



THE TRIP ADVISOR

A trip Advisor shall be a full-time faculty/staff member of Kean University who shall act as an agent of the University to coordinate the events of the trip and follow all applicable University policies and procedures, including without limitation, the Policies and Procedures Governing Co-Curricular Student Travel.

NUMBER OF TRIP ADVISORS

- A. Day Trips. One faculty/staff Trip Advisor per every 48 participants is suggested.
- B. Overnight Trips. One faculty/staff Trip Advisor per every 25 participants is suggested. In the event a trip requires two or more full-time faculty/staff Advisors, permission must be granted by the respective Department Director and Vice President. Overnight trips must be advised by a University faculty/staff member who is housed in the same hotel/accommodation as the students. Any exceptions to overnight trip Advisor requirements must be approved by the respective Vice President.

RESPONSIBILITIES OF THE TRIP ADVISOR

The responsibilities of the Trip Advisor include but are not limited to:

- A. In conjunction with the Trip Coordinator, preparing and submitting the **Co-Curricular Student Travel Notification Form (Form CCST-1)** for approvals
- B. In conjunction with the Trip Coordinator, providing a **Student Travel Roster Form (Form CCST-3)** to the Kean University Department of Public Safety and Police by email at kupolice@kean.edu and the respective Department Director prior to the trip departure.
- C. In conjunction with the Trip Coordinator, preparing and submitting the **Bus Trip Approval Form (Form CCST-5)** for internal approvals prior to being submitted to the Office of University Purchasing, if applicable.
- D. Ensuring that all required student and guest travel forms are completed and collected prior to departure of participants (as specified when trip is approved). These forms may include:
 - a. **Co-Curricular Student Travel Registration Form (Form CCST-4A for Day Trips Only)**
 - i. Section 1. Participant Information
 - ii. Section 2. Release and Indemnification Agreement for Co-Curricular Student Travel
 - iii. Section 3. Participant Conduct Agreement
 - iv. Section 4. Transportation Waiver, if applicable
 - v. Section 5. FERPA (Family Educational Rights and Privacy Act) Information Release
 - vi. Section 6. Student Financial Obligation Acknowledgement (If applicable)
 - vii. Section 7. Emergency Contact Information
 - viii. Section 8. Participant Certification (Signature)
 - b. **Co-Curricular Student Travel Registration Form (Form CCST-4B for Overnight Trips Only)**
 - i. Section 1. Participant Information
 - ii. Section 2. Participation Agreement, Authorization and Liability Release, Waiver, Discharge and Agreement Not to Sue – Overnight Travel
 - iii. Section 3. Participant Conduct Agreement
 - iv. Section 4. Transportation Waiver, if applicable
 - v. Section 5. FERPA (Family Educational Rights and Privacy Act) Information Release
 - vi. Section 6. Student Financial Obligation Acknowledgement (If applicable)
 - vii. Section 7. Health, Insurance and Emergency Contact Information
 - viii. Section 8. Participant Certification (Signature)
 - c. **Student Activity Participant Agreement (SAPA) Form (Form CCST-6)**
- E. Maintaining all emergency contact information for participants;
- F. Reviewing details of trip with participants prior to departure;
- G. Adhering to all Kean University policies and procedures;
- H. Advising participants that the University Code of Conduct is in effect for all approved co-curricular student travel; and
- I. Notifying the Kean University Department of Public Safety and Police, Trip Coordinator, and Department Director immediately of any incidents, and subsequently completing an **Incident Report Form** for submission to the Kean University Department of Public Safety and Police, Department Director and/or Office of Community Standards and Student Conduct upon return.