

## ACADEMIC OFF-CAMPUS EVENT PLANNING CHECKLIST

The following is a summary of the guidelines for planning and implementing events that involve taking a group of students away from campus for an overnight activity affiliated with the university. This policy does not include individual study, functions of the Auxiliary Corporation, or experience based learning.

Faculty and staff group leaders are expected to provide appropriate supervision and guidance for all participants.

### Arranging for an Event

- Designate an event leader
- Make arrangements for travel, meals and lodging and special equipment/facilities
- Three weeks prior to the event**, file a University Off-Campus Event Notification Form (Form 1) with the appropriate Department Chair, Dean, or designee.
- File a copy of the trip itinerary with the campus police and Department Chair
- Hold an information meeting with the participants. Make sure to cover the following:
  - Inform participants of any expenses they will need to pay
  - Clarify date(s) and location of the trip (including travel arrangements).
  - Collect a completed Off-Campus Event General Release and Waiver of Liability Form (Form 2) from each participant
  - Collect a completed Off-Campus Event Emergency Information Form from each participant (Form 3)
- Develop a plan to accommodate students with special needs (disabilities, special diets, sleeping, privacy). Consult the Office of Service for Students with Disabilities, if necessary.
- At least five days before the event**, all **original** Off Campus Event forms (1 through 3) need to be sent to the Campus Police Department and one copy of all forms is sent to the department chair.
- A photocopy of the Off-Campus Event Emergency Information Form (Form 3) for each participant should be taken on the trip by the off-campus event leader and/or acting event leader in a sealed envelope labeled "To Be Opened In Case of Emergency Only."

**This is a summary of the Off-Campus Event Policy and Procedures. The complete document is available on-line or in the department or Vice President's Office. All university sponsored off-campus events are an extension of the university's academic program, and therefore are subject to all applicable university policies and procedures as well as federal and state law.**