

### STUDENT TRIPS OUTSIDE THE COUNTRY/STATE

The following are requirements which must be adhered to in planning and conducting student trips outside the United States and outside the state:

1. Trips must be conducted through agencies, organizations, companies, or vendors which are reputable and have been in business successfully at least five (5) years planning and conducting student trips and educational programs.
2. In planning out of country/state trips, the College instructional staff must involve the campus Business Director in the initial stages of the planning process.
3. The Business Director shall be responsible for ensuring that a contract/agreement is negotiated that is between the vendor and the Contra Costa Community College District. The contract must contain a hold harmless indemnification provision acceptable to the District. Evidence must be provided that the vendor possesses general comprehensive liability insurance in an amount no less than One Million Dollars (\$1,000,000) combined single limit. The vendor shall provide a Certificate of Insurance naming the Contra Costa Community College District as an "additional insured".
4. The Business Director shall be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage (no less than \$10,000) for participants. Additionally the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible no greater than \$100) for each trip participant. This cost of these coverages may be included in the cost paid by the students for participating in the trip. Additional coverages may be provided for individual purchase by the participants.
5. The contract/agreement for the out of country/state trip **must** be submitted to the Vice Chancellor, Finance and Administration for review **prior** to any advertising or promotion. The Vice Chancellor, Finance and Administration will submit the contract/agreement to the Board of Trustees for approval. The trip may be promoted following approval of the Board of Trustees.
6. The contract/agreement must be executed for the District by an **authorized** signatory such as a designated Assistant Secretary to the Board of Trustees.

### STEPS TO FOLLOW IN PLANNING AND IMPLEMENTING OUT-OF-COUNTRY/STATE TRIPS/EDUCATIONAL PROGRAMS

1. The trip coordinator should present idea/concept to supervising instructional manager for approval of the College President.
2. Once the trip has college approval, the trip coordinator should contact an agency, organization, company, or vendor which will conduct the trip or educational program and inform the Business Director.
3. The Business Director should work with the vendor to ensure that all District requirements for out-of-country/state trips/educational programs are met.
4. The supervising instructional manager should submit a request for Board of Trustees approval of the out-of-country/state trip/educational program.

5. The trip coordinator should advertise and promote the trip/program.
6. Once participants have been determined, the trip coordinator should submit hold harmless agreement forms signed by each participant (or parent/guardian if the participant is under age 18) to the Business Director.
7. \* The trip coordinator should ensure that participants are informed of the appropriate travel documents to leave and re-enter the country.
8. \* If program participants under the age of 18 are traveling with an adult other than the parents, or with only one (1) parent, notarized statements signed by **both** parents giving approval for the participant to leave the country must be completed. The statement must also report the employer of the parents.
9. The trip coordinator should leave the names of program participants and a phone number where he/she can be reached while out-of-the country/state with the supervising instructional manager in case of an emergency need to contract a participant.
10. The trip coordinator should obtain from each participant the name, address, phone numbers each participant designates for notification in case of an emergency while on the out-of-country/state trip. The trip coordinator should have this information in possession at all times while on the trip.

\* Applies only to out-of-country trips.

**OUT-OF-COUNTRY/STATE TRAVEL CHECKLIST**

- \_\_\_\_\_ College approval of concept.
- \_\_\_\_\_ Board of Trustees approval
- \_\_\_\_\_ Contract negotiated with reputable vendor
- \_\_\_\_\_ Medical and accidental death insurance provided by contract
- \_\_\_\_\_ General comprehensive liability insurance provided by contract in minimum amounts required by policy
- \_\_\_\_\_ Hold harmless agreement forms signed by all participants or guardians/parents and submitted to Business Director
- \_\_\_\_\_ \* Appropriate travel documents for each participant to leave and re-enter the country
- \_\_\_\_\_ \* Authorization statements for participants under the age of 18 not traveling with **both** parents
- \_\_\_\_\_ List of program participants and phone number and address where trip coordinator can be reached (while on the trip) must be submitted to the supervising instructional manager

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Trip coordinator must have in possession while on the trip the name, address and phone numbers provided by each participant for notification in case of an emergency during the trip.

**\* Applies only to out-of-country trips.**