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## **CUNY Student Domestic Trip and Travel Guidelines**

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# CUNY Student Domestic Trip and Travel Guidelines

**Approved by the Board of Trustees November 29, 2011**

*Revised January 12, 2012*

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*

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#### Email Contacts:

Risk Management: [riskmanagement@mail.cuny.edu](mailto:riskmanagement@mail.cuny.edu)

Legal: [ogc@mail.cuny.edu](mailto:ogc@mail.cuny.edu)

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## **1. PURPOSE**

The City University of New York encourages its students to participate in off-campus programs that provide valuable learning opportunities. These guidelines are a resource guide to assist in planning and preparing for health and safety issues that may be encountered while traveling.

While the information in these guidelines covers many different areas, the guidelines are not comprehensive and do not cover all circumstances; the guidelines are intended to prompt trip sponsors to be prepared to maintain the health and safety of our students and prepared to assess and mitigate the potential risks they may encounter.

Since responsible and accountable planning and preparation is the bedrock of successful domestic travel and programming, all domestic programs, including domestic trips and programs for student affairs or athletics purposes are required to follow these guidelines.

Prior written approval for all programs must be obtained from the Chief Student Affairs Officer for student organization travel or from the Chief Academic Officer for academic-related (class-related) travel prior to the commitment of any University resources. Trip sponsors and faculty leaders are expected to seek guidance and input from campus-based safety and risk management offices when envisioning and planning the logistics of a trip or travel program.

## **2. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED**

### **Trips Covered by These Guidelines**

The following guidelines for domestic travel are for currently enrolled undergraduate or graduate students participating in sponsored trips. See Section 3 for additional information.

**“Domestic travel”** is classified as any activity or event leaving CUNY property but within the 50 states of the United States including trips to museums, field trips, athletic events, leadership retreats and conferences.

A **“sponsored trip”** is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation.

Examples of activities and events that fall under these guidelines include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

### **Trips Not Covered by These Guidelines**

These guidelines do not apply to travel undertaken by students who travel as individuals (by themselves or with other members of the CUNY community) to attend out-of-town athletic/recreational events as a non-participant (except when traveling on behalf of or with the

financial support of a recognized student organization), or as individuals who travel out of town to engage in student teaching, internships, practicums, observations, or research.

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 for travel and do not involve high-risk activities.

If a college is uncertain if an event, activity or individual or group travel is covered by these guidelines, please contact the Office of Environmental, Health, Safety and Risk Management at [riskmanagement@mail.cuny.edu](mailto:riskmanagement@mail.cuny.edu).

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

Activities outside of the country are beyond the scope of these guidelines and are covered by [CUNY's International Travel Guidelines](#).

### **3. TRAVEL REQUIREMENTS AND PROCEDURES FOR SPONSORED TRIPS**

All sponsored trips must meet the following requirements:

- a. Purpose. The purpose of the travel must be consistent with the University's mission and/or organization's mission statement and constitution, which should be on file with the appropriate office.
- b. Academic Calendar. Travel must be planned so as not to create an undue interference with academic responsibilities.
- c. Prior Approval Required. To ensure that events or activities involving student travel are consistent with the College's/University's mission and that student safety issues have been addressed, sponsored trips must be approved in advance by the Chief Academic Officer or Chief Student Affairs Officer. 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 (1) month before the scheduled trip; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion. The [Off-Campus Student Travel Approval Form](#) will include the name and phone number for the responsible university employee(s) who will be available to the students at all times during the travel and activity (i.e. trip sponsor).
- d. Trip Sponsor/Trip Chaperone/Trip Contact Person. All sponsored trips must have a *trip sponsor* who has overall accountability for development and implementation of the domestic event or activity. The trip sponsor is the faculty or staff member responsible for handling the logistics of the trip, collecting the 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 chaperone* is the CUNY faculty or staff member who teaches and/or accompanies the students on the trip and may be different from the trip sponsor. If the trip sponsor cannot accompany participants on the trip activity/event, then the trip sponsor will designate a trip chaperone to accompany the participants.

If the Chief Academic Officer or Chief Student Affairs Officer determines that no trip chaperone is required for the trip, then the trip sponsor will designate a university employee as the *trip contact person* who will be available (by phone and/or email) to the students at all times during the travel and activity (but will not accompany participants on the trip activity/event). The name and phone number for the trip chaperone or trip contact person (as appropriate) must be included in the CUNY Off-Campus Student Travel Approval Form.

