

Niagara University Faculty-lead Student Trip Flow Chart:
Awareness and administrative assistance in one easy place

STEP 1: GENERAL INFORMATION

The purpose of this section is to ensure timely identification of the issues to address in advance of a successful, enriching trip. To optimize your use of this flow chart, please fill out the below chart of “general information,” and then plan to meet with the people listed in Steps 2 and 3.

Remember, the more extensive the trip, the longer it may take to plan. Please initiate this process as soon as possible (a year in advance is not too soon).

INFORMATION	TO FILL IN:
<p>Trip Name</p> <p><i>This is to ensure people have an easy way to refer to your trip when generating e-mails and discussing your plans. For instance “Pre-Law Supreme Court Trip Spring 2015” is a name that gives clarity. Please include the nature of the trip (mission, academic, experiential) in creating a name. If it is part of a course, please include the course number.</i></p>	
<p>Is this a day trip?</p>	
<p>Destination(s)</p> <p><i>Start with a preliminary itinerary, and when finalized, please attach the final itinerary.</i></p>	
<p>Semester of trip</p>	
<p>Dates of trip</p>	

<p>Is a student group involved? If so, which one?</p>	
<p>Is this an international trip?</p> <p><i>This DOES include Canada, even if that is not the final destination.</i></p> <p>NOTE: If this is an international trip, please contact the Director of International Relations to review your trip. This will enable IR to give you early input about required input about necessary steps.</p>	
<p>Is this trip for academic credit?</p> <p>NOTE: To ensure students are able to apply for necessary loans in a timely manner, please meet with the Director of Student Accounts and the Financial Aid office at least 7 months prior to your departure date so you can develop a shared narrative on costs. For more on this, see the “Financial Considerations” section.</p> <p>NOTE: To ensure your credit-bearing course can be planned to optimize the timing of the course with tuition payments, please see your academic dean as soon as possible.</p>	<p>Final Version Reviewed by PPRC April 6, 2016</p>
<p>Please list the approximate number of students participating</p>	

<p><i>The preferred ratio of university representatives to students will vary based on the activities and destination.</i></p>	
<p>Is this in connection with an external program or institution? If yes, please let us know which one.</p> <p><i>For example, if upon your arrival, you will be working with Habitat to Humanity, and the trip is planned in conjunction with another university, please list that organization and the other institution.</i></p>	
<p>To get an early start on setting up arrangements, please let us know if need a particular mode of travel (bus, airline, boat, rented van, etc)? Please describe your prospective needs.</p> <p>Please include whether or not the payment for the travel will be made through the university, so we can help you comply with the Policy on University-Funded Travel.</p> <p>NOTE: If your trip is in conjunction with a student group funded by NUSGA, this will be arranged in cooperation with Campus Activities.</p> <p>NOTE: If your trip is international, this will be arranged in cooperation with International Relations.</p>	<p>Final Version Reviewed by PPRC April 6, 2016</p>

<p>To get an early start on setting up arrangements, please let us know if you need to arrange overnight accommodations for students; please describe your needs.</p> <p>NOTE: If your trip is in conjunction with a student group funded by NUSGA, this will be arranged in cooperation with Campus Activities.</p> <p>NOTE: If your trip is international, this will be arranged in cooperation with International Relations.</p>	
<p>What is the goal of the trip? For example “To provide students with hands-on experience in observing the effects of pollution in WNY.” Please feel free to tie it into mission and academic excellence.</p> <p><i>This is information for your Dean and College to ensure awareness of the value of the trip, and to maintain institutional awareness of the cool things we do.</i></p>	<p>Final Version Reviewed by PPRC April 6, 2016</p>
<p>What amount of fund-raising will need to be conducted? What fund-raising methods will be used?</p> <p><i>Please know that certain fund-raising in the name of the University, such as a GoFundMe request, or tabling in the</i></p>	

<p>Gallagher Center, is highly restricted, and requires permission in advance; please contact Campus Activities. Fund-raising in the name of individual students that does not use the name or logo of NU is not barred by this policy.</p>	
<p>Please list all university representatives (faculty, staff, volunteer) who will be on the trip.</p>	
<p>Please list any unusual considerations for this trip that could require focus or additional resources.</p> <p>Examples of an “unusual consideration” would be:</p> <ul style="list-style-type: none"> • A hike with a lava flow requiring some additional planning • Work with a sensitive population requiring additional training 	

