



**Student Organization Travel Registration Form**

**Organization Name:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Your phone:** \_\_\_\_\_

**Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date of Trip:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time of Trip:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Transportation (circle one):** Wesley van      Personal Vehicle      Public Transit

Bus company (Company name): \_\_\_\_\_ Flight (Include flight #): \_\_\_\_\_

**Per diem amount** (<http://www.gsa.gov/portal/category/21287>): \_\_\_\_\_

**If you are staying overnight, please list the hotel, address & phone number:**

\_\_\_\_\_

**Names & ID Numbers of all students attending:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*One copy of this form must be submitted to the Student Government Association office in The Underground and the other copy to the Office of Student Life NO LESS THAN 10 BUSINESS DAYS BEFORE THE TRIP BEGINS. \*\***



## **Traveling with Students FAQs, Tips & Suggestions**

General items to remember:

- Coach students through the traveling process. Some students have not flown on a plane or have not been exposed to the hotels and formal nature of college travel.
  - Remind them about the 3oz rule for carryon items.
  - Talk about what the dress code is for the place you're visiting. Do they need to pack comfy shoes for walking or dress clothes for conferencing?
- Raise student expectations. Show them what they can strive for after college.
- Incorporate an "iconic" activity that is special to the area you are visiting—ex, visiting Niagara Falls or a special restaurant.
- Use your best judgment when drinking alcohol on trips.
- The Student Handbook Code of Conduct applies at all times. If the student is under 21, no alcohol consumption is allowed.
- You are the adult/staff member. Remember that you have the authority with students to set a schedule and create consequences for disobedience.
- Allow for double the time you would normally take to travel.
- Wesley pays for baggage fees.
- Always be specific about your expectations of your students.
  - Discuss attendance policy at conference sessions.
  - Set precedent for discussion about sessions after they're over.
  - Decide what will be done for meals.
- Don't be afraid to send a student home early from a trip if they are not acting correctly.
- If an emergency situation occurs, the Trip Leader must communicate with the Dean responsible for the trip for advice in resolving the situation. Communication should include the nature of the emergency and the group's plans.
- When changes are necessary in the group's plans, these changes must be communicated to the Safety & Security Office on campus. (An example might be significant delays in reaching the destination or in returning home).
- Trip Leaders will carry with them sufficient cash or credit to resolve most reasonably foreseeable problems. Cash may be obtained from the Business Office by submitting a purchase order in advance of the trip.

Day Trips:

- Every name must be called before you leave the college and before you plan to leave your destination.
- Every student must sign a waiver-available from Student Activities
- Collect emergency contact information and each student's cell phone number.
- One person- staff or student leader- must provide their cell number to students to be reached in case of emergency.
- If a student goes on the bus, they must come home on the bus. No exceptions.

#### Driving Candidates:

- Only say positive things about Wesley.
- The candidate will try to dig to find flaws with the school, but you should represent Wesley in a positive way.

#### Driving Judicial students:

- Make sure the student puts all of their belongings in the trunk of the car. They should not have anything on them in the front of the vehicle.
- You purchase a train/bus/plane ticket for the student and watch them get on the train/bus etc. Stay there until you see the bus leave.

#### Wesley College Vans:

- Should be used whenever possible.
- Must be reserved through Pat Johansson at least 7 days in advance.
- 15 passenger vans should at the most hold 12 students because of weight and luggage.
- If you are driving into an area that could possibly have inclement weather like snow, check the weather report and then talk to your supervisor about the conditions.
- All students must wear seatbelts.
- Drive cautiously and follow all driving rules.
- Vans should be returned clean and full of gas.

#### Alcohol:

- All students are under the same restrictions within the student handbook whether they are on or off campus.
- If a student is under 21 years old and is found to be drinking the judicial process will be followed when they return to campus
- Remember—you are the adult.
- Make sure to address alcohol and expectations with your students before you leave for the trip.

#### Conferences:

- Make sure students attend different sessions. They should not go as a group to the same sessions.
- Outcome—they should be able to tell you what they learned and how they will implement it at Wesley.
- Students receive a per diem and you can discuss as a group if there are any additional events that you would like to add in the schedule. Students pay for their own activities outside of the conference.
- Students must go to all sessions.
- Set the expectations for students while they are there, ie professional behavior is expected in dress, speech and all interactions while traveling.



### **Cost Reimbursement Agreement**

I, \_\_\_\_\_, agree to pay Wesley College the full amount of the per person cost of \_\_\_\_\_ for the trip to \_\_\_\_\_ if I am not present at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ at the \_\_\_\_\_ of campus. I also understand if I miss the trip for any reason I will be billed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

