PRE-TRIP CHECKLIST

Trip leader in charge should complete this checklist prior to the off-campus trip. Not every item will be required based on the nature and type of trip.

|  |  |
| --- | --- |
| Information and Notification | |
|  | Department/club/team/organization notified of trip |
|  | All completed documents forwarded to Clery Compliance Officer (CCO) three days prior to departure– this includes completion of the off-campus trip registration form and student waiver of liability. |
|  | Completion of Campus Security Authority (CSA) Training as determined by the CCO |
|  | Description of trip to attendees |
| Medical and Emergency | |
|  | Closest medical facilities identified |
|  | Participant emergency contact list collected |
|  | Lead trip Harper staff member review emergency contact protocol |
| Transportation and Accommodations | |
|  | Orientation Conducted |
|  | Transportation plan addressed |
|  | Accommodations made for students with disabilities or special needs |
|  | Appropriate supervision assigned to students |

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For inquiries, contact Clery Compliance Officer, Harper College Police Department.*