



DRAFT

CUNY Student Domestic Trip and Travel Guidelines

Safety and Risk Management

August, 2016

As best practices for the implementation and oversight of travel programs evolve, the offices that created the guidelines anticipate reviewing them on a regular basis and revising them as needed.
-Resolution of the Board of the Trustees, November 29, 2011

Any sponsored trip taken without all of the following: (i) timely submission to the Chief Academic Officer or Chief Student Affairs Officer of a complete and accurate [Off-Campus Student Travel Approval Form](#), (ii) prior approval of the Chief Academic Officer or Chief Student Affairs Officer, as evidenced by the sign-off of the [CUNY Off-Campus Student Travel Approval Form](#), (iii) collection of an [Off-Campus Activity Participation, Waiver, and Emergency Form](#) from every participant, or that otherwise violates or fails to meet these guidelines, may result in individual and/or organizational discipline as set forth in the CUNY Board of Trustees Bylaws and/or applicable collective bargaining agreements.

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I. PURPOSE

The City University of New York (University) encourages its students to participate in off-campus programs that provide valuable experiential learning, as well as, student engagement and community building opportunities. The purpose of the travel should be consistent with the University's mission. Travel must be planned so as to avoid undue interference with students' academic responsibilities.

The CUNY Domestic Travel Guidelines (**Guidelines**) were created to communicate CUNY's standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel sponsored by the university in which students participate, whether academic, co- or extra-curricular. These rules and procedures are designed to ensure that domestic travel trips are planned in a way to mitigate foreseeable health and safety risks.

To ensure that events or activities involving student travel are consistent with Colleges' and/or University's mission and that student safety issues have been addressed, sponsored trips must be approved in advance by the Chief Academic Officer (CAO) or Chief Student Affairs Officer (CSAO) prior to the commitment of any University resources. To request approval, members of the faculty, staff, or recognized student organization who organize activities covered by these guidelines must submit a completed [Off-Campus Student Travel Approval Form](#) to the Chief Student Affairs Officer for student organization travel and to the Chief Academic Officer for academic-related (class-related) travel, no later than one month before the scheduled trip; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion.

While these Guidelines cover many different areas, they may not provide clear guidance for every specific case. If the CSAO or CAO is uncertain which requirements apply to a trip or have concerns envisioning and planning the logistics of a trip or travel program they should consult with their campus Office of Risk Management.

These Guidelines will be periodically updated; users should refer to the online version for the most current standards, located at: **ADD**

II. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED

A. Trips Covered by These Guidelines:

The following guidelines for domestic travel are for currently enrolled students in any university program, including graduate and undergraduate education, participating in sponsored trips.

“Domestic travel” is classified as any activity or event not taking place on CUNY property or in New York City but within the 50 states of the United States, including, but not limited to, trips to museums, field trips, athletic events, service activities, alternate spring break, and retreats and conferences.

For purposes of the Guidelines, a **CUNY Trip** is any domestic trip that is (1) organized by a University or College unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, or (2) funded by any monies controlled by the College, the University, or a University/College-related entity, including, but not limited to, the CUNY Research Foundation, a College auxiliary enterprise corporation, or a College Association/Student Services Corporation.

CUNY Trips must be approved by the Chief Student Affairs Officer or College Chief Academic Officer and have a designated Sponsor and Chaperone (for group trips). The advertising or distribution of an opportunity, such as an internship or other opportunity does not by itself constitute the *sponsoring* of a trip.

Examples of activities and events that fall under these guidelines include, but are not limited to, athletic teams travel, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, sponsored individual conference or research activities, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

1. *Group Trips*

A group of students directly connected to the University, who travel for a specified purpose related to a CUNY academic program or department, or the activities of a student organization or campus unit, whether for credit or not, are subject to CUNY's requirements for travel. Examples of such travel include recreational activities, research projects or internships, volunteer experience and conference travel.

