

RIT Student Club and Organization

Off-Campus Event and Travel Policy

This policy creates guidelines and regulations for recognized student clubs and organizations who would like to travel off campus for an event. All student club and organization travel must be registered as an event through the Student Club and Organization Event Management Process. All events that involve travel off campus must be submitted to reserve.rit.edu (EMS) utilizing the Off Campus and Travel template in EMS.

Student club and organization travel is defined as- any event taking place off of the main RIT campus in Henrietta, NY.

Types of travel include:

- **Local travel-** Within the Greater Rochester Metro area (*50 miles radius*). These events will be a Level 2 event.
- **Domestic Travel-** *Within 250 miles* radius of the Greater Rochester Metro area. These events will be a Level 3 event.
- **Extended Domestic Travel-** Anything outside of the 250-mile domestic radius and within the land confinements of the United States. This excludes Hawaii, Alaska, and the US territories as they are detached from mainland USA. Please note that domestic extended travel can take up to 15 days to approve.
- **International Travel-** Any travel outside the United States, including but not limited to destinations, not within the land confinements of the United States. Please note that any international travel can take up to 30+ days for approval. This is a Level 4 event regardless of international location (Europe, Canada, Asia, etc.).

All student club and organization events that include travel are required to also submit the [Travel Approval Form](#). Please ensure the form is completed accurately based on these definitions. If you have any questions or need further assistance, please email studentevents@rit.edu.

The Student Events Team will determine if waivers are necessary for the requested travel. All waivers will be created and distributed by the Student Events Team.

- Regardless of whether the venue or activity requires you to sign a waiver, an RIT specific waiver may still be deemed needed by the Student Events Team.
- If your organization has a group waiver, a travel waiver may still be required for your trip.
- All waivers must be completed prior to the event.
- The completed waivers must be printed and handed to the Campus Center Welcome Desk within 48 hours or by noon on the Friday before your event. Failure to submit the waiver on time may result in your organization being placed on hold.

Local Travel

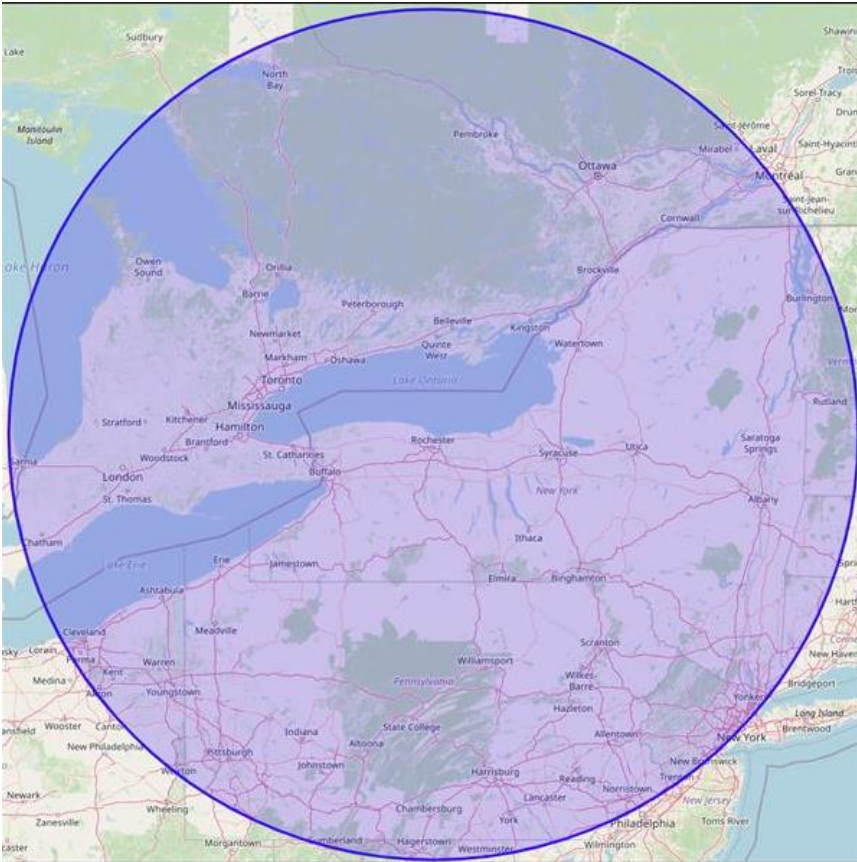
Student clubs and organizations may travel locally to participate in activities off campus. Local travel is defined as travel within the Greater Rochester Metro area (50-mile radius). All local travel must be submitted to reserve.rit.edu (EMS) using the Off Campus and Travel template. All events that include travel also must submit the [Travel Approval Form](#).

