for student organizations must go through Goucher's online travel portal at <http://www.campustravel.com/university/goucher/>.

- Goucher has partnered with several local hotels to be used for all invited performers, speakers, or guests of the college. An up-to-date list of these hotels can be found at the travel portal under *Hotels >> Preferred Goucher Lodging*.
- All flights for performers, speakers, or guests of the college as well as student travel to conferences and/or competitions must be purchased through the *Flights* section of the travel portal.
- Any overnight trips to destinations that are farther than two hundred fifty (250) miles from the Goucher campus must utilize planes, trains, busses, or other vehicles driven by professional drivers. No student is permitted to serve as the driver such a trip. *Student organizations may request an exception to this policy, which shall be decided by the Associate Dean for Student Engagement, in consultation with legal counsel, based on such criteria as the distance and length of the trip; the nature and risk level of the activities on the trip; and issues, if any, related to this or other past trips taken by the student organization or individual student drivers.*
- If any travel for the trip is by college-owned, leased, rented, or privately owned motor vehicle, drivers must comply with and be approved under the college policy on Use of College-Owned and Leased Vehicles or on Use of Personal Vehicles for College-Sponsored Activities. These policies are available online at: <http://www.goucher.edu/x2416.xml> . Students who plan to drive must complete all aspects of the application process described in these policies at least 3 weeks (15 business days) prior to the trip.

APPROVED, OCTOBER 2012

## OFF-CAMPUS TRIP REQUEST FORM

This form must be filled out and returned to the Office of Student Engagement 14 days before a planned trip. Once approved and returned to you, you must follow the steps outlined at the bottom on the day of the trip before departing campus.

Trip Organizer (Name/Organization): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Destination/Itinerary: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ Expected Attendance\*: \_\_\_\_\_

**\*List names of all trip participants on the back of this form. All trip participants must read and sign individual liability waiver forms provided by OSE. Signed waivers must be returned to OSE no later than 48 hours before departure time. Participants without signed waivers may not attend the trip.**

Overnight Trip?  Yes  No

Accommodations, if any: \_\_\_\_\_

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Will an adviser or member of the faculty or staff attend?  Yes  No

\*\* You must check yes for any overnight trip outside of a 250 mile radius of the college unless an exception has been granted in accordance with the Off Campus Trips Policy. This adviser will be required to attend risk management training in preparation for the trip.

If yes, name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_

**NOTE: Adviser's signature is required even if the adviser is not attending.**

Who will provide transportation?

Goucher Van or Bus  Off-campus Provider\*  Privately Owned Vehicles

\*Off-campus Provider: \_\_\_\_\_

**NOTE: If using college-owned, leased or privately owned vehicles, all drivers must comply with college policies found on the website at <http://www.goucher.edu/x2423.xml>. To avoid last-minute problems, be sure to review and ensure compliance with these policies and procedures well before your departure date.**

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### DAY OF TRIP PROCEDURE

- As noted above, individual signed waivers are required for all participants, and were to be turned in to OSE 48 hours before departure. Any participant for whom a signed waiver has not been provided to OSE may not participate on the trip.
  - This completed and approved form must be brought to the Office of Public Safety before departure. They will make a copy and you should keep the original with you for attendance purposes.
  - Before departing, please make an announcement to trip participants with the drop-off and pick-up locations, time of departure from destination, and any other safety announcements.
  - When you are ready to depart from your destination, take attendance to make sure everyone has arrived back to the bus safely. If you are missing any participants, try to give a 20-minute grace period. If after this grace period the participants have not returned to the bus, call the Office of Public Safety and give them the names of students not returning.
  - When you return to campus, call the Office of Public Safety to let them know your trip has returned to campus.
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**For Office of Student Engagement Use Only:**

Date Received: \_\_\_\_\_  Reviewed and approved by Associate Dean of Student Engagement      Initials: \_\_\_\_\_

**PARTICIPANTS**

**WAIVER:** Check if signed waiver has been provided. Participants who do not sign the waiver may not attend the trip.

**DEPARTED:** Use for attendance as participants board the bus from the departing location.

**RETURNED:** Use for attendance as participants board the bus from the destination location.

| <b>PRINT NAME</b> | <b>WAIVER</b>            | <b>DEPARTED</b>          | <b>RETURNED</b>          |
|-------------------|--------------------------|--------------------------|--------------------------|
| 1. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. _____          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. _____         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please attach pages for additional signatures if necessary.