2. *Individual Trips*

Students whose individual travel has a direct connection to a CUNY academic program or department, or the activities of a student organization or campus unit, whether for credit or not, are subject to CUNY's requirements for travel. Examples of such travel include, but are not limited to, independent research or internships, a volunteer experience, or conference travel.

B. Trips Not Covered by These Guidelines:

These guidelines do not apply to travel undertaken by students on trips that are neither organized or funded by CUNY. These guidelines do not apply to day-trips (trips without an overnight stay) within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens) that require only the use of public transportation or private or public accessible transportation alternatives for students with disabilities for travel and do not involve high-risk activities. These guidelines do not cover internships, volunteer opportunities, individual trips where transportation is not provided by CUNY, or other activities not organized or funded by CUNY. If a college is uncertain if an event, activity or individual or group travel is covered by these guidelines, please contact your campus Office of Risk Management or Office of Environmental Health and Safety. Activities outside of the

50 States of the United States, including trips to Puerto Rico, Guam and American Samoa, are beyond the scope of these guidelines and are covered by [CUNY's International Travel Guidelines](#).

CUNY neither sanctions nor prohibits any non-CUNY trips and CUNY does not assume any responsibility for them.

III. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A CUNY TRIP

A. The following faculty and staff roles are required for all domestic group trips:

1. The *Trip Sponsor* has overall accountability for development and implementation of the trip. The *Trip Sponsor* is the faculty or staff member responsible for reviewing the logistics of the trip, ensuring the collection of required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a *Trip Chaperone*, and conducting follow up activities. The *Trip Sponsor* is also the primary campus contact person for the duration of the trip. If the *Trip Sponsor* is also the *Trip Chaperone*, an alternate campus contact person will be designated for the duration of the trip.
2. The *Trip Chaperone* is the CUNY faculty or staff member, or other designated individual approved by the college, who accompanies the students on the trip. This individual should be able to lend to the experience of the travel for the student group. They will monitor the behavior of the participants to ensure that CUNY Policies and Procedures are not violated, and oversee the health and safety of students. The *Trip Chaperone* must have the contact information for all students, and must be available to participants via phone or in-person at all times for the duration of any trip, including travel. The *Trip Chaperone*, either with or without the consultation of the *Trip Sponsor*, can dismiss students from a trip if they determine any CUNY policies, laws, or any behavioral expectations pertaining to the trip have been violated in accordance with the section under Student Behavioral Standards (IV.A.3.d). The *Trip Chaperone* will also contact local resources, such as the police or hospitals, if necessary. The name and phone number for the *Trip Chaperone* must be included in the CUNY Off Campus Student Travel Approval Form. In certain cases, a *Trip Chaperone* may not be a CUNY staff member, such as a trip organized by an external organization. In these instances, the *Trip Chaperone* will be someone who is employed by that organization. Their contact information must be provided in the Off-Campus Student Travel Approval Form. They must still adhere to the CUNY's requirements and expectations of a chaperone.
3. Chaperone to Student Ratio: It is recommended that a minimum of one (1) chaperone should be assigned for every twenty (20) students who are attending a student trip. The *Trip Sponsor* and the Chief Academic Officer or Chief Student Affairs officer should consider the following when deciding on the ratio for each specific trip: length of trip; type of planned activities; lodging arrangements; trip duration; duration of activities on

each day; transportation arrangements; previous travel experience with the same or a similar group of students; and previous travel experience to the same or a similar location, and/or activities. A *Trip Chaperone* may be required to accompany a student for medical reasons or other emergencies, accordingly, multiple Chaperones for each trip should be considered whenever possible. When multiple chaperones are assigned, it is good practice to assign chaperones who identify with different genders, if possible.

4. *The Chief Academic Officer or Chief Student Affairs Officer* is responsible for approving all trips and designated Chaperones. They must ensure all documentation and requirements have been fulfilled, and that a Chaperone has been assigned for each trip that requires one.

B . Proper trip planning and preparation are critical to a successful experience for all participants

Trip sponsors shall conduct thorough research about the destination to be visited, local transportation, overnight accommodations (if applicable), and dining options; create a detailed itinerary; and clearly communicate plans and expectations with participants. The health and safety of all participants is always the first priority in every aspect of planning the trip.