- If a student club or organization is planning on staying overnight while traveling within the 50-mile radius, there will be a need for additional information and approvals.

Local travel will be approved by the Student Events Team and will be assigned Level 2.

- Non-overnight local travel must be submitted no less than four business days prior to the event.
- Local overnight travel must be submitted no less than seven business days prior to the event.
- If RIT vans are being requested, they must follow the process and policies outlined by the Parking and Transportation Office. Van requests must be completed via [reserve.rit.edu \(EMS\)](https://www.rit.edu/parking/rit-van-rentals) and all drivers must be Driver Certified prior to the request. <https://www.rit.edu/parking/rit-van-rentals>

Local travel may be deemed needing an event-based waiver. All waivers must be submitted before the event per the guidelines above.



Domestic Travel

Student clubs and organizations may travel domestically to participate in events off campus. Domestic travel is defined as any location that is outside the Greater Rochester Metro area but within 250 miles radius. This may include but is not limited to locations in Canada such as Niagara Falls, Ontario, and Toronto. All local travel must be submitted to [reserve.rit.edu \(EMS\)](https://www.rit.edu/parking/rit-van-rentals) using the Off Campus and Travel template. All events that include travel also must submit the [Travel Approval Form](#). These events must be submitted more than 14 days prior to the trip.

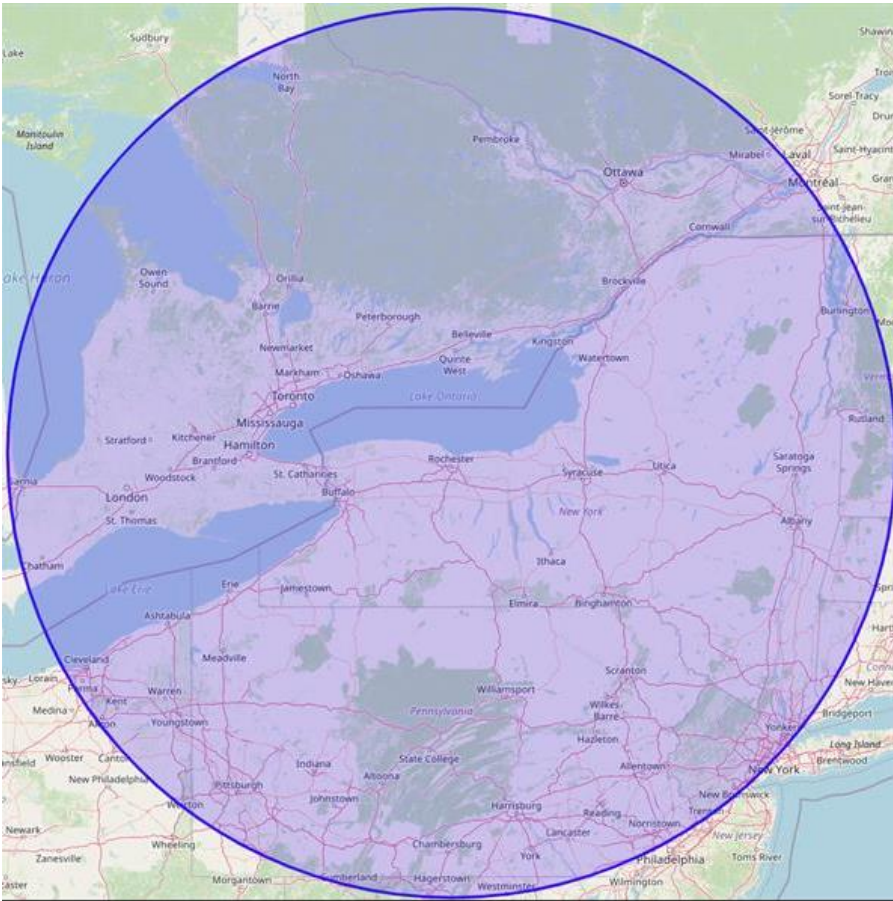
- If a student club or organization is planning on staying overnight while traveling within the 250-mile radius, there will be a need for additional information and approvals.

Domestic travel will be approved by the Student Events Team and will be assigned Level 3.

- Non-overnight domestic travel must be submitted no less than seven business days prior to the event.
- Domestic overnight travel must be submitted no less than fourteen business days prior to the event.
- If student clubs and organizations are traveling by car, van, or truck to a domestic location, all drivers must be [RIT Driver Certified](#).

- If student clubs and organizations are renting a car, van, or truck to drive to a domestic location, they must work with an approved RIT professional staff member to rent these vehicles per RIT policy.

