

# FAYETTEVILLE STATE UNIVERSITY

## TRAVEL INVOLVING STUDENTS

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.			
<b>Category:</b>	Students			
<b>Applies to:</b>	•Administrators	•Faculty	•Staff	•Students
<b>History:</b>	Approved - August 28, 2011			
<b>Related Policies:</b>	N/A			
<b>Contact for Info:</b>	Division of Academic Affairs (910) 672 -1460 Division of Student Affairs (910) 672-1201 Office of Legal Affairs (910) 672-1145			

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### I. PURPOSE

Fayetteville State University (University) organizes and sponsors numerous off-campus activities involving students. To effectively manage these activities and the University's risk, the University has established this policy which applies to University sponsored/organized travel involving enrolled undergraduate and graduate students. The types of off-campus activities and events covered by this policy include, but are not limited to, course-related activities, intramural sports activities and meetings or conferences where a student is officially representing the University.

This policy does not apply to travel undertaken by students who are attending out-of-town athletic events (unless such events are sponsored by the University), or to students engaged in student teaching, internships or research, unless the research is organized by a member of the University's faculty. This policy also does not apply to study abroad programs or activities organized or sponsored by the University.

Exceptions to this policy may only be granted by the Vice Chancellor of the respective division.

### II. DEFINITIONS

The following definitions apply to this policy:

- A. **Approving Administrator** is a vice chancellor, dean, department chair, or director of an administrative unit.
- B. **Off-campus activity** is an activity or event that requires travel beyond 25 miles from the University's main campus.
- C. **Organized activity** is an activity or event that is initiated, planned, and arranged by a member of the University's faculty or staff and is approved by Approving Administrators.

- D. **Responsible University Employee** is the faculty or staff member(s) who will be responsible for the sponsored/organized activities.
- E. **Sponsored activity** is an activity or event that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
- F. **Student** is an individual currently registered as an undergraduate or graduate student.

### III. RESPONSIBLE UNIVERSITY EMPLOYEE

At least one Responsible University Employee must accompany students on any organized/sponsored activity. The Responsible University Employee is also to be responsible for the following:

- Completing and submitting the *Authorization for Student Travel* form (Attachment A) to the Approving Administrators;
- Completing and providing each participant with a **completed** copy of the University's *Organized/Sponsored Event Information Form* (Attachment B);
- Ensuring that individuals participating in an organized/sponsored activity are current University employees and/or students;
- Ensuring that no individuals are allowed to participate in the organized/sponsored activity unless a *Release and Waiver of Liability* form is completed, signed and on file in the Responsible University Employee's office;
- Discussing the potential risks and precautions with students in advance of the organized/sponsored activity;
- Communicating to the participants that the University does not provide medical insurance for any student's participation in off-campus activities and thus all student participants shall be responsible for any medical costs they incur during and/or as a result of the off-campus activity; and
- Ensuring compliance with all applicable University policies and procedures by participants in the organized/sponsored activity.

### IV. REQUEST FOR AUTHORIZATION TO TRAVEL

To seek authorization for an off-campus organized/sponsored activity, a request must be made by the Responsible University Employee to the Approving Administrators. Whenever possible, the request should be submitted at least thirty (30) days in advance of the travel date. The request must include the following items:

#### A. **Travel Plan**

To request authorization to travel for an off-campus organized/sponsored activity involving students, the Responsible University Employee must submit a travel plan which shall include the following:

- Purpose of the travel (educational, cultural or other objective);
- Complete itinerary (activities, time and date of departure/arrival, destinations, transportation, etc.);
- Name(s) of instructor(s)/supervisor(s) who will accompany students;
- A list of any risks or dangers (strenuous activities, falling hazards, dangerous animals, poisonous plants, crime, etc.) and how the risks will be minimized;

- A list of all participants and their banner id numbers;
- Protocols for possible emergencies; and
- Information on how issues involving requests for reasonable accommodations or other ADA issues will be addressed.

**B. Request Form**

A completed *Authorization for Student Travel* form must accompany the Travel Plan and be submitted to the Approving Administrators for approval.