The following steps must be completed:

1. *Trip Sponsor* must complete an [Off-Campus Student Travel Approval Form](#) for the trip. Approval will be confirmed when the applicable Chief Academic Officer or Chief Student Affairs Officer signs the [Off-Campus Student Travel Approval Form](#). The [Off Campus Student Travel Approval Form](#) shall include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information, as well as, the cell phone number of the *Trip Sponsor* and *Trip Chaperone*.
 - a. **High-Risk Activities:** High risk activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives but which can be minimized through planning, training standard operating procedures, or activities that offer potentially serious risks of severe injury, major property damage, significant financial loss, and/or significant negative publicity for the organization and/or institution.

Examples of high risk activities include, but are not limited to: sports tournaments, any event offering alcohol to attendees, events charging admission that are open to the public, and events that require strenuous activity. If in doubt about whether a specific activity would qualify as “high-risk”, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.

2. After the trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, the *Trip Sponsor* or *Trip Chaperone* collects a signed [Off- Campus Activity](#)

[Participation, Waiver, and Emergency Form](#) from each student before the trip, activity, or event.

- a. Students under 18 participating in an activity or event with no overnight stay are required to have a parent or guardian sign the [Off-Campus Activity Participation, Waiver, and Emergency Forms](#) in the presence of a notary.
 - b. Students 18 and older participating in an activity or event (whether it has an overnight stay or not) are not required to have a parent or guardian sign the [Off-Campus Activity Participation, Waiver and Emergency Forms](#) nor are they required to have it notarized. Failure to supply the information required in a timely fashion shall affect the student's eligibility to participate.
 - c. No Friends or Family: Except with the explicit prior written permission of the Chief Academic Officer or Chief Student Affairs Officer, friends and family of faculty, staff, and students are not eligible to participate in sponsored trips.
3. The sponsoring department or organization must keep signed copies of the [Off-Campus Student Travel Approval Form](#) and the [Off-Campus Activity Participation, Waiver, and Emergency Form](#) on file for six (6) years after the event has ended.
 4. The *Trip Sponsor* must identify eligibility requirements, core competencies, and/or skills required to be otherwise qualified to participate on the trip for any specific activities to be undertaken. The *Trip Sponsor* must candidly discuss with participants the abilities and inherent risks of the proposed activities. *Trip Sponsors* are required to scrutinize all proposed activities or events regarding the relevance of those activities to the trip's purpose.
 5. Give consideration to the lodging and overnight accommodations for the trip, such as hotels and the residence halls/dormitories of universities. The accommodation must be safe and secure. It is recommended that all lodging be vetted through personal site visits by the *Trip Sponsor*, if practical. If the *Trip Sponsor* or staff has not previously used or seen the accommodation, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (possibly including, making inquiries regarding the experience of other colleges and universities) during the planning phase.
 6. Identify any known potential hazards related to the trip such as excessive heat, insect-borne diseases, wild animals in the area, hazardous plants or terrain in the vicinity, etc.
 7. Identify local resources for emergencies such as medical care or other local contacts prior to departure. Anticipate and plan for emergencies such as theft, illness, vehicle breakdowns, accidents, inclement weather, vandalism, missing persons, etc. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the area? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant cannot be located?
 8. Contracts: As CUNY is a governmental entity, administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into

or sign any contracts related to sponsored trips. Rather, these contracts must be coordinated with the purchasing offices, then reviewed and approved as to form by the CUNY Office of General Counsel. After such approval has been received, only designated college and university officials may sign any documents that relate to commitments on behalf of the college/university. Assuring that agreements contain adequate indemnification and insurance provisions is part of the Office of General Counsel's review. Furthermore, no commitments related to the trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip. The department or office sponsoring programs or trips must work with the administering purchasing department when requesting quotes or procuring items or services. Insurance. CUNY does not currently have a standard of medical insurance coverage for domestic student travel. All trip participants are responsible for any medical costs they incur during and/or as a result of the trip. The *Trip Sponsor* is responsible for communicating this fact to the trip participants.

