Dear Trip Leader,

Congratulations! You have taken on an important responsibility by agreeing to serve as a Trip Leader. In addition to having fun, I hope you learn a lot from this experience. Accepting this position of leadership in your group means others rely on you to be organized and detail oriented. A number of people on campus are available to assist you in this endeavor – your organization’s advisor, the Campus Activities Office or the Center for Servant Leadership and me to name a few.

Just like the students who will be participating in this trip, I want you to enjoy your travels. I also want you to be safe. To that end, the College has put into place this Travel Plan packet and asks that you read all materials and complete all forms.

Each participant going on the trip must fill out a “Gustavus Student Organization-Sponsored Trip Student Participation Emergency Information Form”. The Trip Leader must also fill out the “Gustavus Student Organization-Sponsored Trip Itinerary and Master Contact Form”. Once completed, these sheets should be turned in at the same time at the Dean of Students Office. Turn in all paperwork at least 5/10/30 days (depends on length of travel) before departure.

Thank you in advance for your work on this paperwork portion of your trip. Please do not hesitate to contact me if I can be of further assistance to you in your planning process.

Sincerely,

Debra Swanberg
Administrative Assistant
Dean of Students Office

Office Phone: 507-933-7526
Email: dos@gustavus.edu
Gustavus Student Organization-Sponsored Trips
Trip Itinerary and Master Contact Form

The information requested below will be used in case of emergencies and is limited to the duration of the Gustavus Student Organization-sponsored trip.

Date Submitted: ______________________

Sponsoring Organization: ____________________________

Organization Advisor: ____________________________ Traveling with Group?: Yes No

Trip Leader: ____________________________ Mobile Phone: ____________________________

Nature of Event (conference, work trip, etc.): ____________________________

Trip Destination: ____________________________ Roundtrip Mileage: ____________________________

Trip Dates: ____________________________ Number of Students Participating: ______

Departure Date, Time: ____________________________

Return Date, Time: ____________________________

Transportation:
Will you be using College-owned vehicles? Yes No

Type and Number ____ Automobiles ____ Mini Vans ____ 10-passenger Vans

Are you contracting with a commercial carrier? Yes No

If yes, list the name and phone number: ____________________________

If you are planning to use personal vehicles, list each driver (max of five vehicles):

Driver #1: ____________________________ Cell ph #: ____________________________ # of passengers: ______

Driver #2: ____________________________ Cell ph #: ____________________________ # of passengers: ______

Driver #3: ____________________________ Cell ph #: ____________________________ # of passengers: ______

Driver #4: ____________________________ Cell ph #: ____________________________ # of passengers: ______

Driver #5: ____________________________ Cell ph #: ____________________________ # of passengers: ______

Trip Itinerary:
ATTACH A DETAILED PLAN OF TRAVEL including specific information about each day’s activities, hotel/motel and other lodging, contact person/host name(s) and telephone number(s), etc. IF YOUR ADVISOR is not traveling with your group, include a schedule of intended contact throughout the course of your trip.

Roster of Participants:
ATTACH A ROSTER of all students and guests who will be participating.

Student Leader Signature: ____________________________ Date: ____________________________

Adviser Signature: ____________________________ Date: ____________________________

Dean of Students Signature: ____________________________ Date: ____________________________

Return to Dean of Students office
Gustavus Student Organization-Sponsored Trips

Student Participant Emergency Information Form

The information requested below will be used in case of emergencies and is limited to the duration of your participation in a Gustavus Student Organization-sponsored trip.

**EACH** Gustavus student going on the trip must complete this form.

**Sponsoring Organization:**

**Trip Destination:**

**Trip Dates:**

**Student Name:**

**Student ID#:**

**Campus Address:**

**Student Cell Phone #:**

**Home Address:**

**Home Telephone:**

**EMERGENCY CONTACT INFORMATION:** (Do NOT list the name of someone on the trip with you)

**Contact Name:**

**Relationship:**

**Address:**

**Home Telephone:**

**Work or Cell Telephone:**

**E-mail:**

**Additional information you wish us to know (include medical conditions/medications)**

**Please provide the following information if you have a non-Gustavus student who is attending the trip with you (Banquet Date, Etc)**

**Guest Name:**

**Guest Cell Phone #:**

**Guest Home Address:**

**Guest Emergency Contact Name:**

**Guest Emergency Contact Phone #:**

I give Gustavus Adolphus College permission to contact the above listed emergency contact in case of an emergency.

________________________  __________________________

Student Signature          Date
Gustavus Adolphus College Agreement and Release of Liability

(Read carefully before signing)

The undersigned registrant represents and agrees as follows:

1. ______________________ (“registrant”) is a participant in an off-campus program of which Gustavus Adolphus College is a sponsor.

   / / /  (Date of Birth)  (Student ID Number)

2. The Registrant has voluntarily enrolled in the program outside the city of St. Peter (“Program”).

3. The registrant is aware that the use of transportation, housing, safety and maintenance of buildings, equipment, public places, and conveyance; local medical delivery; weather conditions, dining services, and other goods and services in connection with participation in the program carries a risk of personal injury and property damage or loss that may result from the participation in the program and use of the goods and services described above. Further, the registrant understands that participation in the Program involves risks not found in study at the College.

4. The Registrant hereby RELEASES AND DISCHARGES the College, and their officers, directors, faculty, agents, employees, facilitators and legal representatives (“the Released Parties”) from any liability, injury, damage, or loss ARISING OUT OF THE AFOREMENTIONED RISKS or arising out of any other activity incident to the Registrant’s participation in the Program, including any losses CAUSED BY NEGLIGENCE of the Released Parties. The Registrant does not release the College from liability for willful or intentional acts of punitive damages.

