

Memorandum

To: All Student Clubs and Organizations
From: Fernando Mendoza; Assistant Director of Student Life and Leadership Development
Date: 1/25/2008
Re: Travel Policy

In order to better keep track of off campus and over night trips, The Department of Student Life and Leadership Development has developed a policy for Off Campus/Over night Trips. In order to protect the safety of our students, we are requiring clubs and organizations to complete specific forms and to properly communicate with the department in regards to trips.

This policy will go into effect immediately and pertains to all clubs and organizations.

1. **Requesting an Off Campus/Overnight Trip** - When planning an off campus/over night trip, ALL clubs and organizations must complete an "Off Campus Request" form. Make sure you complete all sections of the form and you have communicated with your advisor and/or chaperone. **You must have an advisor or chaperone attend the trip.** Be sure to indicated departure time and method of transportation. Request forms must be submitted at least 2 weeks prior to your planned trip. Once the trip has been reviewed and confirmed through the Office of Student Life, the request form will be returned to the club/organization's mailbox being approved or denied.
2. **Waiver Forms, Advisor Forms and Off Campus agreement** - After approval and prior to the departure date each student attending **MUST** complete a university waiver form AND off campus trip agreement form. Please Note: You must adhere to all university policies and code of conduct while on the trip. This is a university sponsored trip and all rules and regulations apply to each CW Post student.
3. Prior to your trip each club must also have their advisor/chaperone complete an Advisor Trip Agreement form.
4. The Advisor Agreement form, University Waiver, and Off Campus trip agreement form must be returned to the Office of Student Life and Leadership Development at least 3 days before the trip.
5. Only valid CW Post students can attend an off campus trip. Absolutely NO GUESTS.

All forms are attached to this memo for your records. Other copies can be picked up in Hillwood 102. If you have any questions or would like me to meet with your club/organization please feel free to stop by the Student Life and Leadership Development office or email Fernando at Fernando.mendoza@liu.edu