9. Methods of Transportation:

When traveling, all *Trip Sponsors* and *Trip Chaperones* shall observe the following transportation guidelines:

- a. Utilize commercial transportation whenever possible (e.g., Amtrak, Greyhound, etc.).
- b. Consult the University's [Fleet Management Policy](#) for appropriate requirements if college vehicles are being utilized. Only University or affiliated entity employees who meet the minimum requirements defined by the [Fleet Management Policy](#) are permitted to operate University-owned vehicles.
- c. Rented vehicles may be utilized for sponsored trips only with the prior approval of the appropriate college official; only those employees that meet the minimum requirements under the [Fleet Management Policy](#) may drive rented vehicles.
- d. Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified for chosen transportation options.
- e. *Trip Sponsors* and/or chaperones should not drive personal vehicles for University business unless no commercial transportation could be arranged, no University vehicle is available, or in case of emergency. Employees who use their personal vehicles for University business must comply with all [Fleet Management Policy](#) requirements and maintain the minimum statutory automobile liability limits as required by the State in which the vehicle is registered. Certificates of insurance verifying these minimum limits may be requested and must be provided upon request. *Trip Sponsors* or *Trip Chaperones* must remind all trip participants choosing to ride in a private automobile that they do so voluntarily and at their own risk. The University

does not insure or accept liability for any damage, loss, or injury resulting from the use of or riding in a private vehicle.

IV. TRAVEL REQUIREMENTS AND PROCEDURES FOR SPONSORED TRIPS

A. Requirements and Responsibilities of Students on CUNY Trips:

1. Orientation and Training: If determined necessary by the *Trip Sponsor*, before departure, all participants must participate in mandatory orientation events and submit all required paperwork.
2. Mandatory Training for CUNY Overnight Trips:
 - a. Students participating in any CUNY overnight trip must have completed training on sexual harassment and sexual violence awareness and procedures for reporting allegations of sexual misconduct, as well as, alcohol use awareness training within twelve months prior to trip departure.
 - b. Pre-Departure Training for Students on Sexual Misconduct:
Training for students on CUNY- trips must include the following:
 - Process for reporting complaints of sexual misconduct;
 - Identification of employees who can keep information confidential;
 - Definition of affirmative consent under CUNY's sexual misconduct policy;
 - Investigative process as it applies on campus and trips: investigation may not be completed until return to campus;
 - Importance of preserving evidence when possible;
 - Drug and Alcohol use amnesty;
 - Options for continuing with trip or returning to campus;
 - Availability of counseling services on campus;
 - Availability of interim measures on return to campus, including no-contact order;
 - Availability of interim measures while on trip;
 - Disciplinary process on campus, including possible penalties;
 - Assistance in filing criminal complaints;
 - Risk reduction strategies;
 - Retaliation.
3. Behavioral Standards:
Trip Sponsors shall inform students that they are asked to abide by the following behavioral expectations:
 - a) Students are representatives of CUNY and their campuses, whenever they participate in a sponsored trip or an off-campus activity that are sponsored by the University or one of the Colleges.