- e. **Contracts.** As CUNY is a governmental agency, 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 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. Documents that relate to commitments on behalf of the University should be reviewed by the campus Business Office. The department or office sponsoring international programs or trips must work with the college purchasing department when requesting quotes or procuring items or services. More information can be found on the "Purchasing FAQs" at [http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs\\_on\\_Purchasing\\_in\\_CUNY.pdf](http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs_on_Purchasing_in_CUNY.pdf).
- f. **24/7 Access.** Trip participants must be provided with 24/7 access to the trip sponsor, the trip chaperone, or the trip contact person before, during, and immediately after the sponsored trip.
- g. **Insurance.** CUNY does not currently have a standard of medical insurance coverage for domestic student travel. In evaluating the risks involved in each sponsored trip, the college shall consider whether medical insurance should be sought for the trip to transfer some of those risks to an insurance carrier where appropriate. Since CUNY does not currently mandate health insurance for all students, all trip participants shall be 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.
- h. **Ratio.** All sponsored trips are to be chaperoned by a staff or faculty member, except with the prior approval of the Chief Academic Officer or Chief Student Affairs

Officer. The minimum faculty/staff to student ratio is one staff member for every one to twenty (1-20) students over the age of 18 and one faculty/staff member for every one to five (1-5) students under the age of 18.

- i. 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.
- j. Non-Compliance. 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 CUNY Article XV of the CUNY Board of Trustees Bylaws<sup>1</sup> and/or applicable collective bargaining agreements.

#### **4. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP**

Proper 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; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Of paramount importance in all aspects of the planning must be the health and safety of all participants. The trip sponsor must complete the following steps:

- a. Prepare an [Off-Campus Student Travel Approval Form](#) for the trip. This Form must be submitted for approval to the Chief Academic Officer or Chief Student Affairs Officer on campus to approve the trip no later than one (1) month before the scheduled departure; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion. Approval will be confirmed when the Chief Academic Officer or Chief Student Affairs Officer signs the [Off-Campus Student Travel Approval Form](#). Once approved, file the [Off-Campus Student Travel Approval Form](#) with the College's Office of Public Safety as well as the Chief Academic Officer or Chief Student Affairs Officer in the event of an emergency during the trip. 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, trip chaperone, or trip contact person, as applicable.

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<sup>1</sup> CUNY Board of Trustees Bylaws, <http://policy.cuny.edu/toc/btb/>

- b. After the trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, collect a signed and notarized (see below if notarization is necessary) [Off-Campus Activity Participation, Waiver, and Emergency Form](#) from each student no later than two (2) weeks before the trip, activity, or event. By completing this form, all students traveling indicate that they understand and agree to comply with the Henderson Rules of Public Order<sup>2</sup>, acknowledge all risks associated with participation, and release the University from liability. Trip sponsors must collect signed [Off-Campus Activity Participation, Waiver, and Emergency Forms](#) from all students participating in the activity or event. Students under the age of 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](#). Students under the age of 18 participating in an activity or event with an 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. 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. Signed copies of the [Off-Campus Student Travel Approval Form](#) and the [Off-Campus Activity Participation, Waiver, and Emergency Form](#) shall be kept on file by the sponsoring department or organization for six (6) years after the event has ended.
- d. Trip sponsors must provide both their respective departments and campus Office of Public Safety a list with the names of all travelers, emergency contact information, contact numbers, and dates of travel prior to departure. Departments are the primary contact during normal business hours, and Public Safety is the primary contact after hours.
- e. Identify special requirements or skills required for everyone's participation on the trip for any specific activities to be undertaken. Discuss candidly participants' physical abilities and the inherent risks of the proposed activities. The University expressly prohibits trips involving high risk activities such as bungee jumping, whitewater rafting, or technical mountain climbing that can put participants in danger, and no one is authorized to approve of such trips as sponsored trips. Trip sponsors are required to scrutinize proposed activities or events involving water (such as swimming or water sports), animals (such as horseback riding or farm animals) or vehicles (such as bicycle riding or scooters) regarding the relevance of those activities to the trip's purpose and are required to provide justification for having them.
- f. Check the weather forecast for the location that you are traveling to and remind all participants to pack appropriately.