5. The Registrant understands that the College does not represent or act as an agent for, and cannot control the acts or omissions of: any transportation carrier, hotel, or other provider of goods or services involved in the Program. The Registrant understands that the College is not responsible for matters that are beyond its control. The Registrant does hereby release the College from any injury, loss, damage, accident, delay or expense arising out of any such matters.

6. The Registrant understands that during free time (both within and following the period of the Program) elective independent travel occurs at the Registrant's own expense. At such times, the registrant is acting as an independent agent and accepts sole responsibility for his/her own well-being. The College is not responsible for any injury or loss suffered when the Registrant is traveling independently or when otherwise separated or absent from any College-sponsored activities.

7. The Registrant also agrees NOT TO SUE OR MAKE A CLAIM AGAINST THE RELEASED PARTIES for injury, damage, or loss sustained as a result of participation in the Program and use of the goods or services described above. The Registrant will indemnify and hold harmless the Released Parties from all claims, judgments, and costs, including attorney's fees, incurred in connection with any action.

8. The Registrant further agrees to abide by all applicable rules and regulations of the College, and the laws of the governmental jurisdictions at the place or places of Program offering. The Registrant agrees to indemnify and hold harmless the Released Parties from all claims or losses resulting from the Registrants failure to abide by such rules and laws.

That by executing and signing this agreement I attest to the fact that I have read this Agreement and Release of Liability form carefully and understand the contents of this document, and have had the opportunity to ask questions as to the nature of the document I have signed. I sign this document of my own free will.

_________________________  ______________________
(Signature)                  (Date)
Other Suggestions for Student Organization-Sponsored Trip Leaders

Prior to the Trip:
- Distribute the travel itineraries to all participants and encourage them to give copies to parents/guardian.
- Discuss behavioral expectations for all group participants.
- Review safety precautions for the trip and talk as a group about safety prevention.
- Collect emergency contact information from each participant and complete other trip information forms. File all materials with the Dean of Students Office.
- Maintain emergency information for each participant for the duration of the trip that is accessible to trip leaders.
- Arrange to have a mobile phone with you on the trip.
- Gather local (trip destination) resources for emergency use (hospital, police, etc.).
- Talk as a group about the goals of the trip and encourage individuals to invest in getting the most out of the experience.

During the Trip:
- If traveling in multiple vehicles, set designated meeting places in case you are separated. Have a set of travel directions in each vehicle. Don’t assume that you will be able to stay together in a caravan—this can be especially tricky in heavy traffic.
- Use a buddy system (especially in large groups) to make sure all are present.
- If the group splits up, make sure everyone knows the meeting place and time.
- Upon arrival at your destination, pick up a city map to help orient the group to the area (Chamber of Commerce offices or Visitor Centers are generally helpful).
- Make it a practice for all group members to inform someone of their plans before leaving the group.
- Acquaint all group participants with agreed upon safety parameters.
- Have check-ins at specific times to assure that everyone is present.
- Have a backup plan in place and make sure everyone knows what it is.
- Notify appropriate people (Dean of Students Office, parents) if your schedule changes. This includes early returns, delayed departures, etc.

After the Trip:
- Notify the Dean of Students Office that you have returned to campus.
- Share with the larger community how this trip benefited your group and what you learned or gained from the experience.
- Sponsor a session for group participants to reflect and debrief (contact the Campus Activities Office or Center for Servant Leadership for assistance).
Emergency Information for Student Organization-Sponsored Trips

Gustavus has developed a Management Plan for aiding groups in need of assistance while away from campus on student organization-sponsored trips. Contact the Dean of Students in any of the situations listed below:

- Serious illness, injury or death.
- Emotional or psychological stress that appears to require removal from the situation or professional attention.
- Member of group is victim of a crime— theft, assault, rape, harassment, etc. or is accused of committing a crime.
- Natural disaster at the location the group is at or traveling to.
- A situation in-country arises that causes serious concern, i.e., a political uprising.

While it is likely that you and others in your group will be upset/emotional during an emergency, it is critical that you follow the instructions provided by the Dean on Call.

Responsibilities for the Trip Leader:

- Contact the appropriate local authorities (police, medical personnel, US Embassy) to begin the local action necessary to handle the emergency.
- Remove the group participants from danger.
- Contact the Dean of Students (507) 933-7526.
- Gather other participants and inform them of the emergency (if appropriate).
- Write down and save all pertinent names and information to refer to or pass on later.

EMERGENCY PHONE NUMBERS

Dean of Students  
JoNes VanHecke  
(507) 933-7526 – Office  
(507) 720-4432 – Home/Cell  
(507) 933-6526 – Fax  
E-mail: jvanheck@gustavus.edu

Campus Safety (answered 24/7)  
(507) 933-8888

Dean of Students On Call  
(after business hours)  
(507) 933-8888

Gustavus Health Service  
(507) 933-7630

Gustavus Counseling Center  
(507) 933-7027

Gustavus Chaplains Office  
(507) 933-7446

American International Assistance Services (coverage through ISIS & ITIC)  
Inside US and Canada  (800) 626-2427  
Collect from all other locations (713) 267-2525

When calling the US from overseas, you will need to know how to get an international operator and know the US access code. It may also be helpful for you to have a number for the company or your preference (AT&T for international calling instructions: 1 (800) 331-1140 within the US or (412) 553-7458 collect from outside the US).