- a. All trip participants are required to:
- i) obey the laws of the New York City, New York State, and Nation; the laws of the trip destination, the rules and maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”) and the policies, regulations and orders of the college and its appointed representatives. In the event that the laws of New York City and/or New York State, and the laws of the trip destination conflict, the *Trip Chaperone* will make a determination as to the appropriate course of action;
 - ii) conform their conduct to the standards and cultural norms surrounding the trip and assume responsibility for their own actions. As such, the students’ behavior at off-campus activities is reflective of their College and University, and, therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustees Bylaws;
 - iii) Trip participants need to be aware and understand that the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus or at home, and be aware that compliance is important to the success of the trip and to the University's willingness to permit future similar activities.
- b. All CUNY Trips must conform to the CUNY Policy on Drugs and Alcohol. All trip participants are reminded that sponsored trips are a “CUNY-sponsored activity” and that the CUNY Policy on Drugs and Alcohol states: "The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited". For further information, on the University policy on Drugs and Alcohol please visit:
<<http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>
>.
- c. Drug and alcohol abuse and misuse will not be tolerated on sponsored trips. Violation of CUNY regulations or policies may result in immediate dismissal from the trip and academic and/or disciplinary action upon return to campus. If the *Trip Sponsor* or *Trip Chaperone*, at their discretion, concludes that a student participant has violated local laws and/or CUNY regulations or policies this may result in immediate dismissal from the sponsored travel and/or disciplinary action upon return to campus. This decision should be made in concert with the chief academic officer, chief student affairs officer, or their designee. A student dismissed from a trip for behavioral reasons, may be

required to depart at the student's own expense, without credit or refund of any monies paid for a documented violation of University or trip rules.

- d. A trip participant who is the victim or observes sexual harassment or sexual violence while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug and Alcohol Use Amnesty Policy
- e. CUNY is committed to promoting a safe and secure environment for all members of our community. CUNY's policies prohibit sexual misconduct, including sexual harassment, gender based harassment, and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by trip participants (students, faculty, or staff), **whether at the home campus or while in travel status**; it is illegal and prohibited by University policy. For more information on the University's Policy on Sexual Misconduct, please visit:<http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

If a student is a victim of sexual misconduct during a CUNY Trip, he or she is entitled to support from trip staff on site, or a CUNY faculty or staff for group trips, and on campus upon the student's return.

- f. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University/College shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with university rules and regulations, the direction of college/university employees, or applicable laws.
- g. Participants are required to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Failure to comply with lawful directions may result in disciplinary action.
- h. Retaliation is illegal. Retaliation is adverse treatment of an individual because he/she made a sexual harassment/sexual violence or other discrimination complaint, opposed discrimination/sexual harassment/sexual violence, or cooperated with an investigation. The University will seek to discipline anyone found to have engaged in retaliation.
- i. Participants are reminded that faculty and staff are prohibited from engaging in intimate relationships with students for whom they have a "professional responsibility". Pursuant to CUNY's Policy on Sexual Misconduct, faculty and

staff that accompany students on trips have a professional responsibility for those students.

4. Student Organizations: It is primarily the responsibility of the student organization officers to investigate the organization(s) providing trip services. The *Trip Sponsor* is responsible for ensuring that student trips adhere to the Guidelines in terms of appropriate destinations, and other standards. The *Trip Sponsor* must identify a *Trip Chaperone* that will travel with the group or be the onsite liaison with the campus, as per approval by the CAA or CSAO.

Therefore:

- a. Students should approach offers to organize travel with caution, especially if they offer clinical or other professional experience. Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants' ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ standard safety procedures in that setting.
- b. In order to avoid conflicts of interest in recruiting trip participants, student organization officers may not personally accept free or discounted travel in exchange for meeting a recruitment quota.
- c. Driving: If students decide to operate a motor vehicle, it is at their own risk.

A. Requirements and Responsibilities of Administration, Faculty, & Staff for CUNY Trips:

1. Pre-Trip Communications: Before Departure the *Trip Sponsor* or *Trip Chaperone* shall communicate with all trip participants via a pre-trip meeting, email, or other written means the planned itinerary, behavioral expectations transportation, and lodging details so that all trip participants are aware of what they can expect.

Trip Sponsors shall ensure that the following, as applicable, is communicated either by themselves or the *Trip Chaperones* to the trip participants:

- a. Remind all students to carry any personal medications that they require, health insurance cards and emergency contact information at all times. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take, and plan with their medical provider to ensure an adequate supply for the duration of the trip.
- b. Advise trip participants that they may want to voluntarily disclose to the Chaperone any disabilities, problems, or health issues that may need to be accommodated during the trip. For programs requiring an application

process, the medical and health disclosure should take place only after the participant gains acceptance to the program. The program will be better able to serve the needs of participants who disclose that they are asthmatic, diabetic, or experience particular drug and food allergies prior to departure.

