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Policy: College-Sponsored Travel Activities Policy

Policy No: 3.06

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### **COLLEGE SPONSORED TRAVEL ACTIVITIES**

It is in the interest of Sullivan County Community College to offer College sponsored travel activities. From time to time, classroom instruction and student life are reinforced and enhanced through field trips, field experience, internships, club programs, athletics and other travel activities. Faculty and staff are encouraged to organize travel experiences within the limits of College policy and affordable costs. Any program run by or coordinated by a College employee or student who uses the College as a venue to recruit participants for a travel activity is to be considered a College-sponsored travel activity under this policy.

The College and/or one of its ancillary not-for-profit corporations (the Faculty-Student Association, the Foundation and the Dormitory Corporation) shall assume responsibility for the duty to exercise supervision and care for students and others that participate in sponsored activities and shall develop and implement formal procedures that permit such responsibilities to be fully exercised. Procedures shall include an approval process, a student release and assumption of risk notification process and a travel payment process.

Faculty or Staff who are coordinating a field trip must complete the “Field Trip/College- Sponsored Trip Request” and get appropriate approvals prior to the event. Additionally, if a Certificate of Insurance is required, it must be requested and obtained prior to leaving.