



Concordia University, Nebraska

Off-Campus Activity & Travel Guide

For questions on any materials in this guide contact:

Julie Johnston Hermann, DCE, PDSO
Director of Global Opportunities
Global Opportunities (GO!) Center ~ Thom 008

Concordia University, Nebraska
800 N Columbia Avenue
Seward, NE 68434
Julie.Hermann@cune.edu
402-643-7354
www.cune.edu



Off-Campus Activity & Travel Guide

General Overview 2

Types of Off-Campus Activity & Travel 2

Trip Leadership 3

Planning and Communication 3

Course Credit 4

Trip Participation 4

Financial Responsibilities 5

Fundraising Guidelines6

Transportation Options 7

Student Life Considerations 8

Risk Management 8

Crisis Response 9

Appendix A ~ Type of Trip & Trip Documentation 11

Appendix B ~ Field Trip / Day Trip Process 12

Appendix C ~ Field Trip / Day Trip Participant Contact List 13

Appendix D ~ Use of Concordia Vans 14

Appendix E ~ International Trips and Travel 15

Appendix F ~ Campus Emergency Contact Information 16

General Overview

Before planning for any off-campus activity that includes travel or transportation of any kind – faculty and staff leaders and all student groups, student organizations, and their advisors – should follow the processes outlined in this ***Off-Campus Activity & Travel Guide***.

There are specific planning details and timelines for various travel – from field trips, day trips, weekend excursions, spring break trips, to international experiences. These communication timelines and planning processes have been established so that administrative offices at Concordia are informed on all travel plans and trip leaders are well prepared in case any unexpected issues or emergencies arise.

This ***Off-Campus Activity & Travel Guide***, along with ***Trip Planning*** and ***Travel Resources*** are available online at [CUNE Travel Management](#).

Types of Off-Campus Activity & Travel

There are a number of curricular or co-curricular off-campus activities and travel experiences that would be considered Concordia University sponsored events.

These are off-campus experiences that involve CUNE employees/students/alumni/guests and that:

- 1) have originated through a CUNE office, employee, department, team, or student organization, or
- 2) uses money budgeted by or received by CUNE, or
- 3) includes participation and/or leadership of CUNE faculty/staff as part of their campus responsibilities, or
- 4) have students recruited by CUNE faculty/staff to participate in their off-campus programs, or
- 5) have Concordia's name connected to the event in any way.

Off-campus activities and travel experiences include:

- 1) Mission or service project trips,
- 2) Domestic or international study tours, classes, or alumni trips,
- 3) Organization or class day trips or field trips,
- 4) Student organization trips/events,
- 5) Student performance, competition, tournament tours or trips,
- 6) Individual or group conferences,
- 7) Field experiences or observations,
- 8) Student teaching, practicum or internship experiences,
- 9) Summer or semester study abroad experiences.

If you are involved in any of these experiences (as leader, program director, etc.) please review this information first for guidelines and requirements that fit your situation. If you have led groups before, please review materials each time since processes and resources are constantly being added or updated.

CUNE administrators need to have information on proposed off-campus activities or travel experiences – **early on in the process** in order to:

- provide leaders with guidelines and resources to aid them in their planning and initiating of these experiences, thereby providing students with positive, well-planned, well-led, and safe learning opportunities,
- ensure that consistent campus guidelines are followed for these opportunities,
- ensure that adequate financial and insurance coverage has been arranged,
- ensure that risk and crisis management protocols are understood and followed during an event or activity,
- have access to information on proposed locations, activities, and participants involved in case of crisis or emergency situations.

See **Appendix A** for a list of off-campus activities/travel, along with campus processes to follow.

Trip Leadership

If you are a leader for any type of off-campus travel experience, besides this **Guide**, please review travel processes and resources at the [Concordia Travel Management](#) site.

This link can also be found in Banner, under Office Life, under Global Opportunities.

Concordia Travel Management is a Word Press site that provides a central location to find current travel planning forms and resources needed including:

- Trip Planning Process
- General Travel Resources
- Financial Responsibilities & Resources
- Risk Management

Please review what information needs to be communicated to the University, what information you should provide to students involved in the experience, and what information you'll collect for your use while you travel.

Even though the designated leader is responsible for following the campus procedures for the travel activity they are leading – ultimately the campus administrative leadership – Athletic Directors, Activities Directors, Deans, and Department Chairs – are responsible for making sure all faculty, staff, advisors, and coaches under their supervision are aware of the campus processes for leading off-campus activities. Any questions on this administrative responsibility can be directed to your cabinet officer.

