

Student Organization Travel Policy

All student organizations who travel any distance from the College as part of their activities must register their trip with the Student Development Office and the Registrar's Office. Below is a listing of the necessary forms that need to be completed and turned into the appropriate office prior to travel. Note, it is the program leader's responsibility to ensure that all paperwork is completed and turned in by the required deadlines. Failure to comply may result in the cancellation of the program.

One Day Programs/Trips

<i>Form</i>	<i>Destination</i>
Assumption of Risk and Release for One Day/One Overnight Programs	Submit to Liz Steenwyk, Registrar's Office at least 48 business hours before leaving.
Emergency Medical Info Card	Students should have these cards already. If necessary, order more cards from Liz Steenwyk, Registrar's Office.

One Overnight Program/Trips

<i>Form</i>	<i>Destination</i>
Eligibility to Participate	Submit to the Dean of Students at least 72 business hours before leaving.
Assumption of Risk and Release for One Day/One Overnight Programs	Submit to Liz Steenwyk, Registrar's Office at least 48 hours before leaving.
Emergency Medical Info Card	Students should have these cards already. If necessary, order more cards from Liz Steenwyk, Registrar's Office.
Student Off-Campus Program Responsibilities	Take original forms with you. Send copies to the Dean of Students.

Two or More Nights Programs

<i>Form</i>	<i>Destination</i>
Eligibility to Participate	Submit to the Dean of Students at least 72 business hours before leaving.
Assumption of Risk and Release for Two or More Nights Program	Submit to Liz Steenwyk, Registrar's Office at least 72 business hours before leaving. <i>You must include an itinerary and contact info.</i>
Medical and Mental Health History	Take original CONFIDENTIAL forms with you. Leave copies with department secretary in a sealed envelope.
Emergency Medical Info Card	Student should have these card already. If necessary, order more cards from Liz Steenwyk, Registrar's Office.
Student Off-Campus Program Responsibilities	Take original forms with you. Send copies to the Dean of Students.

These forms can be found online at www.hope.edu/admin/randr/material.html