**C. Approval**

If the request for student travel is approved, the Responsible University Employee shall provide each participant with a completed copy of the *Organized/Sponsored Event Information Form* and a *Release and Waiver of Liability* form. The *Release and Waiver of Liability* form must be signed and submitted to the Responsible University Employee no later than five (5) days before the scheduled off-campus activity.

If the request for student travel is denied, the Responsible University Employee shall discontinue any further planning related to the off-campus activity.

**V. TRANSPORTATION**

Only vehicles owned or contracted for by the University may be used to transport students to activities or events organized/sponsored by the University. If a decision is made to use a common carrier, a request must be made to the University's Purchasing Director.

Only a duly licensed University employee may operate any State-owned or rented vehicle for the purpose of transporting students. Drivers must operate such vehicles in accordance with University policies and procedures. Under no circumstance shall a University employee use the employee's personal vehicles to transport students for off-campus activities.

**VI. DOCUMENT RETENTION**

The Responsible University Employee shall ensure that the following documents are retained in a secure location until such time as the documents may be destroyed.

- Travel Plan
- *Authorization for Student Travel* form
- *Organized/Sponsored Event Information Form* provided to participants
- *Release and Waiver of Liability* form for each participant

The Responsible University Employee must contact the Office of Legal Affairs or consult the University's *Records Retention and Disposition Schedule* prior to destroying any documents.

FAYETTEVILLE STATE UNIVERSITY
AUTHORIZATION FOR STUDENT TRAVEL

Part I. Requestor/Sponsor Information

University Employee Responsible for Off-Campus Activity:
Position /Title: Administrative/Academic Unit:
Phones: Office Cell Email

Part II. Information on Activity/Event

Purpose of Activity/Event
Destination:
Dates of Travel: Departure Return
Total Number of Student Participants: Number of Faculty/Staff Participants:
Lodging Arrangements: Address and Phone Number Required
Phone ( )
Transportation Arrangements
Vehicle: Rental Car Van Common Carrier
Name(s) of Drivers:
University Employee Available for Contact in Event of Emergency:
Phones: Office Home Cell

Part III. Administrator Approval

Comments
Director/Department Chair Signature Title:
Dean or Vice Chancellor Signature Date

FAYETTEVILLE STATE UNIVERSITY

ORGANIZED/SPONSORED ACTIVITY INFORMATION FORM

Course: (if applicable) \_\_\_\_\_

Activity/Event \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Travel: Departure \_\_\_\_\_ Return \_\_\_\_\_

Responsible University Employee: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Equipment/supplies to be provided:

- By participant: \_\_\_\_\_
- By the University: \_\_\_\_\_

Immunizations required (if any): \_\_\_\_\_

Physical activities to be undertaken include: \_\_\_\_\_

Risks inherent in this activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vaccinations required (if any): \_\_\_\_\_

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**FAYETTEVILLE STATE UNIVERSITY**

**RELEASE  
AND  
WAIVER OF LIABILITY**

In consideration for the right to participate in \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_, I agree that neither Fayetteville  
State University, its trustees, employees, agents, nor servants shall be liable for personal injury or  
property damage sustained by me during or because of my participating in this activity.

I voluntarily assume full responsibility for any risks of loss, property damage or personal injury  
that may be sustained by me, or any loss or damage to property owned by me, as a result of my  
being participating in this activity. Thus, I do hereby forever release and discharge Fayetteville  
State University, its trustees, employees, agents, and servants from all such claims, demands,  
injuries, damages or causes of action.

I further state that there are no health-related reasons or problems which preclude or restrict my  
participation in this activity, and that I have adequate health insurance necessary to provide for  
and pay any medical costs that may be attendant as a result of injury to me.

This Release shall be construed in accordance with the laws of the State of North Carolina. If  
any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any  
law governing this Release the validity of the remaining portions shall not be affected thereby.

In signing this release, I acknowledge and represent that I have read the foregoing, understand it  
and sign it voluntarily and that I am at least eighteen (18) years of age and fully competent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name