Leadership for any group travel experiences:

- Should be “two deep” – there should be at least one other adult leader or adult participant along besides the primary group leader.
- If the traveling group is a single gender, one of the leaders should be of that same gender.
- All leaders must be at least 21 years old and the primary leader must be employed by Concordia University.
- All leaders must be willing and able to take full responsibility for the group for the duration of the experience or activity.
- A non-Concordia spouse would not be considered as a second leader but as an additional participant.

Because trip leaders are to be fully responsible for the group members on behalf of Concordia – family members under 18 years of age should not accompany a group travel experience. The exception would be if a child was a student registered for the class or part of a Concordia team or group.

Planning and Communication

As a first step, please share potential trip ideas with the appropriate campus administrators (department chair or supervisor and director of global opportunities). This way, questions and issues can be checked at the beginning of the process for the type of trip anticipated.

Reach out to study abroad providers for customized program proposals – you can start the process by completing short requests on their websites. You can then compare options to choose the proposal and provider you'd like to work with. Concordia has worked with these providers in the past: [API](#) / [AIFS](#) / [Living & Living](#) / [Worldstrides](#)

When anticipated trip details (dates, locations, activities, costs, etc.) are gathered, complete the **Proposed Trip Application** the [Concordia Travel Management](#) site so your anticipated trip can be communicated early on to key campus administrators (associate provost, deans, director of global opportunities, CFO)

- **Domestic trips** – 4-6 months prior to trip date – or by annual May budget deadline if a new trip budget template is needed by the Business office.
- **International trips** – 12-18 months prior to trip date – or no later than the annual May budget deadline so the Business office can add a BudgetPak template to include the funds in the annual budget process.

Once campus administrators review the application and approve a plan, leaders will be notified, then advertising and recruiting students can take place.

Make sure your planning information/communication is at least “two deep” as well so that you –

- are not the only person with crucial information –
- have communicated your plan to department chair, administration, etc. –
- have provided participants and parents with trip itinerary and emergency contact information –
- have given requested information to the University throughout the planning process.

Please follow the specific **Leader Check List** at [Concordia Travel Management](#) for a timeline of tasks and processes outlined for domestic or international trips.

It is expected trip leaders will follow through on all processes listed and requested along the way.

Please over-plan for a trip and over-communicate with the University, trip site, participants and parents.

Note! If an established student group (choir, speech, etc.) will be traveling with no applications needed, a Proposed Trip Application would not be needed as long as the travel is included in the group’s programming budget. Following other trip processes are still required so check [Concordia Travel Management](#) for details needed on these domestic trips.

Course Credit

Some travel experiences may be a “field trip” connected to a course for class credit. Determine if registration in a designated course is required for trip participation. Study tours or mission trip could be planned and include academic requirements to meet campus standards for credit bearing courses.

Study tours where students will be enrolled in class credit, fall into these timeframes:

- Winter break – course credit assigned to spring semester
- Spring semester – course credit assigned to spring semester
- Spring break – course credit assigned to spring semester
- May/summer term – course credit assigned to May/summer term

Currently there is a \$180 per credit hour charge for travel related courses (\$540 for a May term trip). No extra tuition is charged for courses (connected to trips) taking place during a semester

Trip Participation

Student participants: Concordia students who are students in good standing are welcome to participate in Concordia sponsored trips. Trip applications in Via ask students to note their GPA and verify that they are students in good standing so in those cases, any student standing issues can be addressed in the application selection process. If needed, trip leaders can check student standing by sending a list of participants names to SLO. Good standing means no financial, academic or disciplinary holds or actions on the students record.

Non-Concordia participants: Some campus trip leaders have invited non-Concordia individuals along as participants/guests in the past. Before including non-Concordia participants, determine if the type of trip, activity of the trip, or student group dynamics would be appropriate to include non-Concordia participants.

If non-Concordia participants are included:

- Make sure all participants know and abide by the campus Code of Conduct and participate in all trip activities vs. seek out separate arrangements or concentions
- A statement/ understanding/agreement could be drafted for non-Concordia participants.
- No funding/grants discounts are available to non-Concordia participants

Financial Details & Responsibilities

There will be a financial impact for any travel experience so **student group travel needs to be included in the annual University budgeting process**. Depending on the travel experience, the anticipated expenses and income for a trip should be noted in an existing organization account – or in a separate travel budget account.