STEP 2: ACADEMIC CONSIDERATIONS

Consideration	Information (to be supplied by faculty member(s))	Next Step
<p>Is the trip for academic credit? If yes, for what course? How much credit?</p>		<p><i>Please ensure your Chair acknowledges this trip by signing here:</i></p> <p>_____</p> <p>NAME: Chair</p>

Consideration	Information (to be supplied by faculty member(s))	Next Step
<p>Is this a Study Abroad experience?</p> <p><i>“Study Abroad” for this question means a faculty-lead program for academic credit, or an exchange program at an affiliated institution, or a study abroad program overseen by International Relations.</i></p> <p>NOTE: All international trips should be planned in consultation with International Relations, regardless of whether or not they are formal “Study Abroad” programs.</p>		
<p>What faculty are assisting with the trip and what role do they play?</p>		<p>Please ensure your Chair signs below</p>
<p>Has language been included in the syllabus (if applicable) outlining restrictions enabling faculty to remove a student from the trip for non-disciplinary (e.g. academic) reasons?</p>		
<p>Is this trip part of faculty service to the university?</p>		<p>Please ensure your Chair signs below</p>
<p>What gen ed, college and/or departmental learning outcomes, if any, does this trip support?</p>		

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Consideration	Information (to be supplied by faculty member(s))	Next Step
What, if any, academic departmental budget is being used towards the trip? Please supply budget number, amount, and purpose of contribution.		NOTE: Authorization will be documented through web advisor.

STEP 3: Working with helpful offices

NOTE: These should be reviewed simultaneously, not in order!

STUDENT WELL-BEING CONSIDERATIONS

Please meet with Dean of Students to fill this section out.

The Dean of Students is primarily responsible for the safety of students on the trip. If possible, send a list of student attendees in advance. Students will be vetted for the trip for possible disciplinary issues. Should there be issues with individual students, the dean will discuss the issues and arrive at a decision with the faculty. If there are safety concerns that could prevent the trip from proceeding, the Dean of Students will help the faculty attempt to resolve the concerns.

Consideration	Plan	Status
NOTE: If this is an international trip, each student must fill out a "Request for International Travel Form" in advance of this step. That way, faculty, the Dean of Students, and the Director of IR can address concerns pro-actively.		
Disciplinary concerns on trip	NOTE: Disciplinary	

Consideration	Plan	Status
	<p>concerns leading to dismissal from an international trip should happen in consultation with the Dean of Students, who will also consult International Relations.</p>	
<p>Illness of student while on trip</p>	<p>NOTE: The university response to an illness impacting an international trip should happen in consultation with the Dean of Students, who will also consult International Relations.</p>	
<p>Mental health/emotional well-being concern</p>	<p>NOTE: The response to a serious mental health/emotional well-being issue that impacts an international trip should happen in consultation with the Dean of Students, who will also consult International Relations.</p>	

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Consideration	Plan	Status
List of all students on trip maintained	MyNU Travel Itinerary tool (if you need to be added to the list to upload a trip, please contact IT).	
<p>Please be ready to have the Dean of Students conduct a disciplinary check to ensure student participants do not have a disciplinary history that could have a negative impact on the trip</p> <p>(NOTE: If the trip is in conjunction with a student group, Campus Activities will initiate this step)</p>		
<p>What is the plan for ensuring an environment of respect?</p>		
<p>What is the plan for ensuring an atmosphere conducive to prevention of sexual misconduct?</p>		
<p>Are there fitness requirements for your trip?</p>		

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Consideration	Plan	Status
What is the plan for ADA compliance?		
What is the appropriate University representative (advisor) -to-student ratio?		
RISK MANAGEMENT: Any extraordinary risks identified during this phase should be resolved in conjunction with the Risk Manager.		

CAMPUS ACTIVITIES/STUDENT GROUP CONSIDERATIONS (if any)
Please fill out with Director of Campus Activities

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Consideration	Solution	Resolution
<p>Has your group completed the Student Organization Proposal Form?</p> <p><i>NOTE: This must be handed in at least 4 weeks prior to a domestic trip and 2 months prior to an international trip...earlier is better</i></p> <p><i>NOTE: This form, and the approval process with it, is needed prior to the student group being authorized by NUSGA and university policy to proceed with the trip. This form is signed by the Director of Campus Activities.</i></p>		

Consideration	Solution	Resolution
Please plan to meet with the Director of Campus Activities to address any student group-related considerations.		

