Dear Student Leader, Club Advisor or Trip Organizer:

Travelling off-campus is a wonderful opportunity to explore new locations, meet new people and have fun. The information provided here will assist you in preparing for your trip. This packet of information is applicable for all student organizations, whether funded by USG or not. Trips completed as part of an academic requirement, including study abroad, or for varsity athletics should follow the respective trip policies of those areas of the College.

Tips for Planning your Trip

1. Review the Off-Campus Trips policy found in the Student Leader Guide on pages 23-24 which contains information about Moravian’s policies for Off-Campus Trips. (The Student Leader Guide is found at www.moravian.edu/clubs.)

2. Budget your trip accordingly and be sure it is aligned with your organization’s mission and USG budget, if applicable.

3. Reserve transportation and/or identify drivers as soon as possible.

4. Confirm participants early (two weeks prior to trip). This will give you adequate time to complete required forms.

5. If necessary, collect medical condition information and/or medical insurance information from participants.

6. Consult your organization’s advisor, members of USG, or the Director of Leadership Development along the way for guidance and support.

7. Drop off all forms to the Director of Leadership Development at least two days before you leave campus.

Day of your Trip

1. Be sure all individuals participating in the trip have completed appropriate waivers. All participants on all trips need to complete the Statement of Informed Risks and Waiver of Certain Rights. These waivers are available at www.moravian.edu/clubs or in the Center for Leadership and Service.

2. Update your Trip Roster based on the actual participants present.

3. Drop off all trip forms to the Director of Leadership Development (Center for Leadership and Service, HUB), if trip departs during business hours M-F, or to Campus Safety and Police (119 W. Greenwich St.), if in the evening or on the weekend. Request a photocopy from the office of any forms you may need for use on your trip.

4. When leaving your off-campus trip destination, or any stops along the way, always check your roster to be sure all participants are still with you.

Emergency Actions

If an emergency should occur while on your trip, administer standard emergency procedures (i.e. contact police, first aid, hospitalization, etc.) and report the incident immediately to Moravian College by contacting either the Director of Leadership Development during business hours at 610-861-1498, or contacting Campus Safety and Police at 610-861-1421 after hours.

Your attention to these details is very important. Please be sure that a member of your organization takes care in gathering this information. It will assist the College, your parents, and you as students. If you have any questions, please contact me.

Thank you,
Katie Dantsin
Director of Leadership Development/USG Advisor
Center for Leadership and Service
610-861-1498
dantsink@moravian.edu

Checklist of Forms for Off-Campus Trips by Student Clubs and Organizations
(Must be completed 2 days before departure and submitted to Katie Dantsin, Director of Leadership Development)

☐ Trip Information Form (1 per trip)-Includes itinerary and transportation information
☐ Roster of Participants (1 per trip)
☐ Statement of Informed Risks and Waiver of Certain Rights (1 per participant)
☐ Student Personal Vehicle Travel Waiver (1 per student driver)
Moravian College
Student Club and Organization
Trip Information Form
Submit to Katie Dantsin, Director of Leadership Development, two days prior to trip departure.

Sponsoring Group(s):

Event/Trip Name:

Contact Person for Group while off-campus:

Cell Phone Number:

Title (if College employee) or Class Year (student):

Do you have a prepared itinerary?  □ Yes  □ No
An itinerary is required for all trips with overnight travel.
If yes, please attach
If no, provide the following information.

Date(s) and Time(s) of Event and Travel:

Destination(s):

Are there any planned stops along the way to the destination?  □ Yes  □ No
If yes, please describe:

Transportation Method (Check all that apply):

□ Personal Vehicle(s)*
  Name(s) of drivers:

□ Rental Vehicle(s)
  Name(s) of drivers:

□ Hired Coach
  Name of company:
  Phone Number of Company Dispatcher:

Other details, comments, etc.:

Advisor Name ________________________________________ Advisor Signature____________________________
Date ______________________________