Budgets for stand alone travel experiences must be self-sustaining. The cost of these trips must be covered without the use of general institutional budget support. Trip expenses can be covered by student fees, fundraising, or special gifts. If enough funds are not available and additional revenue is needed, it cannot be assumed the University or a campus organization will cover the cost for an individual or group travel experience that goes over budget. Therefore, all revenue needs to be in place and available prior to trip departure. Any exceptions to this must be arranged directly with the Business office.

It is a **trip leader's responsibility to keep track of account balances** (with deposits collected and expenses tracked) to make sure the trip is on budget. There may be two types of accounts created depending on funds collected, fundraising done, or gifts received so communicate with the Business office on what type of FOAPAL or gift accounts are needed and where funds are to be deposited. Let the Business office know once the trip is completed and all expenses have cleared.

An anticipated trip budget will need to be shared in two places. First, with the *Proposed Trip Application* submitted to campus for trip approval, and then in BudgetPak. Please work with the Business Office directly regarding the annual BudgetPak process.

Note! It is important to have all travel budgets included in BudgetPak as they can affect quarterly and annual reporting to the campus Board and campus Auditors. Even though a trip budget must be self-funded, the individual expenses (such as ground costs, international flights, etc.) can impact the overall University financials when looking at each expense category on the financials.

Leader expenses: Determine how leader costs will be covered. This could be by including the costs in the student fees, leader paying their own way, leader paying part of their own way, receiving specific gifts to cover costs, etc.

Faculty payment structure:

- Faculty members are not paid extra for teaching a class if trip takes place during a semester
- Only faculty member listed as primary leader receives class payment
- Currently faculty are paid at adjunct rate for regular May term class:
 - Paid \$650 / \$700 / \$750 / \$850 per credit hour (depending on degree)
 - Payment prorated for 4 or fewer students (4 =80% / 3=60% / 2=40% / 1=20%)

Contingency funds: Trip leaders should add-in contingency funds in the proposed budget worksheet.

- \$50 per person for domestic trips
- **\$100 per person for domestic trips**

Overage of funds: if contingency funds are not needed or used, anything over \$50 can be returned to each student participant after the event expenses have all been paid. It could also be easier to provide an additional meal or activity at end of program vs. reimburse students.

Participant personal financial obligations: Participants need to know from the beginning their personal and financial obligations before they commit to participate in a trip. Best practice would be to generate a trip finance document to communicate deposits, payments, deadlines, non-refundable costs, and the responsibility for a participant to cover any trip costs (airfare and other pre-purchased travel expenses) if they drop out of a trip.

Contracts: Any experience which requires a signed contract stipulating financial obligations for Concordia to pay another entity or organization for services must be approved by and contract signed by Concordia's CFO. All

contracts should be sent to the campus General Counsel and CFO for review – contracts will then be signed by the campus CFO.

Deposit forms: Trip leaders need to use this [Trip Deposit Form](#) to record funds received from participants (and/or fundraising) to then bring to the Business office for processing.

Mission specific funding sources: Check with the Director of Global Opportunities to see if a trip fits the parameters for special funding available for mission trip leaders through the **Romans 1:16 Mission Leadership Endowment fund** and mission trip grants for student participants from the **Acts 1:8 Students in Mission fund**.

Other funding sources: Check on funding sources that might be helpful to support leaders, students, projects.

- Luke Scholars can use their \$500 grant for academic travel or mission experiences.
- Students may be able to use funds left in their student accounts for academic courses /study tours.
- Thrivent members could apply for a **Thrivent Action Team grant** for \$250 toward a fundraiser or educational materials.
- Students taking academic courses in Asian countries could apply for a scholarship from the **Fiala Asian Studies** fund.

Fundraising Guidelines

*These guidelines are intended to help student groups determine how to do fundraising for domestic or international mission trips, service trips, etc. The group planning a trip, along with their leader or faculty advisor can choose **which option** best meets their needs.*

Prior to any fundraising efforts, the trip leader or faculty advisor must communicate with the Institutional Advancement office.

Any requests for outside funds, gifts in kind, donations from the community or other financial support, must be proposed by the trip leader or faculty advisor then approved in advance by the Institutional Advancement Office. This is to assure all fundraising activities promote Christian stewardship, reflect and promote the mission of CUNE, do not overburden certain university donors, and are compliant with IRS rules for charitable giving.

