College or Registered Student Organization Sponsored Overnight Student Travel Registration Form

PART I: Introduction

**WHEN MUST I REGISTER TRIPS TO OFF CAMPUS LOCATIONS?**

If the college/department or student organization makes the arrangements and has an agreement with the lodging or other location to use space during the trip, the trip is considered school sponsored.

*Overnight, school-sponsored trips*: If the college/department or registered student organization sponsors student(s) on an overnight trip, for example to see a play in Chicago, and the department rents hotel rooms.

*Short-stay “away” trips:* If the college/department/organization or registered student organization sponsors short-stay “away” trips of more than one night for its students, all locations used during the trip, controlled by the institution during the trip, and used to support educational purposed should be registered. An example is a three-week marine biology study trip to Florida. Any classroom or housing space specified in the agreement between the institution and a third-party providing space must be documented via this form.

*Third-party contractor:* If the college/department/organization has entered into a written agreement with a third-party contractor to arrange housing and/or classroom space for a school-sponsored trip or study program (either domestic or foreign), such spaces must be documented via this form.

*Study abroad programs:* If your department sends students to study abroad at locations of facilities that the college/department/third-party contractor rents or leases for your students in a hotel or student housing facility, you must report these spaces via this form for the time period covered by the agreement.

**WHAT DOES NOT NEED TO BE REGISTERED AS AN OFF-CAMPUS TRIP?**

If individual students independently make the arrangements and choose the hotel it is NOT a school-sponsored trip unless the institution, or a recognized student organization, reimburses the students for their lodging.

*No Agreement:* If the college/department/organization (or contracted third-party) does NOT have an agreement for the space used, your department is not required to report it. In this context, an agreement can be formal or informal (such as an email) and agreements to use space must be reported via this form even if no money will be charged by the property owner/manager for the use of space.

For example, there are some situations, such as sports tournaments, for which the host institution makes all of the housing arrangements for the visiting students. In these situations, the visiting institutions do not have a written agreement for the use of the space and are not required to report the housing in which their students are located.

Another example, students travel with a college sponsored trip. During the trip, students meet with the professor at a local café for an hour each week for a lecture. There is no written agreement to use the café space (the location was chosen by the professor out of a matter of convenience). Therefore, the café is NOT a reportable location.

*Off Campus Trips:* You are NOT required to register non-overnight field trips to locations the college/department does not own or have a written agreement to use.

PART II: GENERAL INFORMATION

Person completing this form:

Last Name

First Name

Email Address

Name of Department/Organization making travel arrangements

PART III: EMERGENCY CONTACT

Emergency Contact Person for the Trip

Any faculty, staff, coach, student, or volunteer who leads the trip or travels along and has responsibility for students or may be expected to act on behalf of Harper College if necessary, during the trip are considered Campus Security Authorities.

Last Name

First Name

Email Address

Cell Phone Number

CSA Training Completed 🞎 Yes 🞎 No

Training Completion Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART IV: TRAVEL DETAILS

Location students will be staying:

Name of Lodging

Address

City, State

Dates students will be staying at this location (mm/dd/yyyy format)

Arrival Date

Departure Date

***Upon Trip Return, Trip Leader must provide rooms/spaces used.***

During this same trip, will students be staying at a different location that needs to be reported?

🔾 Yes 🔾 No

*NOTE:* Students, Staff, or Faculty accompanying/leading students during an off-campus domestic or international trip are designated as a Campus Security Authorities (CSAs) and must receive mandatory training that outlines their role and obligations as a CSA during the timeframe they are accompanying/leading students on an off-campus trip. At a minimum, CSAs must immediately report crimes that are brought to their attention if applicable to the agency jurisdiction that the trip is being conducted in as well as to the Harper College Police Department. Such crimes include, but are not limited to, those occurring and/or reported to CSAs traveling with students on domestic or international trips. A CSA reporting form is accessible on the Harper College Police Department website. Upon completion, the Police Department will conduct due diligence in investigating the crime.