Domestic travel may be deemed needing an event-based waiver. All waivers must be submitted before the event per the guidelines above.



Extended Domestic Travel

Student clubs and organizations may travel domestically to participate in events off campus. Extended domestic is defined as travel that is outside of the 250-mile domestic radius and within the land confinements of the United States. This excludes Hawaii, Alaska, and the US territories as they are detached from mainland USA. All extended domestic travel must be submitted to reserve.rit.edu (EMS) using the Off Campus and Travel template. Events that include travel also must submit the [Travel Approval Form](#). These events must be submitted more than 14 days prior to the trip.

- Air Travel:
 - o If student clubs and organizations are traveling by plane, it is highly recommended that they work with their RIT professional staff members to book air travel utilizing RIT approved Travel Agents.
- Ground Travel:
 - o If student clubs and organizations are traveling by car, van, or truck to an extended domestic location, all drivers must be [RIT Driver Certified](#).
 - o If student clubs and organizations are renting a car, van, or truck to drive to an extended domestic location, they must work with an approved RIT professional staff member to rent these vehicles per RIT policy.

- No one student may drive for more than eight hours at a time. A driving safety plan will be required when you submit your Travel Approval Form.
- Students are highly discouraged from overnight driving and should plan accordingly to stop and stay in an approved location if necessary.
- Students may not sleep overnight in vehicles while traveling in lieu of finding a suitable option to stay.
- If RIT vans are being requested, they must follow the process and policies outlined by the Parking and Transportation Office. Van requests must be completed via [reserve.rit.edu \(EMS\)](https://www.rit.edu/ems) and all drivers must be Driver Certified prior to the request. <https://www.rit.edu/parking/rit-van-rentals>

Requirements:

All events that include extended domestic travel

- Must have the location in which they are traveling approved by RIT Global Risk Management. Extended domestic locations can be denied by RIT Global Risk Management due to the risk to the health and safety of the students traveling.
- Must hold a pre-departure meeting. These meetings should be plan and implemented by student organization leadership. It is highly recommended that club or organization advisors attend these meetings.
- Are highly encouraged to have an RIT approved faculty or staff member attend with the club or organization. If an RIT approved faculty or staff member will not be attending, the club or organization is required to have an RIT faculty or staff member that they can contact while traveling for support. It is required that this person's name and information will need to be submitted on the Travel Approval Form.
- All students participating in extended domestic travel must complete the individual [Travel Approval Form](#) which includes the need to submit the appropriate documentation, emergency contact, and other necessary information.

International Travel

Student clubs and organizations may travel internationally to participate in events taking place outside the continental United States. International travel is defined as travel that is outside of the 250-mile domestic radius and outside the land confinements of the United States. This includes Hawaii, Alaska, and the US territories as they are detached from mainland USA. All international travel must be submitted to [reserve.rit.edu \(EMS\)](https://www.rit.edu/ems) using the Off Campus and Travel template. Events that include travel also must submit the [Travel Approval Form](#). These events must be submitted more than 30 days prior to the trip.

Requirements:

All events that include international travel

- All students participating in international travel must complete the individual [Travel Approval Form](#) which includes the need to submit the appropriate documentation, emergency contact, and other necessary information.
- Air Travel:
 - If student clubs and organizations are traveling by plane, it is **required** that they work with their RIT professional staff members to book air travel utilizing RIT approved Travel Agents.
- Ground Travel:

- If student clubs and organizations are traveling by car, van, or truck to an extended domestic location, all drivers must be [RIT Driver Certified](#).
 - If student clubs and organizations are renting a car, van, or truck to drive to an international location, they must work with an approved RIT professional staff member to rent these vehicles per RIT policy.
 - If RIT vans are being requested, they must follow the process and policies outlined by the Parking and Transportation Office. Van requests must be completed via reserve.rit.edu (EMS) and all drivers must be Driver Certified prior to the request. <https://www.rit.edu/parking/rit-van-rentals>
 - No one student may drive for more than eight hours at a time. A driving safety plan will be required when you submit your Travel Approval Form.
 - Students are highly discouraged from overnight driving and should plan accordingly to stop and stay in an approved location if necessary.
 - Students may not sleep overnight in vehicles while traveling in lieu of finding a suitable option to stay.
- Location Approval:
 - Must have the location in which they are traveling approved by RIT Global Risk Management. Extended domestic locations can be denied by RIT Global Risk Management due to the risk to the health and safety of the students traveling. Campus Life will submit this on the club's behalf and inform the student organization if there are any concerns in regard to international safety.
 - Documents:
 - Must submit a copy of passport
 - Should make two copies of your passport, bank cards, credit cards, and driver's license (bring a set with you and leave a set at home).
 - Pre-Departure Meeting:
 - Must hold a pre-departure meeting. These meetings should be plan and implemented by student organization leadership. It is highly recommended that club or organization advisors attend these meetings.
 - Emergencies:
 - All students traveling aboard must download and sign into the **CRISIS24 app** provided by RIT.