Be prepared to share the following information with Institutional Advancement:

- Group/Entity proposing the fundraising activity
- Proposed fundraising activity (activity/location/audience/date)
- If fundraising activity will be on-campus or off-campus
- Anticipated amount to be raised through this fundraising activity
- Who/how many will benefit from the proceeds
- How the activity will be publicized
- Will goods/services be exchanged for a donation, what portion of donation for goods and services

Option 1: Fund-raising for the individual

In this option, students ask friends, relatives and congregations, to support them in the specific activity (i.e. mission, athletics, music, etc.). The funds raised are in **support of that particular student**. For example, if the cost of a trip is \$1,000 per participant and Student A raises \$600 while Student B raises \$750, the out of pocket cost for Student A is \$400, for Student B it is \$250. **Donors in this case know exactly who their money is supporting.** Gifts like this are considered gifts to the individual student, not to Concordia. Per IRS guidelines, they are *not* tax-deductible.

Gifts students receive from this type of fundraising effort can be used by the student to pay for trip deposits, trip payments, etc.

Option 2: Fund-raising for the group

In this option, students ask friends, relatives and congregations to support a group activity. All dollars raised go into a pool of funds to be used to **support all members of the group equally**. If Student A raises \$2,000 and Student B raises \$500, a total of \$2,500 has been raised for the whole group. **Donors in this case are providing funds that will be put into a pool with other funds received.**

Gifts to non-profit organizations are tax-deductible because they are not linked to an individual. These types of gifts *are* gifts to Concordia and are tax deductible.

Gifts received from this type of fundraising effort should be taken to the **Institutional Advancement Office** for processing as gifts to the institution. They will set up a specific gift fund for the trip. They will also issue a receipt to the donor to be used for tax purposes.

Transportation Options

Trip purpose, size and destination may determine the best transportation options and vehicle options to use. Here are some details to consider:

Campus vans: A limited number of vans are available and can be reserved by the advisor of a student organization and costs will be charged to the budget account of the organization. Drivers must be at least 20 years old and must complete an online driver safety course and an application for authorization to drive a university vehicle. See **Appendix D ~ Use of Campus Vans** for complete details on this process.

Charter buses: Using charter buses are cost effective with large groups traveling longer distances. Concordia often uses companies such as Arrow Stage Lines: www.arrowstagelines.com or Kincaid Coach Lines: kincaidcoach.com or Navigator: www.navigatorbus.com

Group air travel: Check the **General Travel Resources** section of the CUNE Travel Management site for group travel airfare options and contact information for Concordia’s travel agency, MNT Travel.

Personal vehicle use by faculty/staff: CUNE will reimburse employees for use of a personal vehicle when it is less expensive than renting a car or using alternative transportation. Individuals will be reimbursed at the University established rate per mile for a maximum of 300 miles one-way or 600 miles round trip.

Personal vehicle use by students: If a student utilizes a personal vehicle for a University-sponsored activity and an accident occurs, the primary course of recovery, for both physical damages and liability, will be through the student’s personal automobile policy. The University cannot provide coverage for a vehicle it does not own. If a student and/or passengers are injured as a result of any vehicle accident while utilizing the student’s personal vehicle, those injuries would be covered under the student’s personal automobile policy and/or health insurance. This responsibility should be communicated to any student drivers.

Rental vehicles: In general, if you travel over 300 miles one-way, it is most cost effective to rent a car.

CUNE has discount rental car arrangements with National, Enterprise and Budget.

CUNE receives discounted rates from Rent-A-Van in Lincoln www.rentavanlincoln.com

Rental of fifteen (15) passenger vans is prohibited.

Rental vehicles insurance coverage: When traveling in the U.S. on University business, it is not necessary for leaders to purchase extra coverage if the rental is secured with a University pcard. Renters are not required to purchase damage waiver offered by the rental company. If rental companies offer first dollar rental coverage (for deductible), that should be purchased. CUNE provides blanket liability and collision insurance for claims in excess of \$500. The trip budget would be charged the deductible if an incident occurs.

Van drivers: Staff and student drivers need to complete the campus online driver training if driving campus vehicles and rentals, since the rental will be considered a CUNE vehicle.

