

Student Domestic Travel

Trip Leader Orientation Checklist

Prior to College-supported student domestic travel, the Trip Leader is required to communicate expectations and preparation instructions to students. The content of the communication must include the items detailed in the checklists below - one is for single day travel and the other is for overnight trips. Single day travel information may be communicated via email alone or discussed in a group setting. Overnight travel requires a meeting of all participating students and the Trip Leader to ensure that all questions are answered.

Single Day Domestic Travel Checklist

- Anticipated trip experience learning outcomes
- Travel itinerary
- Trip Leader and Chaperone (if applicable) phone numbers
- Transportation details, including required type of participant identification
- How meals will be handled (if applicable)
- Expected student expenses (meals, coat check, etc.)
- Behavioral expectations for the trip, i.e. Code of Student Conduct
- Appropriate attire
- Necessary supplies/gear/tools
- Guidelines for photography/recording while en route/onsite
- Risks associated with the trip
- Direction should an emergency arise
- Documentation to be carried (i.e. medical insurance, identification, emergency contact)
- Required forms with submittal date (i.e. Field Trip and Emergency Contact form)
- Post trip expectations (i.e. student trip evaluation form, receipt submittal [if applicable], associated assignments)

Overnight Domestic Travel Checklist

All items on the *Single Day Domestic Travel Checklist*

Map of route

Schedule of planned rest/meal stops

Lodging

Expectation of behavior during free/unchaperoned time

Communication of the Student Domestic Travel Policy and Guidelines, with specific communication of the following:

Students participating in domestic travel opportunities must adhere to the Student Code of Conduct and all other policies of the College, as well as any rules set by the Trip Leader. Failure to comply may hinder future participation in travel opportunities.

The College assumes no liability in providing emergency funds. Students should be prepared to assume the cost of their travel, lodging, and food in the case of unanticipated delays or incidents requiring additional expenditures, as well as any uncovered medical costs.

No student is permitted to leave the group, and no student shall be left behind during a trip unless required by circumstances approved by the Responsible Administrator.

If a student needs to return early from the trip for any reason, the Trip Leader, in consultation with the Trip Coordinator and Responsible Administrator, will determine if that student should be accompanied by a fellow trip participant.

Alcohol, cannabis, or illegal substance consumption by students of any age is prohibited during College-sponsored domestic student travel.

Students are expected to approach the Trip Leader or chaperone(s) (if applicable) with any incident resulting in injury or property loss, criminal activity, violation of trip rules or Student Code of Conduct, emergencies, or any other unusual activity that takes place on the trip.