



Policy

Title:	Student Volunteer Service Trip Policy
Effective Date:	December 3, 2019
Approved By:	President's Counsel
Responsible Party:	Dean of Student Affairs
History:	N/A
Related Documents:	

I. PURPOSE

To establish guidelines for student participation in Promoted Trips and Sponsored Trips (as defined below).

II. DEFINITIONS

Faculty Promotor: A Salus faculty member who has promoted, in an individual capacity, a volunteer service trip to Student Participants.

Faculty Supervisor: A Salus faculty member who is responsible for the supervision of a Sponsored Trip.

Promoted Trip: A volunteer service trip that is attended by (i) a Faculty Promotor and (ii) one or more Student Participants following the promotion of such trip by a Faculty Promotor.

Sponsored Trip: A volunteer service trip for Student Participants that is sponsored by a Salus academic unit or student organization.

Student Participant: A Salus student participating in a Promoted Trip or a Sponsored Trip.

III. POLICY

All faculty members (i) wishing to participate in a Promoted Trip or (ii) acting as a Faculty Supervisor for a Sponsored Trip, must follow the procedures set forth in this policy.

This policy shall not apply to (i) Salus Faculty participation, during their personal time, in volunteer service trips that such faculty member has not promoted to Salus students or (ii) Salus student participation, during their personal time, in volunteer service trips that are neither promoted nor sponsored by Salus.

IV. PROCEDURE

Notice and Information

- A. Prior to participating in a Promoted Trip or Sponsored Trip, the Faculty Promotor or Faculty Supervisor, as the case may be, shall provide the Office of Student Affairs with:
1. a full itinerary for the trip, including lodging and travel information;
 2. the name of each Student Participant;
 3. the contact information for each Student Participant;
 4. evidence of valid health insurance coverage for each student participant;
 5. the name and contact information of an emergency contact for each student participant;
 6. a completed acknowledgement and release, in the form proscribed by Salus, for each Student Participant;
 7. the contact information for the Faculty Promotor or Faculty Supervisor, as the case may be;
 8. the name of, and contact information for, any third party organizer; and
 9. for any international trip, a copy of each Student Participant's and the Faculty Promotor's or Faculty Supervisor's, as the case may be, passport.

For international trips, the Faculty Promotor or Faculty Supervisor is strongly encouraged to coordinate required immunizations and emergency evacuation plans. Salus maintains general and professional liability insurance coverage for faculty and students participating in Sponsored Trips (but NOT for participation in Promoted Trips).

Vehicle Rental

- A. If the Faculty Promotor or Faculty Supervisor is arranging a vehicle rental, the Faculty Promotor or Faculty Supervisor, as the case may be, shall purchase from the applicable rental company (i) the maximum amount of liability/personal accident insurance coverage available; provided, that such coverage must be for an amount of at least \$1,000,000 or another rental company must be utilized and (ii) the maximum amount of collision/loss damage waiver coverage available.
- B. For both a Promoted Trip and a Sponsored Trip, upon request, Salus shall reimburse the cost of such coverages.