William Paterson University of New Jersey  
The Office of Campus Activities, Service and Leadership

POLICIES & PROCEDURES GOVERNING EXTRA CURRICULAR TRAVEL  
FOR RECOGNIZED STUDENT GROUPS

DEFINITION:

An organized trip sponsored by a recognized student group and/or departs from William Paterson University and/or has a destination off campus.

PURPOSE:

University and student sponsored trips shall be encouraged in order to carry out the educational and cultural mission of the university as well as providing opportunities for social interaction.

POLICIES AND PROCEDURES FOR PLANNING A BUS TRIP

I. Approval

Trips may be organized by William Paterson University recognized student groups. Funded groups must complete the necessary paperwork required by the funding organization for approval. The SGA Financial Manager will order all buses for funded student groups once the request has been approved. A copy of the Trip Fact Sheet should be attached to the requisition. Groups that receive funding from SGA should meet with their advisor and a staff member from the Campus Activities, Service and Leadership Office to review the details of the planned excursion prior to applying for funding.

II. Overnight Travel

On overnight trips, all rooms will be assigned by gender.

III. Trip Advisor

A trip advisor should be present on all bus trips. A trip advisor shall be an employee of William Paterson University who shall act as an agent of the University to support the events of the trip and follow the Policies and Procedures Governing Extra-Curricular Travel. Any exceptions must be approved by the Director of Campus Activities, Service and Leadership.

No commission or other forms of benefit are to be received by any University employee, representative or any family member of any University employee.

Trip Advisor Instructions will be given to the Advisor upon approval of the trip. It is suggested that the trip advisor may have their costs built into the cost of the trip. It is suggested that for trips there should be one advisor per 48 people.
IV. **Denial of Participation in a Trip**

The University may deny participation, cancel reservations or otherwise terminate participation in University sponsored trips when a participant violates University policies and regulations, and/or local, State, Federal or international law, or any written condition of the trip. The University reserves the right to remove any person from the trip for due cause without a refund, as determined by the designated University agent. All University regulations shall be in effect during the trip.

V. **Publicity**

Trip arrangements and trip publicity shall include:

A. Provision for cancellation by the University and/or participants.
B. Name of trip, destination, date, departure time, boarding location, fee, sponsor, ticket distribution location and any other pertinent information.

VI. **Ticket Distribution**

All trip ticket sales will be through the Office of Campus Activities, Service and Leadership. Refunds will be honored up until 48 hours prior to departure. It is suggested to William Paterson University students only. One week prior to the trip, tickets will be available for guests (one per student) and William Paterson University faculty and staff.

VII. **Travel on Bus**

All participants should be encouraged to travel to and from the destination on an authorized bus or other arranged university transportation. Any special arrangements must be approved by the Office of Campus Activities, Service and Leadership.

VIII. **Forfeiture of Tickets**

If a participant does not show up at the scheduled departure time, that person forfeits their right to participate in the trip, and any refund. No substitutions of participants may be made without prior approval from the Office of Campus Activities, Service and Leadership.

IX. **International Travel**

Must be approved by the Assistant Vice President of Campus Life before any commitment may be made.