Traveling with your Student Organization

When traveling off campus with your student organization, thorough planning and risk management considerations should be made. Whether your organization is exploring San Diego, contributing to the community, attending a retreat or conference, or planning a trip abroad, the SLIC is here for you!

BEGIN BY REGISTERING YOUR EVENT

ANY event or activity your organization sponsors off campus should be registered with the SLIC. Fill out an Off-Campus Event Registration (EvR) on Virtual EMS at http://www.reservations.sandiego.edu/virtualems

Off-Campus EvRs should be submitted at least two (2) weeks prior to your proposed event/activity date (depending on the event/activity type). A minimum of eight (8) weeks is required for trips abroad. After you have submitted an Off-Campus EvR, a SLIC staff member will contact you. We will go over risk management concerns and considerations at that time.

RISK MANAGEMENT CONSIDERATIONS

Include your Student Organization Representative (SOR) in the planning of your event. He/She can provide insight on things to consider regarding risk at events. For a list of SORs, visit the SLIC website.

Some important policies to note:
- Off campus events with overnight stay must be educational in nature
- Events held more than 20 miles from campus require the organization to provide transportation

Refer to the Student Organizations Handbook for more details!

For ALL events/activities involving travel or any amount of risk, an Assumption of Risk and Release of Liability Waiver should be filled out by ALL participants/attendees.
USD Students: http://www.sandiego.edu/releaseofliability
Non-USD Guests: Print and sign hard-copy of Release of Liability Waiver

PLANNING A RETREAT

Retreats are a great way to focus on your student organization's purpose and goals while building a stronger membership bond. If you want to plan an off-campus retreat, don’t forget to fill out an Off-Campus EvR and check out the following resources at the SLIC:

Icebreakers and Leadership Tools - Our library offers numerous books with great ideas for energizers and ‘getting-to-know-you’ activities. Ask our staff for suggested activities and assessments to learn more about your members and their personalities/leadership styles.

Teambuilding Supplies - Stop by the Creative Zone (SLP 302) to check out games, teambuilding books, and supplies that are perfect for strengthening group dynamics for free!

Retreat Locations & Other Suggestions - The SLIC can provide a list of local sites that accommodate different group sizes and offer activities custom to your retreat needs. Our staff can also help you develop a well-rounded retreat agenda.

INTERNATIONAL TRAVEL (including Mexico)

Faculty, staff, and students traveling internationally on University business/study have several considerations. Please refer to the Student Organizations Handbook for ANY international travel for business, service, leadership development, or other opportunities sponsored by your student organization.

Remember, a faculty or staff advisor must accompany your organization when traveling abroad. Policies are in affect for all sponsored travel, including sponsored travel during non-academic months.

Mexico Travel Insurance and a special Liability Waiver for Travel To and In Mexico can only be accessed after working with the SLIC.

WHEN IN DOUBT, CONTACT US!

Plan early whenever you travel as a student organization and always include the SLIC in your planning right from the start!

http://www.sandiego.edu/slic
slic@sandiego.edu
619-260-4802
Student Life Pavilion, 3rd Level