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

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# CUNY Student Domestic Trip and Travel Guidelines

*Safety and Risk Management*

**REVISED March 16, 2018**

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## **I. PURPOSE**

These updated CUNY Student Domestic Trip and Travel Guidelines are issued by the Office of Student Affairs, Office of Environmental, Health, Safety and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A., at the Board's meeting on 28 November 2011.

The City University of New York (“**University**” or “**CUNY**”) 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 such travel should be consistent with the University's mission, and must be planned so as to avoid undue interference with students' academic responsibilities.

These CUNY Domestic Travel Guidelines (“**Guidelines**”) communicate CUNY's standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel organized under University auspices in which students participate, whether that travel is for academic, co- or extra-curricular purposes. These Guidelines were designed to help ensure that such travel is planned in a way to mitigate foreseeable health and safety risks.

To help ensure that events or activities involving domestic student travel are consistent with the colleges' and the University's mission, and that student safety issues have been addressed, CUNY Domestic Trips must be approved by the Chief Academic Officer (“**CAO**”) or Chief Student Affairs Officer (“**CSAO**”) of the relevant college, in advance of travel and prior to the commitment of any University resources. To request approval, a faculty member, staff member or recognized student organization who is organizing an activity covered by these Guidelines must submit a completed [Off-Campus Student Travel Approval Form](#) to either (1) the CSAO, if for student organization travel or (2) the CAO, for academic-related (class-related) travel, faculty-led trips not associated with a particular course, or student organizations, and continuing education trips. A request for approval must be made no later than thirty days before the proposed trip; the CSAO or CAO 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 has concerns envisioning and planning the logistics of a trip or travel program, he/she should consult with the campus Office of Risk Management or EHS Office.

These Guidelines will be periodically updated; users should refer to the online version for the most current standards, located at OVSA- Student Policies & Procedures website under: [CUNY Student Domestic Trip and Travel Guidelines](#).

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

### **A. Trips Covered by These Guidelines:**

These Guidelines cover all CUNY Trips by students currently enrolled in any University program, including graduate and undergraduate and continuing education.

1. A **“CUNY Trip”** is any trip involving domestic travel (defined below) by students that is (a) 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 (b) funded, whole or in part, by any monies controlled by the University, a college, 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.
2. **“Domestic travel”** means any activity or event not taking place on CUNY property 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. Many trips within New York City are not deemed domestic travel for purposes of these Guidelines; see II.B.2 below.
3. Examples of activities and events that may fall within the definition of a CUNY Trip include, but are not limited to:
  - athletic team travel
  - trips and activities of recognized student organizations and clubs
  - college association and foundation-funded travel
  - course-related field trips and experiential learning
  - faculty-organized trips not directly related to a particular course
  - group or individual research projects and activities
  - group or individual internships and volunteer experiences, including service learning trips
  - group or individual conference travel in which the student(s) officially represents the University and/or the travel is funded or sponsored by a recognized student group

**B. Trips Not Covered by These Guidelines:**

1. These Guidelines do not apply to domestic travel undertaken by students on trips that are neither (a) organized by CUNY, a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, nor (b) funded by CUNY or a CUNY/college-related entity.
2. 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 publicly-accessible transportation alternatives for students with disabilities, for travel, and do not involve high-risk activities. Nevertheless, the CUNY Office of Student Affairs recommends as a best practice that students participating in these trips sign an Off-Campus Activity Participation, Waiver, and Emergency Contact Form prior to the trip. Activities outside of the United States, as well as trips to Puerto Rico and other U.S. territories and protectorates, are beyond the scope of these Guidelines and are covered by [CUNY’s International Travel Guidelines](#).

3. The advertising or distribution of an opportunity, such as an internship or other opportunity does not by itself constitute the sponsoring of a trip, making it a CUNY Trip.
4. Examples of activities and events not covered by these Guidelines include, but are not limited to:
  - Internships and volunteer opportunities sponsored, organized and funded by non-CUNY entities
  - Trips and activities organized independently by groups of, or individual students without CUNY involvement or funding

If you are 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.

*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. Required Faculty and Staff Roles:**

1. **Trip Sponsor:** Each group CUNY Trip must have a Trip Sponsor, who has overall accountability for development and implementation of the CUNY 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 CUNY Trip. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip.
2. **Trip Chaperone:** Each group CUNY Trip must have a Trip Chaperone. A group shall be comprised of five (5) students or more, however, the Trip Sponsor, CSAO or CAO may determine that a Trip Chaperone is necessary for a trip with less than five (5) students. 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 CUNY Trip if they determine any CUNY policies, procedures, or behavioral expectations pertaining to the CUNY Trip have been violated; see Section IV.A.3. 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 CUNY Trip organized by, or affiliated with, an external organization. In these instances, the Trip Chaperone may be someone who is employed by that organization. Their contact information must be provided in the Off-Campus Student Travel Approval Form, and they must still adhere to CUNY's requirements and expectations of a chaperone. Trip Chaperones employed by a non-CUNY entity must receive information on CUNY's Sexual Misconduct Policy and must be directed to immediately report to the Trip Sponsor any incident of alleged sexual misconduct.