Vehicle insurance: Employees are expected to maintain the appropriate insurance on their vehicles when they are to be used for University travel. Faculty/staff who use a personal vehicle that is not insured for collision damage will not be reimbursed by the University for such damage. If an employee is involved in an accident that causes bodily injury or property damage to a third party, the employee’s insurance will apply.

Student Life Considerations

Even though trips and travel experiences take place off-campus they are still considered Concordia activities and all students, participants, and leaders are expected to abide by Concordia Student, Faculty, Staff Handbooks.

Off-campus travel experiences often present participants with the chance to confront new or different realities, cultures, or situations. Leaders need to anticipate these new or different experiences and prepare group participants for these experiences during trip preparation meetings.

Trip leaders should cover these topics in pre-trip preparation meetings:

- Campus and student expectations
- Local culture and customs
- Staying healthy and safe
- Any risks or hazards in the experience or location
- Group covenant for how the group will live and work together
- Abiding by local laws and expectations
- Substance use or abuse
- Maintaining student in good standing status

Trip leaders should also plan on an onsite orientation and meetings each day to process learnings or discuss issues.

If you have questions on any student life considerations for your particular trip, please visit with the VP for Student Affairs, the Director of Student Life, or the Director of Global Opportunities.

Risk Management

Accidents, medical emergencies, natural disasters, or crisis situations may not be common occurrences – but they can take place anytime and anywhere. By having off-campus activity and travel procedures in place, **the goal is to help protect students, faculty, staff, and Concordia from any reasonably foreseeable harm. Risk Management** is the process of preparing for and mitigating potential risks that could escalate into crisis situations.

At risk activities: The LCMS Risk Management office asks for an annual list of international travel locations to make sure travel activities can be covered by Concordia’s supplemental insurance. **Be aware that some international locations and some activities** (like scuba diving, snorkeling, hang gliding, swimming with sharks, etc.) **may be considered too high risk to be covered and would need to be changed or eliminated.**

Be prepared: Leaders of off-campus trips must be prepared with their travel plans – as well as prepared to respond to emergency situations that could occur. Please be diligent in considering the “what if’s” – the situations that might occur at the location or with the activities planned. **If the risk is too great to be mitigated – some activities (or even trips) may need to be changed.**

Campus contact: The University’s COO serves as Concordia’s main contact for risk management. He can help with questions or concerns about risk management or insurance issues connected to planned off-campus travel experiences.

Clery reporting: Trips leaders must review Clery information before their trip. Leaders should bring the Clery Reporting Form with them to help track down information and return it to the General Counsel after the trip. The training information and form can be found on the **Travel Management** site under the **Risk Management** tab.

Insurance coverage: All trip participants must have current medical coverage since any additional insurance provided by campus would not be for illness, only secondary, and only in the case of accidents.

International insurance coverage: International travel experiences must have supplemental medical emergency/evacuation insurance coverage for all participants. Check to see if this is included if working with a program provider or mission agency. If not, see the Director of Global Opportunities for details on using *iNext* to provide low cost supplemental international medical coverage for each participant. Through CUNE’s affiliation with *iNext*, participants receive a discount per person with one invoice billed to the campus. Concordia requires coverage per person per day (10 day minimum coverage) with Political/Natural Disaster coverage added. Individuals can “upgrade” to include trip cancelation at their own expense.

Medical information: All travel participants should provide their **Health & Medical Information** and **Emergency Contact** information. Program leaders should carry this information in case of a medical emergency with a participant. Parents/guardians of minors (students under age 19) must co-sign for their child to consent to medical and dental care.

Participation agreements: All new students sign an **Assumption of Risk and Waiver of Liability Release** for attending Concordia, which includes campus sponsored travel. Trip leaders should inform participants of any additional responsibilities and risks involved in travel for that particular experience and if additional forms are needed by program providers or hosts.

Special accommodation: It is important to consider and review emergency medical procedures, mental health resources, and ADA accommodation (if needed by particular students) prior to departing for an off-campus location. Contact the campus ADA Coordinator and the Counseling Center for suggestions and guidelines that might be needed for student participants. See Appendix F for a few additional contacts and resources.

Tracking travelers: Concordia utilizes **Via TRM** to gather student applications for many campus trips. Trip leaders also provide itinerary information for campus trips so campus administrators are able to access trip and participant information online in **Via Travel**. All international trips and overnight domestic trips will be listed in **Via Travel** to share trip itinerary details and participant lists so campus administrators can access while trips are off-site.

