Planning Guide for Organizing Trips

Planning the Event:
• Finalize final trip participants at least one week prior.
• Prepare an information sheet to give out to students about the day’s events, e.g. pick up location, travel time, excursions planned and departure time and location.

Appropriate Forms to be Completed:
• To be completed prior to the trip: Informed consent forms and travel itinerary sheet.
• Prepare travel itinerary form outlining all the trip participants with their emergency contact information. Travel itinerary sheet is sent to Cara Macaluso, caramac@echo.rutgers.edu, prior to event. She will send this to RUPD to alert them of your trip.
• Prepare consent forms for individuals who will not be returning with the group. Students have that option of staying in the location but an informed consent form needs to be signed and kept on file. If a student does not inform you they are staying and they do not show up for the return trip after a reasonable amount of time of waiting, you need to call RUPD and let them know that a student did not return with the group.
• Consent forms need to be kept for a period of 2 years and kept in the academic department’s administrative office files.
• Prepare all necessary materials for day of, e.g. extra consent forms, itinerary and a first aid kit.

Day of the Event:
• Arrive ½ hour prior to departure. This will allow you to greet bus company driver and verify time of departure and pick up, gather group for the train, etc.
• Check-in students one by one and make sure they are listed on the itinerary and that you have their informed consent forms.
• Once everyone is loaded provide a general welcome, pass out the “Sample Information Sheet” (you can condense into a ½ bill to save paper) in this document and then read the information on the sheet to all the trip participants.
• It is critical to provide a cell phone number to all the participants so they can reach the trip coordinator in case of any problems, e.g. faculty member.
• Trip Coordinator responsibilities:
  o To ensure bus drivers are driving in safe manner. Contact the bus company if you feel unsafe or have any concerns.
  o To verify that all participants return with the group to Rutgers, unless they have signed consent forms to remain there.
  o To notify RUPD (non-emergency number) of any students who do not report for the return trip to RU and he/she did not sign a release waiver to stay in that destination.
  o To complete an incident/injury report form (upon your return to RU) should one occur. This form can be obtained from the Risk Management Office at 932-7300.
  o To be accessible to trip participants throughout event.
  o To communicate trip participant policy violators to appropriate Rutgers judicial offices upon your return to campus.

This is merely meant to be a guide. Please use your best judgment in all situations.

Emergency Numbers
RUPD (emergency): 732.932.7111  RUPD (non-emergency): 732.932.7211