What Are the Benefits of CRISIS24?

- Alerts of threats and disruptions - set up notifications and stay informed!
- Risk Ratings and Location Intelligence of safety & security issues in countries, provinces, and cities worldwide.
- Awareness of Threat Zones - areas within cities and regions that are of higher risk than the surrounding areas - such as high-crime neighborhoods.
- Advice Sheets to mitigate a range of safety and security issues.
- Hotline and Crisis Signal on the mobile app to use in times of need.
- **RIT 24x7 Assistance Hotline: +1-443-569-0230**

How to access CRISIS24 after the traveler has received their Welcome email:

- **Desktop-** Go to <https://crisis24horizon.com/rit>
- **Mobile App-** Download Crisis24 Horizon Mobile App (Available on iOS and Android)

Logging In

- Open the mobile or web app, enter your RIT email address, and tap Sign In.
- On the next screen, enter your RIT credentials and again tap Sign In to enter
- Horizon and complete onboarding.
- **Desktop:** Go to Preferences, located under your name on the top-right, and set up your preferred notifications.

- **Mobile:** Follow the prompts to enable Push Notifications and Location Services to receive alert notifications based on your current location. You can monitor and receive notifications for other locations by adding them to your main dashboard.
- Are highly encouraged to have an RIT approved faculty or staff member attend with the club or organization. If an RIT approved faculty or staff member will not be attending, the club or organization is required to have an RIT faculty or staff member that they can contact while traveling for support. It is required that this person's name and information will need to be submitted on the Travel Approval Form.

Things to consider:

Traveling abroad has the potential to exacerbate pre-existing medical, mental health and wellness or contribute to new ones. Local culture, customs and practices may not have/provide the support systems you might be accustomed to here. Also, the resources you typically rely on in the US may not be available to you while you are abroad.

- Travel
 - Should I get travel insurance?
 - Should I get trip cancelation insurance?
 - How am I traveling around the country? Is it safe?
- Laws and Policy
 - Do I understand the host countries' laws and regulations?
- Emergencies:
 - Know the location of the nearest embassy
 - Have a communication plan in place with family or contacts at home
 - Put important phone numbers in your phone (health insurance, doctors, bank/credit card companies, Public Safety, etc.)
- Health and Wellness
 - What will I do if I get sick?
 - Should I get international health insurance coverage?
 - Medications (Over the counter vs. Prescription, Refills, etc.): Are my current medications legal in the countries I'm traveling to? Will I be able to bring enough to cover my full stay or get something similar/equivalent in country?
 - Allergies (Peanuts, shellfish, bee stings, etc.): Will I be exposed to potential serious allergens? How will I work to reduce my chances of or treat an exposure?
 - Meal Restrictions (Vegetarian, Vegan, Gluten Free, etc.): Will I be able to identify and obtain alternative meal substitutions? How will I communicate my meal needs in the host culture?
 - Mental health (ex. Stress, Depression, Anxiety, etc.): How is my mental health condition viewed in the host culture? What kinds of resources and support will I have available to help me manage?
 - Physical health and mobility (Asthma, Diabetes, walking aids, etc.): What kind of environment will I be living and studying in and what kind of activities will I be participating in that might be affected by my physical health and mobility? What sort of accommodations or support would I need to participate successfully?
 - Sexual health (Public Displays of Affection, Sexually Transmitted Diseases, etc.): What are the values and customs regarding romantic relationships in my host culture? What sexual health risks should I be aware of and how do I protect myself?
 - Drugs/Alcohol: (Tainted drinks, synthetic drugs, drinking age, etc.) What are the values and customs regarding drugs and alcohol in my host culture? What health and legal risks should I be aware of?

- Learning disabilities (Dyslexia, ADHD, tutoring, etc.): How are my learning disabilities perceived in the host culture? What sort of accommodations or support would I need to participate successfully?
- Environment of Program (Climate, Altitude, etc.): How will the weather and terrain of my host country affect my health and wellness?
- Here is a list of health and wellness related resources available on campus to assist you before, during and after your experience abroad. It is your responsibility to reach out to these organizations and take advantage of the support services they provide. (Will add contact information.)
 - Counseling and Psychological Services
 - Student Health Center
 - Women, Gender, Sexuality Resource Center
 - Center for Religious Life
 - Office of Diversity and Inclusion
 - Disability Services Office
 - Access Services Office