I. University sponsored off-campus events are an extension of the university’s programs, and therefore are subject to all applicable university policies and procedures as well as federal and state law.

II. Definitions

A. An off-campus event is an related activity that involves a group of university students; takes place outside of university property; and is organized by colleges/schools, departments, employees, or organizations including recognized student organizations of the university.

1. Examples of off-campus events include: academic field trips, campus-based study abroad programs, conferences or student trips sponsored with university money, and co-curricular retreats (such as the Cross Cultural Student Leadership Retreat), socials and meetings that include external guests.

2. Other examples may include, but are not limited to, geology or biology field trips for lab or other academic learning experiences, debate team trips connected with an academic program, as well as theatrical or choral trips that may be used for class credit.

B. During an off-campus event, a university employed faculty or staff member must be present to advise, mentor, coach, or teach students.

C. An event leader is a faculty or staff member who organizes the off-campus event. Prior to the event, the event leader plans the off-campus event, conducts an orientation session, completes the required notification forms, and considers precautionary procedures. During the off-campus event, the event leader carries the Off-Campus Event Emergency Information Forms and, if an emergency occurs, contacts the University Police Department (UPD) and Office of Public Affairs and Communications.

D. An acting event leader is a student participant in an off-campus event that is designated to assume the duties of an event leader during the off-campus event if the event leader will not actually attend the off-campus event. The Dean’s approval is required when an acting event leader is appointed.

III. Student Responsibilities

A. Students shall meet the same standards of conduct in all activities associated with university-sponsored off-campus events as those expected of them in their on-campus activities. These standards include all applicable federal, state, and local laws as well as university policies. Students will be held responsible for the consequences of all
inappropriate or irresponsible behavior, whether or not such behavior is directly associated with the off-campus event.

IV. Faculty and Staff Responsibilities
   A. Faculty and staff who participate in an off-campus event are expected to adhere to the same standards of conduct in all activities associated with university-sponsored off-campus events as those expected of them in their on-campus activities. These standards include all applicable federal, state, and local laws as well as university policies.
   B. During an off-campus event, it is expected that faculty and staff participating in an off-campus event will provide supervision and guidance to all participants, which is appropriate for enabling the students to benefit fully from the educational purpose of the event.
   C. The University and/or faculty and staff are not responsible for students when they engage in personal activities at any time, which have no relation to the stated purpose of the off-campus event and are not on the event schedule of activities. Examples of such personal activities include: visiting a friend or relative, going to a theater or restaurant, etc.
   D. Faculty and staff should list all off-campus events required for a class in the course syllabi.
I. The following prescribed courses of action apply to circumstances specific to university-sponsored, off-campus events. They are set forth here for the protection of all participants, as well as for the university itself, and to assure the integrity of university programs and activities. The Academic Dean, Department Chair, faculty and staff involved in a university-sponsored off-campus event shall assume primary responsibility for the implementation of these procedures and for informing all participants of their content and intent as outline on the approved Facility Use Application (FUApp).

A. The event leader should become thoroughly familiar with and follow procedures incorporated in this document and those in Executive Order 715 (See Risk Management Guidelines: Off-campus Activities--Field Trips (Local and Out of State) and Risk Management Guidelines: Off-campus Activities--International Travel).

B. Select the area where the off-campus event is to be held. It is important that the event leader(s) have firsthand knowledge of, or sufficient experience with the geographical area when planning an off-campus event. The event leader should demonstrate sufficient knowledge of the area to the satisfaction of their respective Dean, Chair, or Supervisor.

C. Obtain written approval from Department Chair, Dean, or other appropriate administrative authority for the off-campus event through the use of the FUApp.

D. Select the dates and times that off-campus event is to be offered, arrange for a class space or meeting rooms where necessary.

E. Determine the cost of the off-campus event and communicate the information to the respective department or office and to students.

F. If reimbursement for certain costs is anticipated, contact the Business Administrative Services (http://www.csub.edu/BAS/forms/index.shtml) for information about appropriate procedures.

G. Reserve campsites, lodgings, boats, cabins, etc., as necessary. If boats will be utilized, please see the Marine Vessel/Small Boat Safety Guidelines.