3. ***Chaperone to Student Ratio:*** While a Trip Chaperone is mandatory for groups of five (5) or more students, for larger groups, it is recommended that a minimum of at least one (1) chaperone be assigned for every twenty (20) students who are participating in a CUNY Trip. The Trip Sponsor and the college CAO or CSAO should consider the following when deciding on the ratio for each specific CUNY 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; number of students under the age of 18, 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 CUNY 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 CAO (for academic/class-related travel) or CSAO (for student organization travel) is responsible for approving all CUNY Trips and designated Trip Chaperones. They must ensure all documentation and requirements have been fulfilled, and that a Trip Chaperone has been assigned for each CUNY Trip that requires one.

## **B. Requirements for Proper Trip Planning and Preparation**

The following are required for all CUNY Trips:

1. The **Trip Sponsor** must conduct thorough research about the destination to be visited, including reviewing applicable travel bans, 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.
  - a. The **Trip Sponsor**, with request or assistance from the Trip Chaperone, as appropriate, should give consideration to the lodging and overnight accommodations for the CUNY Trip, such as hotels and the residence halls/dormitories of universities. The accommodation must be safe and secure. CUNY recommends that all lodging be vetted through personal site visits by the **Trip Sponsor** or **Trip Chaperone**, 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.

- b. The **Trip Sponsor** with request or assistance from the Trip Chaperone, as appropriate should 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?
2. The **Trip Sponsor** must identify eligibility requirements, core competencies, and/or skills required for a student to be qualified to participate on the CUNY Trip. The **Trip Sponsor** must candidly discuss with potential 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.
3. The **Trip Sponsor** must complete an [Off-Campus Student Travel Approval Form](#) for the trip. A CUNY Trip is not approved until 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](#) must include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information, and the cell phone numbers of the **Trip Sponsor** and **Trip Chaperone**.
4. **Description of Activities.** The Off-Campus Student Travel Approval Form requires that all planned activities be described and that high-risk activities be specifically highlighted. High risk activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss. The hazards of some high risk activities may be minimized through planning and training regarding standard operating procedures.
  - a. High risk activities include activities such as sky-diving, whitewater rafting and extreme sports, and also include activities such as events at which alcohol will be served, activities taking place in isolated areas far from medical resources, and activities at which large crowds and/or protesters are expected.
  - b. Activities might also be high risk because of environmental hazards. The Trip Sponsor, with request or assistance from the Trip Chaperone, as appropriate should identify any known potential hazards related to the trip such as excessive heat, insect-borne diseases, wild animals, hazardous plants or terrain in the vicinity, etc.
  - c. 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.
5. After the CUNY Trip is approved by the Chief Academic Officer or Chief Student



Affairs Officer, but before the trip, the **Trip Sponsor** or **Trip Chaperone** collects a signed [Off-Campus Activity Participation, Waiver, and Emergency Form](#) from each student who plans to participate.

- a. Students under 18 participating in a CUNY Trip 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 a CUNY Trip 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.
- c. Students who fail to supply appropriately-signed and notarized (when necessary) Off-Campus Activity Participation, Waiver and Emergency Forms before the CUNY Trip will be denied participation in the CUNY Trip.
- d. *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.

#### 6. **Forms Retention:**

- a. The department or organization sponsoring the CUNY Trip 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 CUNY Trip has ended, pursuant to [CUNY's Records Retention Policy](#)
- b. **Health and medical information contained in the forms shall be kept confidential and shall be disclosed on a need to know basis as necessary for health and safety purposes.**

#### 7. **Purchases and Contracts Related to CUNY Trips.** CUNY Trips may involve a variety of contracts, including with trip organizers, transportation and accommodation companies, and host institutions. CUNY's procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing office. **No commitments related to a CUNY Trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract.** No OGC-approved contract may be signed except by an official designated pursuant to CUNY policy to sign such a contract.

#### 8. **Notice to Non-CUNY Entity.** For trips that are funded by CUNY, as defined above, but also involve a non-CUNY Entity, the Trip Sponsor is responsible for notifying the non-CUNY entity of CUNY's obligations under Title IX and other federal and state laws and regulations and CUNY's Sexual Misconduct Policy. The Trip Sponsor is responsible for advising the appropriate individual(s) at the non-CUNY entity to notify

the Trip Sponsor immediately of any alleged incident of sexual misconduct or any other incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.

