**Off Campus Trips and Tours 5580**

Off Campus trips and tours are usually a very positive part of a student’s educational experience. However, because trips require travel, visiting and staying in unfamiliar surroundings, contact with strangers, etc. they entail certain risks. Those risks have the potential to escalate into trip participants becoming the victims of violent acts. The policies below are designed so as to alert participants to potential risks and to assist trip leaders in minimizing those risks in order to maximize the potential for successful and positive trips for all participants. The following policy is for all mission, outreach, class field trips, study tours, and touring groups.

1. It is the student’s responsibility to make arrangements with their professors and/or work supervisor before the trip to make up the work for all trips and tours scheduled by a trip leader as part of a course or organizational activity that conflicts with another class or lab.
2. It is the trip leader’s responsibility to obtain prior approval from the department head/chair or school dean before scheduling off campus trips or tours.
3. It is the trip leader’s responsibility to notify the associate vice president for Academic Administration at least two weeks before the field trip or tour is taken. This notification must be in writing, with a list of participating student names and ID numbers, the dates, destinations, and duration of the trip, as well as the signature of the department head/chair or school dean. Form is found at https//:www.southern.edu/academics.
4. It is also the trip leader’s responsibility to notify the associate vice president for Academic Administration immediately after the trip or tour, if any of the students previously listed as participating did not actually attend the trip or tour.
5. It is the trip leader’s responsibility to provide for emergency communication to the campus at all times during the trip. (University would provide satellite phone if necessary.)
6. The associate vice president for Academic Administration will notify other faculty on campus who may be affected by the absences of students on trips and tours. However, it should be noted that it is up to the student to make prior arrangements with their other faculty for work missed during trips and tours.
7. It is the university’s preference that no trips or tours be scheduled during Weeks of Spiritual Emphasis meetings.
8. No trips or tours are to be scheduled during the week before midterm, during midterm exams, the week before final exams, or the week of final exams. Extended tours should be scheduled, as much as possible, over weekends and breaks in the academic calendar in order to minimize the number of classes and labs students must miss.
9. Approval must be obtained from the Undergraduate Council/Graduate Council or, if more than two days of classes will be missed. This approval needs to be obtained one or more semesters prior to the one during which the trip is scheduled.
10. Large promotional touring groups such as the orchestra, the band, the choirs, Destiny, or Gym-Masters must coordinate their annual touring schedules and budgets through the Promotional Tours Committee.
11. Trip leaders must check with the office of Risk Management to ensure that all insurance forms and any hold-harmless agreements are signed and in proper order.
12. All General Conference guidelines and policies for international tours must be followed, including attention to insurance details.
13. Approval of international tours must follow the procedures outlined in Policy 5590, below and be submitted through the Administrative Council at least one year six months in advance.

Detailed itineraries, list of participants and emergency numbers, as well as phone numbers of all pre-planned lodging accommodations, must be submitted to Academic Administration for posting to a special Trip/Tour Sharepoint site so that documents that might be vital in case of an emergency can be accessed by trip and University leadership. Because this Sharepoint site will be the depository of documents pertaining to the trip which contain private information about trip participants, access will be restricted in accordance with FERPA guidelines.

**Procedures for Planning Extended Out of Country Educational Tours 5590**

1. Requests for approval should be submitted to Academic Administration at least one full year six months prior to the planned trip. Tours not meeting this minimum deadline may not be approved.
2. The request requires the approval of the following in order:
3. Dean or Chair
4. The President’s Cabinet
5. Fund Raising Committee
6. Graduate Council
7. Administrative Council
8. The Board

3. Requests, in order to be considered, should include the following information:

a. Primary purpose of the trip: academic, mission, or other. Explain.

b. Proposed itinerary with estimated dates

c. List of trip leaders, faculty and staff participants

d. Transportation plans

e. Lodging plans

f. Budget and fund-raising plans

g. Emergency contacts (e.g. hospitals, embassies, church offices)

h. Arrangements for accident and travel insurance through the university’s Office of Risk Management.

i. Trip cancellation insurance information that will be given to students.

4. The trip planner must understand the university’s policy regarding financial contributions to the trip. At the time that a trip is approved by the President’s Cabinet, it will also be determined whether that trip qualifies for charitable contributions in accordance with policy. If the trip does not qualify, individuals may contribute towards a participant’s costs, but that gift is a donation to the participant and not to the university, therefore no receipts for tax purposes will be given. Please obtain the “Gift Policy for Mission Trips” from the Advancement Office before collecting any funds.