Crisis Response

An **incident** is an event which has implications for safety and liability.

An **emergency** is an event that may require an urgent response on the part of the organization, but which is manageable by the organization’s resources and does not threaten organization’s ability to operate.

A **crisis** is any event that may overwhelm available staff/resources and impact an organization’s ability to operate.

Crisis response and management is the process of responding to and recovering from a crisis situation.

There are many kinds of crises, from natural disasters to accidents and injuries to civil unrest. Each stage before, during and after a crisis presents special challenges and requires different strategies for effective management.

Guiding Principles for Emergency Response:

- Prevent life threatening situations.
- Provide a climate of safety.
- Maintain confidentiality where appropriate.
- Defuse threat if possible and ensure health and welfare of participants.
- Maintain communication with appropriate personnel.

Emergency situations that have occurred or pose genuine risk to participants:

- Death of any group members
- Serious illness, injury, hospitalization, trauma or physical assault of any group members

- Vehicle accidents with damage or injuries
- Situations causing personal, physical, or emotional duress to an individual or the group
- Suicide attempts
- Arrests or situations needing legal counsel
- Trip leader is incapacitated
- Kidnapping
- Missing student for unknown reasons
- Natural disasters (leaders should report on group's status)
- Civil unrest or political coup (leaders should report on group's status)
- Terrorist attacks in country (leaders should report on group's status)

Any of these situations would warrant notifying Concordia.

In the event of an emergency: The campus COO serves as the lead campus contact for any emergency crisis situation where communication or coordination with the campus is needed – the group leader should contact campus using the **Campus Emergency Contact Information** list provided in **Appendix F**.

When an emergency takes place, Campus Security (402-643-3033) will be the first number to contact. They will record the incident and dispatch Campus Response (COO).

Be prepared to share with Campus Response the following information:

- Type of emergency
- Current status of affected participant(s) (location, physical condition, etc.)
- What monitoring/assistance is happening for affected participant(s)
- What impact this incident has on the entire group/program
- Who has already been notified of the incident (local emergency response, local police, students, etc.)
- Any immediate needs from University (leader support, transportation, contact family, etc.)

Campus Response will help trip leaders work through response actions/decisions:

- On-site assessment of the situation by program and campus staff
- Health and welfare of participants
- On-site host involvement, responsibilities, and support
- University responsibility
- Concordia services that will be impacted (counseling, legal, marketing)
- Family involvement and recommendation
- Available on-site contingency plans
- Evacuation implications of return to U.S.
- Financial arrangements for damage, legal issues, hospitalization, transportation to hospital and/or airport
- Media responses

Media requests: If a group or group member is involved in an emergency situation where media requests a response – do not give any statements – forward any media requests to the COO.

Monitor situations and consider responses: Crisis situations can happen at any time. Monitor situations and what actions might need to be taken.

Use good judgment: If other challenging situations occur – consider – “would I need to explain my decisions or actions later” when deciding whether something warrants campus notification or not. Use good judgement and error on the side of caution and good communication.

Appendix A ~ Type of Trip & Trip Documentation

Field Trips / Class Trips

- Field trip leader has student participant and destination contact information
- Leader provides field trip info (see **Appendix B ~ Field Trip/Day Trip Process**) and list of students for excused absences
- Leader notifies main crisis contact in case of an emergency situation

Documentation needed:

- Field Trip Notice (email)
- *Use of Personal Vehicles* forms (if needed) on file in HR
- **Appendix C ~ Field Trip / Day Trip Participant Contact List** carried by leader

Sports Events

- Coach has emergency contact & medical information for all team members (and away campus contact information)
- Athletic Office has team rosters and the same away campus contact information
- Coach contacts Athletic Director & main crisis contact in case of an emergency situation

Documentation needed:

- Athletic office and coaches have team rosters
- Emergency contact & medical information carried by coaches

Field Experiences / Student Teaching / Practicum Experiences / Internships / Study Abroad Experiences

- Program director has student and agency contact information
- Student (or agency) contacts program director if there is an emergency situation
- Program director informs main crisis contact if emergency warrants

Documentation needed:

- Student and agency contact information on file with specific department/program
- *Use of Personal Vehicles* forms (if needed) on file in HR

Student Organization Day Trips / Local Trips

- Advisor has student participant and destination contact information
- Students notify advisor if there is an emergency situation
- Advisor informs main crisis contact if emergency warrants