9. **Reporting to Public Safety and the Title IX Office.** Trip Sponsors are “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Trip Sponsors are required to report all incidents of alleged misconduct that could constitute a criminal offense, regardless of whether the incident involves CUNY students or personnel. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

In addition, Trip Sponsors are also “Responsible Employees” under CUNY’s Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus’ Title IX Coordinator, Director of Public Safety, or Chief Student Affairs Officer. Trip Sponsors may learn of an allegation of sexual misconduct directly from the complainant, or, through a third party. In either situation, the Trip Sponsor has an obligation to report.

10. **Insurance.** CUNY does not currently have a standard of medical insurance coverage for domestic student travel. All CUNY 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.

11. **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 [Vehicle Use Policy](#) for appropriate requirements if college vehicles are being utilized. Only University or affiliated entity employees who meet the minimum requirements defined by the Vehicle Use Policy are permitted to operate University-owned vehicles.
- c. Rented vehicles may be utilized for CUNY Trips only with the prior approval of the appropriate college official; only those employees that meet the minimum requirements under the Vehicle Use 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 **Trip Chaperones** may not drive students in personal vehicles on CUNY Trips unless no commercial transportation can be arranged, no University vehicle is available, or in case of emergency. Employees who use their personal vehicles for CUNY Trips must comply with all [Vehicle Use 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 CUNY 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 submit all required paperwork and participate in mandatory orientation events.
2. Mandatory Training for overnight CUNY Trips:
  - a. Students participating in any overnight CUNY Trip must have completed training on sexual misconduct awareness and procedures for reporting allegations of sexual misconduct, as well as, alcohol use awareness training. Training must be verified to have been completed within twelve months prior to trip departure, or immediately upon arrival.
  - 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 the CUNY Trip: investigation may not be completed until return to campus;
    - Importance of preserving evidence when possible;
    - Drug and alcohol use amnesty;
    - Options for continuing with CUNY 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 CUNY 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 CUNY Trip.
- b. All CUNY Trip participants are required to:
  - i. obey the laws of the New York City, New York State, and the United States; 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. The students’ behavior at off-campus activities is reflective of their college and the 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. Participants should be aware that the college retains discretion to impose additional requirements and/or behavioral standards as circumstances warrant.
- c. All CUNY Trips must conform to the CUNY Policy on Drugs and Alcohol. All trip participants are reminded that CUNY 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.” All trip participants are also prohibited from bringing alcohol onto CUNY Trip locations. Drug and alcohol abuse and misuse will not be tolerated on CUNY 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 CUNY Trip and/or disciplinary action upon return to campus. This decision must be made in concert with the Chief Academic Officer, Chief Student Affairs Officer, or their designee. A student dismissed from a CUNY Trip for a documented violation of University or trip rules may be required to depart at the student’s own expense, without credit or refund of any monies paid for. For further information see the [CUNY Drug and Alcohol Policy](#), please visit:

- d. 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 CUNY Trip participants (students, faculty, or staff), **whether at the home campus or while in travel status**; it is illegal and prohibited by University policy.
- i. A CUNY participant who experiences or observes sexual misconduct during a domestic trip should report the incident to the Trip Chaperone, Trip Sponsor, campus Title IX Coordinator, and/or campus Public Safety Director.
  - ii. A CUNY Trip participant who is the victim or observes sexual misconduct 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/Alcohol Use Amnesty Policy](#).
  - iii. 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.
  - iv. 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.
  - v. CUNY will use its best efforts to handle allegations of sexual misconduct on a domestic trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during an off campus trip in the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the students involved.
  - vi. ***If a student has experienced 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.*** For more information see the University Policy on [Sexual Misconduct](#).
- e. Participants in CUNY Trips are responsible for their own behavior and any resulting consequences. The 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 University employees, or applicable laws.

- f. Participants in CUNY Trips are required to comply with lawful directions issued by representatives of the University when they are acting in their official capacities. Failure to comply with lawful directions may result in disciplinary action pursuant to applicable University disciplinary processes, if any.
4. Student Organizations: 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 CAO or CSAO.
- 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 CUNY 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.