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<sup>2</sup> Rules and Regulations for the Maintenance of Public Order (Henderson Rules of Public Order), <http://www.cuny.edu/about/info/policies/rules-and-regulations-for-the-maintenance-of-public-order.html>

- g. 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 possible. 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 (including making inquiries regarding the experience of other colleges and universities) during the planning phase. The following questions should be considered when planning safe housing arrangements: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? Will students have adequate quiet places to study?
- h. Identify any 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.
- i. Identify local resources for emergencies such as medical care or other local contacts as necessary. Anticipate and plan for emergencies such as theft, illness, vehicle breakdowns, accidents, inclement weather, vandalism, missing persons, etc. The trip sponsor and home college administrators are required to develop processes to determine the best course of action in response to various unanticipated situations and emergencies. 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?

## **5. PRE-TRIP COMMUNICATIONS**

The trip sponsor shall communicate with all trip participants via a pre-trip meeting, email, or other written means the planned itinerary, behavioral expectations ([see section 7](#)), transportation, and accommodation details so that all trip participants are aware of what they can expect. Trip sponsors are to review with trip participants the following, as applicable:

- 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 to voluntarily disclose 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. Trip sponsors shall collect sensitive information and maintain it in a sealed envelope to ensure privacy and confidentiality with disclosure to the trip chaperone or his/her designee only if necessary. For example, 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. Advise trip participants that traveling can cause psychological stress, especially as the participants' daily routine is likely to change. Trip sponsors should inform participants about sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, and cultural differences. 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.
- d. Advise trip participants that food and water-borne illness is a common ailment for travelers and that careful attention to food and drink can prevent sickness. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Advise student participants if the water supply at the location is potable and if water needs to be treated before drinking it or using it for teeth-brushing. Remind trip participants that food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated.
- e. Remind student 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.
- f. Remind trip participants to be vigilant of their surroundings. For example, while on the trip, trip participants should continue to use their safety skills from living in New York City: not travelling or going out alone, being careful at night, etc. Provide trip participants with information about safe and unsafe neighborhoods in and around the destination site(s).
- g. 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.

## **6. METHODS OF TRANSPORTATION**

When traveling, all trip sponsors shall observe the following transportation guidelines:

- a. Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified.
- b. Utilize commercial transportation whenever possible (e.g., Amtrak, Greyhound, etc.).
- c. Consult the University's [Fleet Management Policy](#) for appropriate requirements if college vehicles are being utilized. Be reminded that only University or affiliated entity employees who meet the minimum requirements defined by the [Fleet Management Policy](#) are permitted to operate University-owned vehicles.
- d. 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.

- e. Trip sponsors and/or chaperones should not drive personal vehicles for University business unless no commercial transportation could be arranged, no pool vehicle is practically 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 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.

## **7. STUDENT BEHAVIOR**

Trip sponsors shall inform students that they are asked to abide by the following behavioral expectations:

- a. Students are representatives of CUNY whenever they participate in a sponsored trip or an off-campus activity that is funded or sponsored fully or in part by the University or one of the Colleges. As such, the students' behavior at off-campus activities is reflective of their College/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<sup>3</sup>.
- b. All trip participants are required to: (a) comply with the standards set forth in the Henderson Rules of Public Order<sup>4</sup>; and (b) conform their conduct to the standards and cultural norms surrounding the trip and assume responsibility for their own actions. 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.
- c. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College/University 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.

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<sup>3</sup> CUNY Board of Trustees Bylaws, Article XV, <http://policy.cuny.edu/toc/btb/>

<sup>4</sup> Rules and Regulations for the Maintenance of Public Order (Henderson Rules of Public Order), <http://www.cuny.edu/about/info/policies/rules-and-regulations-for-the-maintenance-of-public-order.html>

- d. All trip participants are reminded that sponsored trips are a “CUNY-sponsored activity” and that the CUNY Drug and Alcohol policy 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"  
<<http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>>.

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.

- e. CUNY is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. CUNY does not tolerate sexual harassment; it is demeaning, offensive, illegal, and prohibited by University policy. For more information on the University’s Sexual Harassment Policy, please visit  
<<http://www.cuny.edu/about/administration/offices/ohrm/pdlm/programs/sexual-harass-prevent.html>>.
- f. Trip participants should review [Section 5: Pre-Trip Communications](#) and familiarize themselves with the personal safety tips therein.

## **8. TRIP CHAPERONE EXPECTATIONS**

Trip chaperones have many responsibilities before, during, and after the sponsored trip while at CUNY, while en 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 and in the immediate 48 hours before scheduled departure date(s) of the trip;
- c. at all times (24/7) during the sponsored trip possess, in hand, an Off-Campus Travel Approval Form, a full set of student participant [Off-Campus Activity Participation, Waiver, and Emergency Contact Forms](#) and leave copies of said forms and sheets with a designee 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 immediately 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;<sup>5</sup>
- h. be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act; and
- i. conduct all appropriate follow-up activities, such as completing an incident report.