Documentation needed:

- **Appendix C ~ Field Trip / Day Trip Participant Contact List** carried by leader
- *Use of Personal Vehicles* forms (if needed) on file in HR

Domestic Overnight Trips / Study Tours / Choir Trips / Student Organization Trips

- Leader has student participant and travel/destination contact information
- Leader notifies main crisis contact in case of an emergency situation

Documentation needed:

- **Proposed Trip Plan** and budget worksheet completed
- Participants complete application on Via (optional) – leader accesses info

For detailed guidance, follow *Leader Check List – Domestic Trips*

International Mission Trips / Study Tours / Musical Tours / Alumni Trips

- Leader of trip has participant and travel contact information
- Leader notifies main crisis contact in case of an emergency situation

Documentation needed:

- **Proposed Trip Application** and budget worksheet completed for approval
- All participants complete application on Via – leader accesses info

For detailed guidance, follow *Leader Check List – International Trips*

Appendix B ~ Field Trip / Day Trip Process

Any *off-campus field trip, student organization activity, traveling sports team, etc. that includes taking students off-campus during the day and causing an absence from classes should follow this process.

1. Use the [Excused Absence](#) spreadsheet on the [CUNE Travel Management](#) site to fill out the names and J numbers of the students that need to be excused from class for a sporting event, field trip, performance, concert, field experience or other required activity.
2. List the activity, destination and the reason for the absence
3. List the date(s) and times on the spreadsheet
4. Save the spreadsheet and attach it to an email sent to excusedabsences@cune.edu at least **48 hours before the absence.**

This information will be forwarded in an email to faculty, notifying them of the off-campus trip and absence from classes.

If no class absence is necessary (i.e. trip takes place during the weekend) information does not need to be emailed out to campus.

Emergency contact info:

The field trip leader should gather participant names and their emergency contact information on the **Appendix C ~ Field Trip / Day Trip Participant Contact List** for their use on the field trip in case of any emergency.

Absences:

Request for class absences should follow attendance policies noted in the Academic Policies Handbook and the Student Handbook.

Please be courteous of instructor's class schedules by providing complete and prompt information so instructors can be informed of upcoming absences in a timely manner.

Transportation:

If campus vans will be used – follow the procedures outlined in **Appendix D ~ Use of Concordia Vans**

If rental vehicles or personal vehicles will be used - follow the details provided in this Guide under **Transportation Options.**

*Longer trips with overnight stays should follow the appropriate off-campus travel guidelines for domestic trips.

Appendix C ~ Field Trip / Day Trip Participant Contact List

Trip Name: _____
Travel Dates: _____
Leader name: _____
Leader email: _____

Group: _____
Destination: _____
Leader cell: _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

Participant name: _____
Email: _____
Cell: _____ J# _____

Emergency Contact: _____
Relationship: _____
Phone/Cell:(_____) _____

****For Field Trip / Day Trip leader emergency contact use.****

Appendix D ~ Use of Concordia Vans

There are campus owned 12 passenger vans available for use by athletic teams, campus groups, and student organizations. Plan on renting a van off-campus if you have drivers over 25, are going on a long trip, or no campus vans available.

The current cost of using a campus van is **.40 per mile** that is charged to your group's campus budget.

Authorization to Drive a Concordia University Vehicle

Drivers must be 20 years of age and **have a valid current driver's license**. Potential drivers must complete the on-line training (contact Human Resources in Weller 102 for the link). Drivers must also bring their driver's license and completed *Driver Application and Consent* form to Kenna.

Requesting Vans

- ✓ Plan ahead! Requests must be emailed to the Assistant Athletic Director, Levi Calhoun.
- ✓ Include:
 - Departure & return date/time
 - Group name / account number
 - Group advisor or leader
- ✓ You'll be informed if a van is available.
- ✓ If you need to cancel a reservation, do so as soon as possible. There is usually a waiting list.

Checking out Keys & Picking up Van

- ✓ Keys can be picked up at the athletic office front desk (Walz 105A)
- ✓ Key envelope (with key, credit card, and information sheet) will be available the day before van is needed (or Friday if van use is over a weekend).
- ✓ Key MUST be picked up (12noon-5pm) during office hours.
- ✓ Vans are parked in the lot east of the Fieldhouse.
- ✓ Trailers are parked in the far east end of David Dorm parking lot.
- ✓ Please help keep vans clean!