**B. Requirements and Responsibilities of Administration, Faculty & Staff on 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.
- 2. Trip Sponsor Expectations: **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 **Trip 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. Prior to departure for the trip, **Trip Sponsors** should inform participants that they will share and occupy space with students who may be different from them in terms of race, ethnicity, sexual orientation, physical abilities, religious observances etc.
  - g. Remind trip participants to report any incidents of sexual misconduct that they observe or experience to the Trip Chaperone, Trip Sponsor, the campus Title IX Coordinator, and/or Campus Public Safety.
3. Trip Chaperone Expectations: **Trip Chaperones** have many responsibilities before, during, and after the CUNY Trip whether at CUNY, while in route, and while at the destination of the trip. **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 CUNY Trip to respond to trip participant concerns and problems as needed;
  - c. at all times (24/7) during the CUNY 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, 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. Training must be verified to have been completed within twelve months prior to trip departure
- 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 considered “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, the Chaperones are required to report to the trip sponsor and/or Campus Public Safety all incidents of alleged misconduct that could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.
- m. 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;
- n. For overnight group trips, conduct or ensure pre-departure training for all trip participants including sexual misconduct awareness and reporting procedures, as well as alcohol use awareness as outlined in Section IV.A.2;
- o. **Trip Chaperones** are asked to abstain from consuming alcoholic beverages for the duration of the trip.
- p. In order to avoid conflicts of interest, **Trip Chaperones** are prohibited from personally accepting free or discounted travel in exchange for meeting a recruitment quota.

**V. EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES**

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



1. 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 and 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 **Trip 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 must 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 having first notified the student's emergency contact and developed a plan with the CSAO or CAO for addressing the situation.
  - 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.

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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)

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All college sponsored/affiliated group trips (CUNY Trips) are required to be accompanied by a Trip Chaperone as outlined in the **CUNY Student Domestic Trip and Travel Guidelines**. 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)

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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: \_\_\_\_\_

Anticipated Number of Students: \_\_\_\_\_

Anticipated Number of Students under 18: \_\_\_\_\_

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 (if University vehicle, rental or private car): \_\_\_\_\_

If a University vehicle, car rental or private vehicle, does the driver meet the minimum requirements defined by the Vehicle Use Policy Yes\_\_\_\_\_ No\_\_\_\_\_

Anticipated 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.)*

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Name of Anticipated 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.**

**Approval (Signatures Required)**

By signing, I certify I have read the **CUNY Student 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 or Trip Chaperone 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:

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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:

#### **ASSUMPTION OF RISK**

1. I understand that participation in the Activity involves risks and hazards not found in study at the College. These risks can range from a) minor injuries such as bruises and strains, to b) major injuries such as broken limbs, loss of sight, neck or back injuries, heart attacks and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling to and within, and returning from, Activity sites. I understand that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate.
2. I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE ACTIVITY.
3. My participation in the Activity is voluntary.

## **WAIVER OF LIABILITY**

4. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS, The City University of New York (University), any student organization and/or related entity of CUNY that organized, sponsored and/or funded the Activity, the City of New York, the State of New York, and the officers, directors, employees, representatives, agents and affiliates of any and all of them ("Released Parties") FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others,
  - (a) caused by, deriving from, or associated with my presence at, participation in, or travel to or from the Activity, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERS, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the officers, directors, employees, representatives, agents or affiliates of any of the Released Parties; or
  - (b) arising at a time when I am not under the direct supervision of University or that are caused by my failure to remain under such supervision.
  
5. 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. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS each of the Released Parties FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others, caused by, deriving from, or associated with my failure to disclose to the College any such conditions, problems, or needs.

## **OTHER REPRESENTATIONS**

6. 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, the Henderson Rules of Public Order, and the expectations for student behavior described in the CUNY Student Domestic Trip and Travel Guidelines (collectively, the "standards"). I agree to obey the laws of New York City, New York State, and the United States; the laws of the trip destination, and orders of the college, and its appointed representatives.
  
7. 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.
  
8. 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.

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. Except for any University scholarships or similar funding, 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. 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 agree that this Release be construed in accordance with New York law. I agree that this Release will be binding to the fullest extent permitted by such law. If any part of this Release is held to be unlawful, that part will be limited only to the minimum extent necessary to comply with the law, and the validity of the remaining parts will not be in any way affected.

I HAVE READ ALL OF THIS RELEASE AND I FULLY UNDERSTAND IT. I AM VOLUNTARILY SIGNING THIS RELEASE WITH THE INTENTION TO BE BOUND BY ITS TERMS. NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS NOT CONTAINED IN THE RELEASE HAVE BEEN MADE TO ME BY ANY OF THE RELEASED PARTIES.

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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.

17. OPTIONAL: I wish to voluntarily disclose the following of any medical or health condition:

**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.***

**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, policies and standards.
- 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 \_\_\_\_\_ )  
   )      ss.:  
COUNTY OF \_\_\_\_\_ )

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