FINANCIAL CONSIDERATIONS

Note: If your trip may pose a contingency that requires a university-issued credit card, please work with your academic dean to send a request to the Controller's office.

Consideration	Solution	Resolution
What is the projected budget for the trip (total costs to the university, university reps, and participants)?		
What is the cost to each student participant?		
What is the cost to each university representative?		
<p>To ensure you have the right financial solutions for your trip, please consult the "Policy on University Funded Travel," and visit the Controller to discuss unique needs and contingency plans.</p> <p>NOTE: If your trip is in conjunction with a student group funded by NUSGA, this will be arranged in cooperation with Campus Activities.</p>		<p>Arrangement through Controller's office</p>

FUNDRAISING CONSIDERATIONS

Any fundraising (including gofundme or other social media-based fundraising) using the name of the university must align with the policies of Institutional Advancement

Budget or Fundraising concern or goal	Plan	Final Step
If fundraising is to occur, please work with Campus Activities		
If outside donors are to be contacted, please work with Institutional Advancement		

LOGISTICS AND TRAVEL ARRANGEMENTS

To be completed with Chris Ferguson Business Services

NOTE: All travel using University funding (including reimbursements) must comply with the requirements in the University-Funded Travel Policy. Please review the policy, available at policies.niagara.edu, and discuss any concerns with the Controller's office.

Travel or logistical need	Arranged via	Contract, paperwork, or itinerary attached
<i>(for example, "bus to get from Niagara Falls to Buffalo)</i>	<i>(for example, "Made arrangement with bus company through Travel Team")</i>	<i>(In the case of the example, attach copy of confirmation of arrangement through Travel Team)</i>
<p>NOTE: If your trip is in conjunction with a student group funded by NUSGA, this will be arranged in cooperation with Campus Activities.</p> <p>NOTE: If this is an international trip,</p>		

planning should International Relations.		
See University-Funded Travel Policy		
Please attach your itinerary		

**CLERY & TITLE IX CONSIDERATIONS
(to be completed with General Counsel forms)**

Consideration	Solution	Resolution
Ensuring all trip advisors, including faculty, are aware of their obligations under Title IX and as a Campus Security Authority NOTE: If your trip is in conjunction with a student group funded by NUSGA, this will be arranged in cooperation with Campus Activities.	Ensure each advisor is provided with a copy of a "Title IX/Clery Trip Letter."	Copies of each signed letter should be attached to this form before the trip is submitted for final approval.

**INTERNATIONAL CONSIDERATIONS
(To be completed with International Relations)**

International considerations	Input of International Relations and relevant information
If this is a "Study Abroad" trip as defined below, please fill out "Submitting a Proposal for a Faculty-Lead Study Abroad Program" Form	

<p><i>“Study Abroad” for this question means a faculty-lead program for academic credit.</i></p> <p><i>This form and all resulting required information must be completed and submitted to IR at least 6 months prior to the departure date. Please contact IR asap if that poses a challenge.</i></p>	
<p>If your trip is international, please meet with IR to review the details and put the resulting plans on this form.</p> <p>Please note: <i>When you are travelling internationally, the more arrangements that are made through International Relations and per the Policy for University-Funded Travel, the better situated the university is to help you and the students with seeking reimbursements, making alternate arrangements, and addressing emergencies that arise during your trip.</i></p>	<p>Final Version Reviewed by PPRC April 6, 2016</p>
<p>Has your international trip been registered with the U.S. State Department?</p>	

HELP! I AM CONFUSED/FRUSTRATED/ANGRY

Please feel free to call Faculty-Lead Student Trip liaisons Dr. Bill Edwards and Stephanie Adams, Esq., with any concerns.

FINALIZATION

When all the above necessary details are complete, all required documentation is attached, and all necessary acknowledgements signatures are gathered, the trip may commence when the below required approval signatures are made. These are the two individuals required to approve the trip.

Dean of the College of _____: _____

Dean of Students: _____

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HAVE A SAFE AND REWARDING TRIP!!

Form documents:

Letter to student participants

Student participant agreement

Submitting a Proposal for a Faculty-Lead Study Abroad Program

Campus security authority letter (for Clery purposes)

Student Organization Travel Proposal Form

Request for International Travel Form

(to be developed as needed) Shared Narrative on Costs (developed with Student Accounts and Financial Aid)

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