Trips and Transportation

Any student organization wishing to conduct or sponsor a trip must obtain prior approval from the director of Student Activities for Programming or the director’s designee. It is expected that student trips will be planned so as not to interfere with academic classes. If using a charter bus company, only authorized vendors may be contracted and utilized. A list of authorized charter services is available upon request from the Student Activities Office. The sponsoring organization must provide a list of students going on the trip, together with a signed waiver form from each participant. Waiver forms must be obtained in advance from the Student Activities Office.

A student representative from the sponsoring organization must accompany the trip. Additionally, overnight trips require accompaniment by a University representative as required by the director of Student Activities for Programming or the director’s designee. The sponsoring organization is responsible for recruiting a fulltime faculty or administrative staff member willing to serve as a University representative. The name, address and telephone number of the University representative must be submitted to the director of Student Activities for Programming or the director’s designee a minimum of 30 days prior to the anticipated departure date.