Returning Vans & Keys

- ✓ **Fill with a full tank of fuel - clean windshield - remove all trash and gear**
- ✓ Return the key & van promptly when finished
- ✓ Be sure the trip form is completed (**beginning & ending mileage recorded** and driver has printed and signed their name).
- ✓ Return vans and trailers to the same parking lot before returning keys. (They should also be parked in the same area and facing East (same way) as when you picked up the van)
- ✓ Please report any van issues to Levi or write it on the sheet.

Refuel Vans If You Travel Over 10 Miles

- ✓ The vans **MUST** be refueled if you drive 10 or more miles.
- ✓ A gas credit card will be issued to each group using the van. Instructions for using this card is on the sheet.
- ✓ **Get a RECEIPT for EACH VAN (One van—One receipt).**
- ✓ Write the van license plate number on the gas receipt for that van.
- ✓ Place gas receipts in the envelope of the refilled van.

Key Return Hours

- ✓ **During Office Hours:** Return key envelope with completed form to athletic dept. office (Walz 105A) ASAP. Vans are in extremely high demand and the next group may be waiting.
- ✓ **After Office Hours:** Place key envelope in the blue drop box in south entrance of the Walz lobby entrance area between the double doors. Make sure to turn the cylinder so the keys drop in the box.

Appendix E ~ International Trips and Travel

International experiences include additional details to consider. There is a process and specific information requested for international experiences so planning well in advance of an anticipated trip is needed.

Please meet with the Director of Global Opportunities early on if you would like to lead an international trip. She is available to discuss ideas, options, timelines, resources, and best practices with anyone interested in leading an international experience.

Things to consider in getting started ...

- **Determine the purpose of an international trip ...**
 - Will the trip provide a high impact educational experience for students to investigate cultures, life experiences, and worldviews different from their own?
 - Does the trip fit with the campus mission of preparing students for lives of service, learning, and leadership?
- **Other questions to ask ...**
 - Will it do no harm to people in at-risk or impoverished communities?
 - Is there potential for continued partnerships and return experiences vs. a “one and done” trip?
 - Does it add to a student’s educational experience vs. provide travel adventures for a leader?
 - Can students be mentored to serve in key leadership responsibility areas?
 - Would the location and activity be safe? (CDC health and State Department travel warnings may determine go or no go to particular locations.)

Who should you communicate with during the decision making process ...

- Please discuss international travel plans with your department, department chair, director, or group advisor to make sure the activity fits the purpose and focus of the department or group.
- Please check to make sure dates work for students and campus – international travel should take place during campus breaks only.
- Check with the Director of Global Opportunities to see if there are other international activities planned for the same time frame or location that might be pulling from the same groups.

As you are planning ...

- **Plan ahead** – students need time to raise funds for international travel – more than just a few months.
- **Check on funding sources** that might be helpful to support leaders, students, projects.
- **Leader Check List - International Travel Process** provides step-by-step reminders on what needs to happen in planning an international experience.
- **Always check for the most recent information available** since processes are always being reviewed and updated.
- Keep in mind that a **primary and a secondary (assistant) leader is required for international trips** – if the group is small, an in-country provider/host can be counted as a leader if needed.

After an international experience ...

- Reflect on what went well – what needs to change for next time.
- Share resources that might be helpful for others.
- Share your story to encourage others to become involved in global opportunities.

Appendix F ~ Campus Emergency Contact Information

Trip leaders should provide participants/parents with contact information (trip leader's email and cell number) along with any onsite contact information.

Participants/parents should be instructed to contact the Student Life Office (SLO) if they need to inform the campus of any family issues or emergencies.

Gene Brooks
VP for Student Affairs
402-643-7373 (office)
402-641-0786 (cell & home)
Gene.Brooks@cune.edu

Trip leaders should bring emergency contact information to communicate with campus if needed – a first call can go to Security at 402-643-3033 to route 24/7 to campus administration.

Kim Boyce
Chief Operating Officer
402-643-7157 (office)
402-416-5830 (cell)
Kim.Boyce@cune.edu

Gene Brooks
VP for Student Affairs
402-643-7373 (office)
402-641-0786 (cell & home)
Gene.Brooks@cune.edu

International travel related: **Julie Johnston Hermann**
Director of Global Opportunities
402-643-7354 (office)
402-803-2431 (cell)
Julie.Hermann@cune.edu