II. Transportation - If the university provides transportation, arrange travel with a travel agency or transportation company unless using university vehicles (See Guidelines and Procedures for Driving on State Business). Arrange with the campus cashier for collection of fees.
A. If the university is providing transportation by a university bus or van, then the drivers must be university employees who have met the requirements to drive on state business (http://www.csub.edu/BAS/forms/index.shtml).

B. If the university is providing transportation by private charter, event leaders should follow campus policy regarding insurance requirements for and signed agreements with these private charters. (For more information, consult risk management and procurement).

C. Individuals who are not university-related may not travel in university vehicles (owned, rented or chartered) without the written authorization of the Event Leader and appropriate Dean, Chair, or Vice President, or their designee.

D. If the university is not providing transportation, the off-campus event participants must convene at the site. Event leaders should not be involved in planning or supervising travel to off-campus events in private cars.

E. When the off-campus event will occur in a foreign country, please see Guidelines for Responsibility Study Abroad: Health and Safety.

III. Insurance and ADA Accommodations

A. Assure appropriate insurance policies and procedures have been met through approval FUApp by the Office of Safety and Risk Management.

B. Reference Insurance for University Non-Instructional Events Policy and Procedure.

C. Plan to accommodate students with special needs. The campus American Disabilities Act (ADA) Coordinator and the Office of Services for Students with Disabilities (SSD) are valuable resources for information about appropriate accommodations for students with disabilities.

IV. Event Leaders, Agendas and Orientation Meeting

A. Decide whether an event leader will attend. Decide whether the event leader will be accompanied by another faculty or staff member. If it is decided that the event leader is not going to accompany the students on the event, this decision needs to be approved by the respective Dean, Chair, or Vice-President.

B. Designate and train an acting event leader if it is decided that the event leader will not attend the off-campus event. The acting event leader may be another faculty or staff member or a student who is participating in the off-campus event. If the acting event leader is a student who is participating in the off-campus event, then he or she must also register with the Department of Human Resources as a university volunteer before the event occurs. Also, the dean’s approval is required if an acting event leader is appointed.

C. File the travel itinerary and FUApp with the UPD and with the appropriate department or office sponsoring the off-campus event. The itinerary should include travel times and all destinations. If appropriate, identify alternate route, in case an emergency prevents entry into the original destination.

D. Prepare a detailed day-to-day agenda of activities, including health and safety instructions, for all participants (Risk Management Guidelines: Off-campus Activities).

E. Orientation Meeting - All participants must attend at least one orientation meeting prior to departure. In addition to information specific to the department or office sponsoring the event, the event leader should cover the information outlined
F. Planning the Off Campus Event Checklist

1. Fill-out a FUApp and get appropriate approvals.
2. Arrangements for any out-of-country visas, immunizations, and any other necessary documentation.
3. Written briefing of travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
4. Health and travel accident insurance policies available to students (please contact Office of Safety and Risk Management (SRM) for details).
5. Written outline of any course requirements and/or report deadlines.
6. Written itinerary of destinations and dates/times.
7. Written agenda of activities.
8. Written review of foreseeable hazards and safety procedures, emergency preparedness processes, crisis response plan, and emergency phone numbers and contacts with consult from the SRM.
9. Training for any equipment to be used on the trip.
10. Address expected conduct of faculty, staff and students, addressing such issues as fraternizing, consuming alcohol, activities, and conduct during “free time.” Advise participants of the consequences of non-compliance.
11. Straightforward review of alcohol, drug and firearm policy provisions. (see Alcohol Beverage Use on Campus)
12. Background information pertaining to any upcoming cultural “shocks” that students may experience.
13. Review and clearly explain the required forms (next section).
14. Instruct participants to read and complete the required forms. A legally enrolled student cannot be denied participation in a class field trip if they refuse to sign the General Release and Waiver of Liability Form. If this occurs, read the General Release and Waiver of Liability Form to him/her, and complete it for them, except for their signature. The leader should note on the agreement that the participant chose not to sign the release, that it was read to him/her, and then sign and date the form and file it with the others.

V. Required Forms

A. Facility Use Application must be signed and approved by UPD, SRM and the appropriate Cabinet member before the off-campus event may occur.
B. General Release of Waiver Liability Form
C. Insurance, Permits and other documents that may be needed to conduct the event

HISTORY: November 18, 2010
REVIEWED: 
REVISION: 