5. Participant safety is of paramount importance. Each participant should receive a copy of critical safety information in a convenient and durable format. This should include the following, and the information should be provided to participants, with a copy being placed in the Trip/Tour Sharepoint site at least one week prior to departure.

 a. What to do in case of emergency

 b. Whom to contact in case of emergency

 c. How to contact the person/agency identified in “b.”

 d. Names and local telephone numbers of all faculty, sponsors, and local contacts

 e. How to contact the home campus 24 hours per day

f. Instructions regarding how to dress, travel, and act in such a way as to not attract anti-US attention.

g. http://travel.state.gov/studentinfo.html

Trip/tour planners are responsible to conduct orientation meetings with participants at which policies and procedures for travel, safety, and conduct expectations are clearly discussed. At these meetings, trip leaders will give participants a packet of materials specific to the trip they will be participating in. A template of relevant information is found at www.southern.edu/ academics. Trip leaders should adapt this information for their specific trip and furnish a copy to each trip participant. At the conclusion of the orientation sessions and before embarking on the trip, participants will sign the Tour Participant Code of Conduct form which the trip leader will collect and return to Academic Administration.

6. A copy of this information should be made available to parents upon request. Parents/guardians of student participants who request this information should also be given the name and phone numbers of Southern Adventist University contact persons.

7. Participants must sign an Assumption of Risk form. State Department information on the destination should be attached to each form so that participants can make a fully informed decision whether or not to participate.

8. Cancellation of an approved trip shall be determined by Administrative Council upon recommendation of the President’s Cabinet in consultation with the dean or chair sponsoring the tour. Trip leaders shall monitor US State Department and Centers for Disease Control (CDC) websites on a weekly basis in order to know about the potential development of any political or health concerns which could indicate that a trip should be cancelled. The decision will be based on at least the following information:

a. US State Department and/or CDC warnings.

b. Information from contacts at the destination(s).

c. Adequate numbers of students participating to ensure that the tour will succeed.

Three weeks prior to the planned departure date, trip leaders are to present an updated report summarizing any health/political or other safety concerns to Administrative Council for a final decision as to whether the needs to be cancelled.

Participants, who choose, between four weeks and one week from the departure date, not to participate in a tour, due to significant safety concerns may have up to 50 percent of their funds refunded by the university, unless the amount is covered by the student’s personal trip cancellation insurance.

Participants, who cannot participate because a tour was cancelled by the university, will have their funds refunded unless the trip is an approved mission trip for which tax deductible donations were made. Risk Management trip insurance is usually invoiced to Southern about a week before the trip. After the trip has been billed and before the departure date, there will only be an $800 reimbursed for cancellation of a trip due to death, illness or accidental bodily injury. After the departure date there will not be reimbursement of the cost of the travel policy

9. If the cancelled trip is an approved mission trip and if charitable gifts were received for the trip, and if receipts for contributions have been issued, no refunds can be given. This applies even though a donor may have requested consideration for a particular participant. In the event that the trip is cancelled or a participant chooses not to participate, the tax deductible gifts received will be used for future mission endeavors. Donors should be notified of this in advance and should be given a copy of the “Gift Policy for Mission Trips” at the time that the gift is solicited.

10. If an incident occurs during a trip, including violations of student conduct code, it is the responsibility of the trip leader to manage the crisis in a way that will maximize student safety. It is also his/her responsibility to properly document the incident by having all participants who have direct knowledge of the incident complete incident reports and to gather those reports before returning to campus. The trip leader shall also fill out an incident report form and file all of the completed incident forms on the trip Sharepoint site. He/she shall further report the incident to the appropriate campus administrator(s) within 24 hours. Reportable incidents include but are not limited to situations which have caused the death or serious injury of a trip participant; a trip participant contracting a serious illness which may require trip interruption; incidents in which a participant has been assaulted, seriously injured in an accident, exposed to harmful or potentially lethal bacteria, chemicals etc.; and incidents in which a participant has been charged with committing a crime. The Crisis Management Team is available to the trip leader for consultation at any time and may be freely contacted in order to work towards the best possible outcome for the trip participant(s) involved in the incident.