

William Paterson University of New Jersey
Office of Campus Activities, Service and Leadership

**POLICIES & PROCEDURES GOVERNING EXTRA CURRICULAR TRAVEL
FOR RECOGNIZED STUDENT GROUPS**

DEFINITION

An organized trip sponsored by a recognized student group which departs from William Paterson University and/or has a destination off campus.

PURPOSE

University and student sponsored trips shall be encouraged in order to carry out the educational, cultural and civic engagement mission of the university, as well as providing opportunities for social interaction for WP students.

POLICIES AND PROCEDURES FOR PLANNING A TRIP

I. Approval

Trips may be organized by William Paterson University recognized student groups for WP students. Funded groups must complete the necessary paperwork required by the funding organization for approval. The SGA Financial Manager will order all buses for funded student groups once the request has been approved. A copy of the Trip Fact Sheet should be attached to the requisition.

Groups that receive funding from SGA should meet with their advisor and a staff member from the Campus Activities, Service and Leadership Office to review the details of the planned excursion prior to applying for funding.

II. Overnight Travel

Overnight trips are for WP students, and on occasion their sponsored guest. Rooms will be assigned by the student organization leaders and advisor(s), taking into consideration student preferences when possible. In most cases, single rooms will not be available for student travelers. Trip advisor(s) should be assigned their own room.

III. Trip Advisor

A trip advisor must be present on all bus trips. A trip advisor shall be an employee of William Paterson University or SGA who shall act as an agent of the University to support the events of the trip and follow the Policies and Procedures Governing Extra-Curricular Travel. Any exceptions must be approved by the Director of Campus Activities, Service and Leadership. To avoid any distractions from their duties, trip advisors are not permitted to bring guests.

No commission or other forms of benefit are to be received by any University employee, representative or any family member of any University employee.

Trip Advisor Instructions will be given to the advisor upon approval of the trip. It is suggested that the trip advisor have their costs built into the cost of the trip. It is recommended that there should be at least one advisor per 48 people attending.

IV. Denial of Participation in a Trip

The University may deny participation, cancel reservations or otherwise terminate participation in University sponsored trips when a participant violates University policies and regulations, and/or local, State, Federal or international law, or any written condition of the trip. The University reserves the right to remove any person from the trip for due cause without a refund, as determined by the designated University agent. All University regulations shall be in effect during the trip.

V. Publicity

Trip arrangements and trip publicity shall include:

- A. Provision for cancellation by the University and/or participants.
- B. Name of trip, destination, date, departure time, boarding location, fee, sponsor, ticket distribution location and any other pertinent information.

VI. Ticket Distribution

All trip ticket sales will be through the Office of Campus Activities, Service and Leadership. Refunds will be honored up until 48 hours prior to departure. Trips are primarily for William Paterson University students.

VII. Guests

One week prior to the trip, tickets may be available for WP students to purchase for a guest (one per student). All guests must be at least 18 years old. WP students are responsible and accountable for their guest and their behavior during the trip. In limited situations, tickets for non-overnight trips may become available to WP faculty and staff.

VIII. Transportation

All participants are required to travel to and from the destination on an authorized bus or other arranged university transportation. Any special arrangements must be approved by the Office of Campus Activities, Service and Leadership in advance of the trip departure.

IX. Forfeiture of Tickets

If a participant does NOT arrive at the scheduled departure time, that person forfeits their right to participate in the trip, and any refund. No substitutions of participants may be made without prior approval from the Office of Campus Activities, Service and Leadership.

X. International Travel

All International travel must be approved by the Associate Vice President of Campus Life before any commitment may be made. At this time, only international travel to Canada will be considered. Factors such as the purpose of the trip, location, student safety, advisor availability and cost will be considered. Please note that planning an international trip will require greater advance planning than a domestic trip.

XI. Club Sports

Please refer to the policies and procedures outlined in the WP Club Sports Manual. <http://www.wpunj.edu/campus-activities/club-sports.html>