If no trip chaperone is required for the activity or event and the trip sponsor will not be accompanying the participants, then the trip sponsor will designate a trip contact person who will be available to the students at all times during the travel and activity. The name and phone number for the trip contact person must be included on the [Off-Campus Student Travel Approval Form](#).

## **9. EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES**

As applicable, trip sponsors and trip chaperones shall:

- a. be required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for the organization of educational trips;
- b. be prepared to contact (have contact information on person) and notify the appropriate campus service providers to timely address and handle university response;
- c. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
- d. contact the local emergency medical provider for medical emergencies;
- e. contact the Chief Academic Officer, the Chief Student Affairs Officer, or the Office of Public Safety for emergencies;
- f. complete any accident or incident reports within 24 hours;
- g. 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.
- h. report vehicle accidents to local police or law enforcement departments and to the appropriate campus officials;

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<sup>5</sup> *NAFSA's Guide to Education Abroad For Advisers and Administrators* says, "Unless program directors and local staff are fully trained and certified in advanced first aid or licensed medical specialists, they should not provide medical services during a program except under the gravest and most critical emergency circumstances. All participation agreements should include language allowing program staff to apply first aid as a last resort before the arrival of emergency medical personnel." NAFSA: Association of International Educators, *NAFSA's Guide to Education Abroad For Advisers and Administrators*. Washington, DC, 2005, p. 578.

- i. be prepared to contact appropriate service providers;
- j. 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/chaperone shall contact local police and a senior college administrator and shall make every effort to reach the student's emergency contact. A trip sponsor/chaperone should remain at the site until all students are accounted for. The trip sponsor/chaperone in consultation with college officials shall determine whether other students should leave the site. Emergency contacts should be notified and kept updated as to the status of the search for the missing student(s).

## 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.

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Type of Trip:     Academic Field Trip     Student Organization Travel     Other: \_\_\_\_\_

If the trip is Academic, identify the Course and Section: \_\_\_\_\_

Trip Sponsor Name: \_\_\_\_\_ Status (circle one): Faculty    Staff  
(please print legibly)

Title of Trip Sponsor: \_\_\_\_\_

Name of College: \_\_\_\_\_

Are you a club officer?     Yes     No    If yes, which office: \_\_\_\_\_

Cell Phone:            (        ) \_\_\_\_\_

Alternative Phone:    (        ) \_\_\_\_\_

Email: \_\_\_\_\_  
(most frequently checked email address)

Will the trip sponsor be accompanying participants on the Travel/Event/Activity?:     Yes     No  
(If you responded "No", please fill out the next page to provide the contact information for the Trip Chaperone or Trip Contact Person.)

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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 the chaperone is different from the trip sponsor, please complete the following information. 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 contact person.

Trip Chaperone/Trip Contact Person (circle one):

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(Please print legibly)

Title of Trip Chaperone/Trip Contact Person: \_\_\_\_\_

Name of College: \_\_\_\_\_

Are you a club officer?  Yes  No If yes, which office: \_\_\_\_\_

Cell Phone: (        ) \_\_\_\_\_

Alternative Phone: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

(most frequently checked email address)

### 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

---

Destination of Travel/Event/Activity:

Description of Travel/Event/Activity:

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: \_\_\_\_\_

DMV Number of Driver: \_\_\_\_\_ Rental Service: \_\_\_\_\_

Name of Bus/Train/Airline Co.: \_\_\_\_\_ Flight/Train Number(s): \_\_\_\_\_

Will the travel require overnight lodging?  Yes  No

(*If yes, please complete the next section.*)

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Name of Accommodation: \_\_\_\_\_

Type of Accommodation:  Hotel  Hostel  College Residence Hall

Retreat Center  Personal Home  Conference Center

Other \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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\* *Attach additional sheets as necessary.*

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

## **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 or Trip Contact Person: \_\_\_\_\_

Contact Telephone Number on Date(s) of Activity: \_\_\_\_\_

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**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 bind 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 acknowledge and understand that my compliance is important to the success of the Activity and to the University's/College's willingness to permit future similar activities. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.
11. 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.
12. 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.

13. I am printing my contact information below:

Name of Participant:                      CUNY ID:

Local Address:

City:                      State:                      Zip:

Cell Phone:            Email address:

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

In case of emergency, notify:

Name:

Relationship:

Phone numbers: day            evening

15. 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: \_\_\_\_\_

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***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.***