- c. Remind trip participants to take the necessary precautions during times of extreme temperatures or weather conditions. For instance, when it is hot, participants should stay hydrated and wear light and light-colored clothing and use sunscreen if there is a lot of sun exposure.
 - d. Remind trip participants to be vigilant of their surroundings. For example, participants should be advised that they should employ safety skills such as not travelling or going out alone, being careful at night, etc. Provide trip participants with information about the neighborhoods in and around the destination site(s).
 - e. Advise trip participants that valuables either should not be brought along on the trip or should be secured at all times; discourage participants from bringing large amounts of cash and remind them to secure wallets and purses to avoid pick-pocketing.
 - f. When participants are placed in dorms or hotels with roommates, the adjustment to sharing close quarters may be significant. *Trip Sponsors* should encourage participants to find a constructive outlet to understand and work through any possible uneasy feelings or frustrations.
2. Trip Chaperone Expectations: *Trip Chaperones* have many responsibilities before, during, and after the sponsored trip while at CUNY, while in route, and while at the destination of the sponsored trip.

The *Trip Chaperones* shall:

- a. exchange emergency contact information (phone numbers and email addresses) with trip participants;
- b. be available and on-call at all times (24/7) during the sponsored trip to respond to trip participant concerns and problems as needed;
- c. at all times (24/7) during the sponsored trip, have access to , a full set of student participant [Off-Campus Activity Participation, Waiver, and Emergency Contact Forms](#) and leave copies that are accessible by the *Trip Sponsor* at the CUNY institution;
- d. serve as the official university representative in cases of emergency;
- e. coordinate emergency response and all communications between and among the college, the university, and the relevant persons and organizations on-site;
- f. notify authorities at the local site in the event that one or more trip

- participants cannot be accounted for or is missing;
- g. ensure students receive medical attention by trained professionals in case of a medical emergency;
- h. be familiar with and follow all existing University policy and guidelines, including those on sexual misconduct and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act;
- i. conduct all appropriate follow-up activities, such as completing any incident reports;
- j. complete training on sexual harassment and sexual violence awareness for employees;
- k. be considered Responsible Employees under CUNY's Policy on Sexual Misconduct and be **required** to report any allegations of sexual misconduct of which they become aware to the program's Campus Director who will report the incident to the campus Title IX Coordinator, or during evening and weekend hours, to public safety. Such notification must occur as soon as possible but no later than twenty-four hours after notice of the incident;
- l. be prohibited from engaging in intimate relationships with students for whom they have a "professional responsibility". Pursuant to CUNY's policy on sexual misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students;
- m. For overnight group trips, conduct pre-departure training for all trip participants including sexual misconduct awareness and reporting procedures as outlined in Section A Paragraph 1;
- n. *Trip Chaperones* are asked to abstain from consuming alcoholic beverages for the duration of the trip.
- o. In order to avoid conflicts of interest, *Trip Chaperones* may not personally accept free or discounted travel in exchange for meeting a recruitment quota.

V. EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES

A. As applicable, *Trip Sponsors* and *Trip Chaperones* shall:

1. be required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for the organization of educational trips;
2. be prepared to contact appropriate service providers; notify authorities at the site in the

event that one or more students are missing or cannot be accounted for at the destination site. If, following an immediate search, the student(s) cannot be located; the *Trip Sponsor/Trip Chaperone* shall contact local police and the *Trip Sponsor*, or campus public safety, and shall make every effort to reach the student's emergency contact. The *Trip Sponsor/Trip Chaperone* in consultation with college officials shall determine whether other students should leave the site and whether the chaperone should remain at the site where the student went missing or proceed with the rest of the students to the next location. Emergency contacts should be notified and kept updated as to the status of the search for the missing student(s);

