



Student Organization Travel Abroad Guidelines

INTRODUCTION

RI College Student Organizations with Institutional Recognition, wishing to travel abroad are advised to prepare and propose a comprehensive plan of travel as outlined in this document well in advance – prior to making financial and/or other commitments. In your plan, please include the following items:

- General Information
 - Name of Student Organization currently recognized by Student Community Government and Institutionally Recognized by RI College Student Activities
 - Destination(s)
 - Dates of trip
 - Statement of relevance of activity to group's stated Mission Statement
 - Participant(s) Information (i.e. Name, RIC Student EMPL., local and permanent address, telephone number(s), email address, etc.)
- Faculty/Staff Advisor(s) Contact Information (Recommended 1 per 10 students)
 - Signed, current Advisor Agreement must be on file
 - The organization must pay for the advisor(s) travel, lodging, and entrance to events the entire group is attending
 - Advisor should take United Educators' "Short Term International Programs - Managing the Trip" On-line Training Module
 - <https://www.edurisksolutions.org/>
 - A Student Activities staff member will send the advisor the username and password
- Full day-by-day itinerary with address, phone and dates/plans for:
 - Air Travel
 - Lodging
 - Ground transportation
 - Hospital/Medical facility at each destination
- Information Regarding the Destination
 - Copy of current Travel Advisories published by the US Department of State of the country for which travel is planned
 - Copy of current Travel Health Notices published by the Center for Disease Control and Prevention of the country for which travel is planned
 - Meet with Health Services to get a list of required immunizations as recommended by the US Department of State for the country for which travel is planned
- Additional Travel Planning
 - Use of any Third-Party providers (ex. travel agencies), the portions of the trip they're overseeing, and a copy of the contract you have with them

- Source and cost for medical insurance recommended for international travel with a minimum \$25,000 coverage and includes a reparation of remains benefit (Note: Students with the College's Health Insurance are covered for 80% of their expenses).
- Source and cost of Trip Insurance, including Trip Cancellation Insurance
 - Trip cancellations, trip interruption, trip delay, lost or stolen baggage, delayed baggage, sickness or accident, emergency evacuation, accidental death and dismemberment, emergency cash transfer
- Cost of Emergency Evacuation Insurance through FrontierMEDEX
 - Information available through the Office of Administration and Finance
- Source and cost of International Student Identity Card
- Source and cost of international cell phone
- Source of international credit card
- Emergency Plan
 - Contact information of local authorities
 - Communication procedures

Once funding is secured, student participants and accompanying advisor(s) should complete the following forms:

- Submit Trip Registration Form to Student Activities
- Submit *Assumption of Risk, Liability Release, and Covenant Not to Sue* complete with full emergency contact information to Student Activities
- Submit a list of the participants' international cell phone numbers to Student Activities
- Submit the *MEDEX Emergency Evacuation Services Enrollment Form* to the Asst. VP of Finance
- Each student traveling must complete the confidential *Health History Form* to Health Services at least six weeks in advance and meet with a Health Services staff member
- Enroll all participants in the Smart Traveler Enrollment Program (STEP) through the Department of State

In a Pre-Departure Orientation meeting with all participating students and accompanying advisor(s), discuss:

- Trip itinerary and expectations
- Cultural norms of the destination
- Role and responsibility of the advisor(s) and risk management considerations
- Emergency Plan
- Safety using social media
 - Don't post anything until you return home to reduce the possibility of being a terrorist target
- Review:
 - Checklist
 - Center for Global Education Emergency Card, Personal Emergency Action Plan and Steps
 - Confirmation of documentation and information
 - Student Conduct Code as outlined in RIC Student Handbook:
<http://www.ric.edu/studentlife/handbook.php>