



Information (please print)			
Name		ID Number	
[ ] Trip Sponsor and / or [ ] Chaperone (Check one or both as appropriate)			
Emergency Contact			
Name		Phone	
Conference / Workshop / Trip Information			
Title			
Departure Date		Return Date	
Location (City / State / Country)			
Hotel / Lodging Address / Phone			
Method of Transportation			

By signing my name below, I certify that I have read and fully understand the attached information. I have sought and received answers for any questions concerning the attached before placing my signature on the document. My signature also certifies my understanding of, and agreement to, the expectations noted, and I understand and agree that a photocopy of this document is as valid as the original. I have kept a copy of this document for my own records and information.

Failure to ensure the appropriate professional and legal behavior by all those traveling may result in your removal from an advisory role to this or any other Fairmont State organization as well as the denial of approval for your future professional travel. You may, in addition, be subject to discipline as appropriate.

Trip Sponsor / Chaperone (please sign in ink)

Date



1. Each sponsored Fairmont State University trip must have a Trip Sponsor (who may also serve as a Trip Chaperone) that is responsible for the overall accountability for development and implementation of the trip. The Trip Sponsor must be an FSU Faculty and/or Staff member who reviews the logistics of the trip, collects all required information from travelers (including all FSU required travel documents), delivers pre-departure orientation (for example: group travel meeting), and oversees the health and safety of students. The Trip Sponsor may also serve as a Chaperone and may designate additional Trip Chaperones. The Trip Sponsor will also conduct follow up. The Trip Sponsor will be the primary campus contact during the duration of the travel. If the Trip Sponsor is also serving as a Trip Chaperone, the Dean or Supervisor of the Trip Sponsor will serve as the primary campus contact.
2. Each sponsored Fairmont State University trip must have a Trip Chaperone. The Trip Chaperone must be an FSU Faculty and/or Staff member. The Trip Chaperone accompanies the students and the Trip Sponsor on the trip. The Trip Chaperone will monitor the behavior of students to ensure that local, state, or federal law, and/or FSU policies and procedures are not violated; and oversees the health and safety of students throughout the duration of the travel; including being available 24/7 during travel to and from, and for the duration of the trip. The Trip Chaperone must always have contact information for all travelers (including physical copies of the Rules of Travel/Attendance Contracts filled out and signed by students prior to departure) and be available to travel participants at all times during the travel via phone or in person.
3. Trip Sponsors and/or Trip Chaperones can dismiss students from an FSU trip if they determine any FSU policies, procedures, or behavioral expectations pertaining to the travel have been violated. The Trip Sponsor and/or Trip Chaperones must also contact local resources, such a law enforcement or medical providers, if necessary. Any student who is disruptive, behaves unprofessionally and uncollegially, does not participate as instructed, on whom the police or security have been called, should be sent back to Fairmont State University immediately, at his/her own expense, and the Trip Sponsor or Trip Chaperone must alert the Student Conduct Officer, Title IX Coordinator or Campus Police (determination of appropriate authority is on a case by case basis) and must provide a detailed incident report via email. Failure of Trip Sponsor or Trip Chaperone to ensure appropriate professional and legal behavior may result in removal from an advisory role to this or any other FSU organization as well as the denial of future professional travel. In addition, Trip Sponsors and Trip Chaperones may be subject to discipline as appropriate. Trip Sponsors and Trip Chaperones must be aware of all activities and permissions granted to the students for purpose of travel. Trip Sponsors and Trip Chaperones are expected to deal with all situations as they arise.
4. All travel, Trip Sponsors and Trip Chaperones must be approved by the Dean of the School, the Title IX Coordinator and Compliance Specialist, and the Provost 30 working days prior to scheduled travel (this includes a list of student participants).
5. All travel participants, Faculty/Staff and student must have completed all mandatory SafeColleges trainings prior to departure. Other required SafeColleges courses may be assigned on a case by case bases.
6. Room assignments are to be made to accommodate all genders and should not be mixed. In addition, faculty/staff, Trip Sponsors and Trip Chaperones should accommodate all genders. Faculty/Staff, Trips Sponsors and Trip Chaperones are prohibited from sharing room accommodations with students.