

STUDENT ORGANIZATION TRAVEL POLICIES & PROCEDURES

All student organizations traveling more than 60 miles from Walsh University or staying overnight must register their event and participants with the Office of Student Affairs.

- A faculty/staff member or an approved assigned driver must drive all rented vehicles, including cars and vans. The approved assigned driver must be 21 years of age or older, have a least three years of licensed driving experience, and be insured. All drivers for rented vehicles must contact Director of Finance for approval.
- University sponsored or sanctioned trips must be chaperoned by the organization's advisor or at least one faculty or staff member. Additional chaperones may be necessary depending on the nature of the trip and size of the group.
- A complete travel itinerary must be developed for any trip. ***Prior to departure, separate copies of this itinerary must be given to the immediate supervisor of the advisor/chaperone and to the Office of Student Affairs. Attached to this itinerary will be a*** **SPONSORED OR SANCTIONED**

TRIP PARTICIPANT INFORMATION

FORM and WAIVER

for each participant.

- Any changes in travel plans should be related promptly and directly to the advisor/chaperone's supervisor and the Office of Student Affairs.
- It is the responsibility of the advisor/chaperone and his/her supervisor in consultation with the Office of Student Activities to cancel or delay a planned trip because of inclement weather or other situations that would make travel risky.
- All students participating in the trip must sign a **WAIVER**. Copies of these individual waivers are to be provided to the advisor/chaperone's supervisor and to the Office of Student Affairs.

Information/Forms Required

- *Itinerary of travel including locations and phone numbers*
- *Participant Information Form*
- *Waiver*

Forms available at

www.walsh.edu/forms-5