- a. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
- b. contact the local emergency medical provider for medical emergencies;
- c. contact the Chief Academic Officer, the Chief Student Affairs Officer, or the Office of Public Safety for emergencies;
- d. complete any Incident Reports within 24 business hours of return to the campus, except for any allegations of sexual misconduct which must be reported as soon as possible but not later than within twenty-four hours of notice of the incident;
- e. report all injuries or illnesses to the Chief Academic Officer or Chief Student Affairs Officer, as appropriate. In the event that a participant is severely injured, requires hospitalization or experiences another event that requires a substantive change to the itinerary, contact the Chief Academic Officer or the Chief Student Affairs Officer to determine the best course of action. *Trip Chaperones* must not leave a hospitalized student behind without program assistance.
- f. report vehicle accidents to local police or law enforcement departments and to the appropriate campus officials, including public safety;
- g. report all allegations of sexual misconduct of which they become aware. Advise student of the *Trip Chaperone's* obligation to report and assist the student to receive medical attention where appropriate.

CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM

The [Off-Campus Student Travel Approval Form](#) must be completed by the Trip Sponsor and submitted to the Chief Student Affairs Officer for student organization travel or to the Chief Academic Officer for academic (class) related travel a minimum of one (1) month prior to travel. All organized travel is expected to follow the **CUNY Student Domestic Trip and Travel Guidelines**. These Guidelines can be found at <http://www.cuny.edu/academics/programs/international/faculty.html>. This Form must be approved by the Chief Student Affairs Officer or the Chief Academic Officer in order for travel to commence.

To Be Completed by the Trip Sponsor.

Type of Trip: Group Individual Other: _____

Division: Student Affairs Academic Affairs Other: _____

If the trip is affiliated with Academic Affairs, identify the Course and Section: _____

If this trip is affiliated with Student Affairs or Other, identify club or administrative unit: _____

Trip Sponsor Name: _____ Status (circle one): Faculty Staff Other
(please print legibly)

Title of Trip Sponsor: _____

Name of Institution: _____

Cell Phone: () _____

Alternative Phone: () _____

Email: _____

(most frequently checked email address)

All college sponsored/affiliated trips are required to be accompanied by a trip chaperone as outlined in the **Domestic Trip and Travel Guidelines** unless otherwise exempted.. If you have more than one chaperone, please attach an additional page with complete information. If there is no chaperone, provide the information for the Trip Sponsor.

Trip Chaperone/:

(Please print legibly)

Title of Trip Chaperone: _____

Name of College: _____

Cell Phone: () _____

Alternative Phone: () _____

Email: _____
(most frequently checked email address)

Destination of Travel/Event/Activity: _____

Description of Travel/Event/Activity: _____

Describe Nature of Activities Involved in Trip: **Specifically highlight any high-risk activities:**

Purpose of Travel: _____

Number of Students: _____

Dates of Travel: Departing Day: _____ Time: _____
Returning Day: _____ Time: _____

Transportation (*Check all that apply*): Car Rental Train Plane
 University Vehicle Contracted Bus Service
 Other _____ Transportation

Details (*Please provide relevant details*): Driver's Name: _____

Rental Service: _____

Name of Anticipated Bus/Train/Airline Co.: _____ Anticipated Flight/Train Number(s): _____

Will the travel require overnight lodging? Yes No
(If yes, please complete the next section.)

Name of Anticipated Accommodation: _____

Type of Accommodation: Hotel Hostel College Residence Hall
 Retreat Center Personal Home Conference Center
 Other _____

Phone: () _____

Address: _____

City: _____ State: _____ Zip: _____

** Attach additional sheets as necessary.*

Please attach a complete trip itinerary and any other relevant attachments.

Approval (Signatures Required)

By signing, I certify I have read the **Domestic Trip and Travel Guidelines** and agree that the proposed activity satisfies all requirements.

Name of Trip Sponsor

Signature of Trip Sponsor

Date

The attached Off-Campus Student Travel Approval Form is hereby approved by the Chief Academic Officer or Chief Student Affairs Officer.

