

Student Organization Travel – advisor participation

NAME: Student Organization Travel – advisor participation
ISSUING DEPARTMENT Student Affairs
ISSUED DATE: February 2012
REVIEWED DATE: June 2012
APPROVING AUTHORITY: Cabinet
DATE REVISED: December 19, 2017

DEFINITION OF POLICY/PROCEDURE

All student organization sponsored trips outside of Mansfield University, including day, night, and overnight trips, presented by, sponsored by, and or funded in part or in whole through Mansfield University funds (E&G, CCSI, SGA or auxiliary) are required to have a current Mansfield University employee, Graduate Assistant, or Volunteer (registered with Human Resources) acting in the role of trip advisor. The trip advisor must accompany the trip participants for the duration of the trip as an overall trip coordinator. This policy includes but is not limited to overnight trips to camps, conferences, field trips, seminars. The advisor will always have the cost of his/her trip, in its entirety (transportation fee, hotel, meals, special event tickets, overtime salary, etc.), paid for by the club or organization sponsoring the trip, event, or conference.

The trip advisor will serve as the university point of contact for the trip and must attend the actual trip event, provide cell phone access to trip participants, provide cell phone number to Mansfield University Police Department, and work with student leaders to provide an overall positive trip experience for students.

An exception may be granted by the Vice President for Student Affairs. The student organization president must email the VPSA with exception request including the rationale and basis for the exception request.

PURPOSE

The intent of this policy is to ensure student travel is conducted in a safe, secure manner and all life-safety issues are addressed in an appropriate timeframe. Student Affairs will review this policy annually and make recommendation to the Mansfield University Cabinet.

SCOPE

This policy applies to all student organizations utilizing any university funds for student organization travel outside Mansfield University.

FORMS

The Travel Approval Request must be completed by the Mansfield University trip advisor and the Student Organization Travel Request Form must be complete and submitted two weeks prior to the travel departure date.

RESPONSIBILITY

Student Affairs, Finance, and CCSI will work jointly to ensure the policy is followed.

PROCEDURE

The forms must be complete (including all needed signatures) and submitted two weeks before the travel departure date.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices.