

QUICK GUIDES FOR STUDENT ORGANIZATIONS



Student Organization Travel Checklist

- Research availability and cost of transportation, lodging, and entrance fees.
- Develop a proposed budget with cost estimates.
- Apply to SCG for funding if applicable.
- Make necessary reservations.
- Compose a Fact Sheet to give to each trip attendee listing important information. You can find a Fact Sheet template on the Student Activities website.
- If you are selling tickets for this trip, consider using the Student Union Welcome & Information Center to manage ticket sales.
- Have each student attending the trip complete a waiver form, which are available in Student Union 408). Give the pink copy back to the student, take the white copy with you on the trip, and attach the yellow copy to the Trip Registration Form (available online at the Student Activities website).
- Complete the Trip Registration Form, attach the yellow copies of the waivers, and hand it into Student Activities in Student Union 408.
- While on the trip, remember these important notes: have the white copies of the waivers with you at all times in case you need to get in touch with an emergency contact, take attendance before leaving to make sure everyone is present, and clearly outline meeting times and locations so students know when and where to meet.

RIC



STUDENT ORGS



TRAVEL POLICY

Rhode Island College's travel policy for all student organizations with institutional recognition clarifies individual and group responsibilities when participating in off-campus activities.

When engaging in travel, all student organizations with institutional recognition must submit a TRIP REGISTRATION FORM with the Office of Student Activities at least three (3) weekdays in advance of the trip. This form, which is available on the Student Activities website, must be signed by the organization's advisor.

Everyone going on the trip must complete an Assumption of Risk and Waiver of Liability form. This is a three part carbonless form available from the Office of Student Activities. Participants under 18 years of age must have waiver signed by parent or guardian.

Everyone participating in a student organization sponsored off-campus trip shall comply with the Rhode Island College student code of conduct as well as all federal, state and local laws, including laws pertaining to operating a motor vehicle, drugs and alcohol.

Personal vehicles may not be used for transporting others to or from the destination of the college-sponsored trip. Rather, properly licensed, insured, bus or livery companies shall be used. Transportation options include chartering a school bus or coach bus, utilizing College athletic vans (see reverse side for more information), taking public transportation (MBTA, RIPTA, Greyhound, Amtrak, etc.), or renting a vehicle (provided that the necessary insurance policy is included).

Traveling in "bad" weather should be avoided at all times. Bad weather conditions include, but are not limited to, snow storms or blizzard conditions, heavy or freezing rain, sleet or hail, hurricanes, tornadoes or heavy winds.

All drivers and passengers shall wear appropriate seatbelts, which shall be made available in each vehicle.

Additional steps and requirements are necessary for student organizations **TRAVELING ABROAD**. Please speak with Student Activities before you begin to plan your international trips.

Waivers

In conjunction with the Travel Policy, all participants/members must fill out a completed Assumption of Risk, Liability Release, and Covenant Not To Sue form, which are available in the Office of Student Activities, Student Union 408. All Waivers must be filled out prior to the travel; participants under 18 years old must have their Waivers signed by their parent or guardian. The white copy should be kept on the trip with the group leader, yellow copy attached to the Trip Registration Form and submitted to the Office of Student Activities, and the pink copy given back to the participant, prior to the trip. In the case of an emergency, the group leader must contact the person listed as the Emergency Contact and Medical Information provided to the responding emergency medical personnel.

Include as many trip details as possible on the Waiver in order to protect your organization against claims of negligence or mismanagement. If necessary, provide participants with a separate, detailed "fact sheet" - and write "as outlined on fact sheet" in the description area of the Waiver.

Transportation

The college athletic vans are available to RIC faculty and staff for use when athletic teams are not using them. If your advisor is interested in utilizing a van, please call Jo-Ann D'Alessandro, Assistant Director of Athletics at 456-8007 for scheduling information and requirements. Use of the van is free, however the student organization will need to pay for gas.

The Office of Student Activities has significant experience with local transportation/bus companies and can provide your group with helpful advice to insure a successful trip. Please feel free to contact us at 456-8034 to set up an appointment to discuss your trip.

There are many bus companies in the local area that can be used for transportation services. *Below are some examples of companies used by the Office of Student Activities – this list is not meant to be exhaustive. Furthermore, Student Activities does not promote the use of specific vendors.* First Student Transportation (464-4350, <http://www.firststudentinc.com/>) for school busses and H&L Bloom (800-323-3009, www.bloombus.com/), Flagship/Trailways (401-946-6705, www.flagshiptrailways.com/), and A & A Metro (800-437-3844, www.aametro.com/) for charter motor coaches.

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Rhode Island College
Office of Student
Activities

Student Union 408
(401) 456-8034

@ricsuspa

http://www.ric.edu/student_activities/

Michael Giacalone
Program Coordinator,
Student Activities
mgiacalone@ric.edu
(401) 456-2706

Betsy Cronin
Graduate Intern,
Student Activities
sagrad@ric.edu
(401) 456-8034