Name of Chief Academic Officer or Chief Student Affairs Officer

Signature of Chief Academic Officer or
Chief Student Affairs Officer

Date

CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without the approval from OGC.

PART A - To be completed by the Trip Sponsor and then distributed for completion by participating students

Description of Activity

_____ College ("College") of The City University of New York believes that participation in organized, off-campus activities by its students can be an important part of a student's learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this Off-Campus Travel Participation, Waiver, and Emergency Contact Form and submit it to the Trip Sponsor prior to the Activity.

Description of Activity: _____

Destination of Activity: _____

Date(s) of Activity: _____

Name of Trip Sponsor: _____

Affiliation of Trip Sponsor to College/University: _____

Name of Trip Chaperone: _____

Contact Telephone Number on Date(s) of Activity: _____

PART B - To be completed and signed by the participating student and, if under 18, his/her parent or legal guardian

Participation, Waiver and Release, and Emergency Contact Information

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks and hazards not found in study at the College, including risks involved in traveling, and I have sought and obtained information and advice that I feel are necessary and appropriate. I am fully aware of and voluntarily assume the risks and hazards connected with participating, and I hereby voluntarily elect to participate in the Activity. I acknowledge, accept, and assume all such risks, whether or not foreseeable and whether or not caused by the negligent or intentional acts or omissions of others.
2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them ("Released Parties") for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of the Released Parties. It is my express intent that this Release binds my heirs, assigns, and personal representatives.
3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

4. I will become informed of, and will abide by, all such laws and standards surrounding the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity may require a standard of behavior that may differ from that applicable on campus. I will comply with the University's rules, standards, and instructions, for student behavior generally and for the Activity, including the College's Code of Student Conduct and the Henderson Rules of Public Order (collectively, "standards"). I agree to obey the laws of New York City, New York State, and Nation; the laws of the trip destination, and orders of the college, and its appointed representatives. In the event that the laws of New York City and/or New York State, and the laws of the trip destination conflict, the Trip Chaperone will make a determination as to the appropriate course of action.
5. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.
6. I agree that the University has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the Activity, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the University, the Activity or other participants. If I am terminated from the Activity, I consent to going home at my own expense with no refund of fees.
7. I have or will obtain and maintain health, accident, disability, hospitalization, and travel insurance as I deem necessary to participate in the Activity, and I will be responsible for the costs of such insurance and for any expenses not covered by insurance.
8. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, injuries (including death), damages, or loss arising out of my failure to disclose such conditions or problems.
9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances. I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.
10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.
11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.
12. I agree that should any provision or aspect of this Off-Campus Activity Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.
13. This waiver and release represents my complete understanding with the College and the University concerning their responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.
14. I am printing my contact information below:
Name of Participant: CUNY ID:
Local Address:

City:

State:

Zip:



Cell Phone: Email address:

15. I am printing my **emergency contact information** below:

In case of emergency, notify:

Name:

Relationship:

Phone numbers: day evening

16. Check one:

I am at least eighteen years old.

I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

I wish to participate in the Activity, I have read and completed this Off-Campus Activity Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily.

Date:

Signature: _____

If participating student completing and signing this form is under the age of 18, then the following pages must be completed and signed by the student's parent or legal guardian.

IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING:

1. I am the parent or legal guardian of the student named above who signed above.
2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.
3. I understand that the student is expected to behave responsibly and to follow the University's discipline code and policies.
4. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for the student.
5. I have read this Off-Campus Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by the student is accurate and complete.
6. I am and will be legally responsible for the obligations and acts of the student as described in this form, (including such parts as may subject me to personal financial responsibility),
7. I agree, for myself and for the student, to be bound by its terms.

Print First and Last Name of Parent or Guardian

Signature of Parent or Guardian

If student is under the age of 18 and the Activity includes overnight stay(s), then the parent or guardian's signature must be notarized.

STATE OF _____)

_____)

COUNTY OF _____)

ss.:

On the day of in the year before me, the undersigned, personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public