

TRIP TIPS

For trip advisors

(Local, day trips, and overnight experiences)

Off-campus experiences are a superior way to introduce a social or educational opportunity. Trips are designed for multiple reasons including encouraging relationship-building amongst peers, offering low-cost/free activities for students who may otherwise not be able to participate, providing experiential learning and unique curricular programming. Volunteer advisors are critical to a trip's success as they ensure students are safe and make the most of the experience. 1 advisor per 15 students is recommended.

1. You should create a participant list prior to the date of the trip. This list should include the students' names, guest names (if allowed), and contact information.
2. For every off-campus trip a travel waiver is required. This waiver must be **completed and** signed by all participants (including advisors). The Center for Leadership & Engagement will create the waiver and e-mail it to the advisor in advance and/or will print copies in the office for attendees to sign. Please make sure:
 - All waivers are complete (and legible), including appropriate signature & phone numbers
 - The Advisor takes all completed waivers on trip
 - All waivers are returned to the CLE within one week following the trip
3. Advisors are encouraged to speak to the entire group at the onset of the trip and provide the following message (please elaborate and add details as you see fit):
 - The Student Handbook applies off campus
 - Participants (including the Advisor) are representing the school and will be held accountable for their behavior
 - There is no alcohol consumption allowed on school trips— regardless of age (this includes Advisors)
 - Where and when to meet the bus for the return home, implications of missing the bus, and any other logistics
 - Your cell phone number (or other way to reach you – The CLE can set up a Google Voice number for you)
4. Please take attendance as participants arrive. Use your judgment as to whether or not to call latecomers. (FYI – the CLE cannot provide refunds.)
5. When we reserve a Middlesex van and driver or when we have hired an outside vendor for transportation, it is important to stay on schedule. You will be provided with the name of the company and if possible the driver's phone number should you need to reach them. They also request your name and cell phone in advance. If students are late to arrive for the bus, it is reasonable to wait a few minutes, but not fair to the group or driver to wait much longer.
6. Upon return, if you are taking provided transportation and all of your group is not present, you should determine a reasonable amount of time to try to reach them/wait for them. Because this may cause issues for the other participants and raise our overall costs for the trip, if you feel that the delay is due to student negligence (vs. their safety or well-being) you may choose to depart. Students should be warned that this could happen and they will be responsible for their own ride home.
7. As advisor, you may sometimes be required to make a decision that was not planned for in advance. Even if it is not typically in your job description to advise groups or make these kinds of decisions, you have been approved to serve in this role as a College service and are therefore granted the authority to use your best reasonable judgment in all circumstances. Always remember to keep the safety and well-being of the students and the College's reputation and relationship with partners in mind. Need to talk it through? Contact the Director of Leadership Development & Student Activities at the number below.
8. Advising trips is a volunteer experience. Unless you have been directed to serve in this way, it is not considered workable hours. (Note: MCCC unit members are encouraged **to** participate in college service and trip advising can count when approved by your supervisor.)
9. Please consider taking photos or "assigning" that role to participants. These captured memories make wonderful artifacts for our assessment and great images for marketing.
10. Speaking of assessment... you may be contacted following the event to provide some basic information. Please be prepared with a headcount and thoughts about the success of the trip.

11. Enjoy yourself too! While the advisor role is certainly work as you are required to be “on” at all times, it is usually an opportunity for you to interact with students and have fun as well!
12. Advisors are not permitted to transport students in personal vehicles at any time, as it creates a potential liability for both the advisor and the college.

What Happens If?

- **A student doesn't show up for the bus on time when we are leaving MCC.**

It is the student's responsibility to arrive on time. There are no refunds. Students may not drive their own cars to the event unless previously approved to do so.

- **A student doesn't show up for the bus after the program.**

Use your judgment to wait a reasonable amount of time. Students are adults and are able to be resourceful and find a way home. They may face consequences upon their return for not following the rules. It is recommended that advisors attempt to contact them via cell-phone or other resources. You may also contact their emergency contact if the situation requires it.

- **A student needs to return home mid-event.**

Determine the nature of the reason. Is it an emergency? Assist the student with contacting transportation companies or their emergency contact.

- **A student left something at the hotel... needs to stop the bus to go to the bathroom... is disturbing others on the bus or at the theater...**

Advisors are “in charge”. You have the ability to make on the spot decisions about various needs/issues that arise. Use your best judgment and think of what may be the greatest good for the greatest number. What is the risk vs. the benefit? Does it cost money? Is liability a concern?

- **Someone gets hurt on the trip.**

Call 911. Then contact Rebecca Newell, Assistant Dean of Students at (781) 760-1901. Escort them to a hospital if necessary and if you are able to leave the rest of the group. Rebecca will contact their indicated emergency number. An Accident Report will need to be filled with Public Safety upon return to campus and a Wellness Check may be issued by the Center for Health & Wellness to the student.

Should you have to escort the student to a hospital -

- *Ensure the other student's safety*
- *Appoint other advisor (if another is on the trip with you) or a trustworthy student leader to continue the trip.*
 - *Share your cell phone number with this person so you can stay in contact with the group*
 - *This person should collect every other student's cell phone number (if not already collect prior to the trip) in case the group needs to be contacted.*
- *The Director of Leadership Development & Student Affairs may be deployed to the site to help as directed.*

If something comes up that you are unsure how to handle, please contact Rebecca Newell at 781/760-1901(c), 781/280-3763 (w), 978/937-1799 (h) or via e-mail 24/7. If you are unable to reach Rebecca, please contact Pam Flaherty at 781/760-1222.