

OUT-OF-COUNTRY/STATE TRIPS FOR EDUCATIONAL PROGRAMS

In order to advance the District's educational mission, instructional and student trips (excluding athletics) outside the state or country are necessary to provide instruction and training that is not available within the District. To implement these types of trips efficiently, manage risk and provide opportunities at a reasonable cost to participants, the following requirements for planning and conducting student trips apply to both categories:

PLANNING AND IMPLEMENTING OUT-OF-COUNTRY/STATE TRIPS FOR EDUCATIONAL PROGRAMS

1. The trip coordinator shall present the idea/concept to the supervising instructional manager for subsequent review and approval by the college President.
2. Once the trip has college approval, the trip coordinator shall contact an agency, organization, company or vendor who will coordinate the trip or educational program, as necessary. Upon selection of an appropriate vendor, the trip coordinator must then inform the college Business Officer.
3. The college Business Officer shall work with the vendor to ensure that all District requirements for out-of-country/state trips are met.
4. After the tentative contract/agreement has been negotiated by the college, the supervising manager shall then submit the request and contract/agreement to the Chief Administrative Services Officer for review and submittal to the Governing Board for approval of the out-of-country/state trip.
5. After approval, the trip coordinator may advertise and promote the trip/program.
6. All individuals who participate in these trips must have paid all required fees and upfront costs for travel no later than two weeks prior to the start of the trip – there are no exceptions to this requirement.
7. A list of all trip participants shall be submitted to the college President or designee for review prior to travel. Once trip participants have been approved, the trip coordinator shall submit hold harmless agreement forms signed by each participant (or a signed form from a parent/guardian if the participant is under age 18) to the college Business Officer. These documents are to be submitted to the college President for review no later than thirty days prior to travel. Only approved faculty and staff are authorized to travel as representatives of the District.
8. Program instructors, instructional aides, or designated college supervisors/managers, as approved by the college President, may accompany student groups on out-of-country/state trips. Students who participate in these trips must be in good academic standing and meet applicable program study requirements, if any, that are necessary for the out-of-country/state program of study.
9. The District is neither liable nor responsible for any individual (friend, family member or other non-program-related District employee) who is not approved to participate in the instructional/student trip and who is not listed in the travel documents approved by the college. These individuals are prohibited from using the name of the District or any of its colleges in any way that may cause another party to believe that s/he is an authorized representative of the District or colleges.
10. The trip coordinator shall leave a list with the names of program participants and two telephone numbers (a personal cell phone, with an alternate number for an accompanying staff member, or a number for the travel agent, tour guide, or hotel where the group will be staying) with the program instructional manager at the college (or their designee) in the event that a participant needs to be contacted in case of an emergency.

11. The trip coordinator shall also obtain from participants the name, address and telephone numbers of a person, or persons, that each participant designates for notification in case of an emergency while on the out-of-country/state trip. The trip coordinator shall have this information in his/her possession at all times while on the trip, with a copy kept at the college with the program instructional manager or designee. In the event of an emergency while traveling, the trip coordinator, or other approved District employee, shall immediately contact the appropriate agencies (i.e., police and/or fire department) as required, contact persons designated in the travel insurance documents and then the program manager or designee at the college. The program manager shall then contact the college President to inform him/her of the nature of the emergency and the status of the trip.

REQUIREMENTS FOR OUT-OF-COUNTRY/STATE TRIPS FOR EDUCATIONAL PROGRAMS

1. The trip must be approved by the college President or designee, who shall also approve the students who will participate.
2. The trip must receive prior authorization by the Governing Board.
3. In planning the trip, college staff must meet with and discuss the proposed trip with the campus Business Officer in the initial stages of the planning process. If District-owned vehicles are to be utilized, this must be noted on the travel request. After review by the college Business Office, the proposed travel must be reviewed and approved by the college President.
4. A trip that is coordinated through an agency, organization, company or vendor shall use one that is reputable and which has been planning student trips and educational programs successfully for at least five years.
5. The college Business Officers shall also be responsible for ensuring that a contract/agreement is negotiated between the travel agency or firm and the Contra Costa Community College District. The contract must contain a hold harmless indemnification provision that is acceptable to the District.
6. The college Business Officers shall also be responsible for ensuring that the vendor will provide accidental death and dismemberment coverage of no less than \$10,000 for each trip participant. Additionally, the vendor shall provide accident and sickness insurance (no less than \$10,000 with a deductible of no greater than \$100) for each trip participant. The cost of this coverage shall be included in the cost paid by the students, faculty or staff who are participating in the trip. For the purposes of the study abroad programs, evidence must be provided that the vendor possesses general comprehensive liability insurance of no less than \$1,000,000 combined single limit and the vendor shall provide a certificate of insurance naming Contra Costa Community College District as "additional insured." Additional coverages may also be provided for individual purchase by the participants, if desired.
7. The contract/agreement for the trip must be submitted to the Chief Administrative Services Officer for review prior to any advertising or promotion of the trip and no later than ninety days before the commencement date. After review of the contract/agreement, the Chief Administrative Services Officer will then submit the contract/agreement to the Governing Board for approval. The trip may then be advertised and promoted, following Board approval.
8. The contract/agreement must be executed for the District by an authorized signatory, such as a designated Assistant Secretary to the Governing Board.

ADDITIONAL REQUIREMENTS FOR OUT-OF-COUNTRY TRIPS

In addition to the previously-listed requirements for out-of-country trips (only), the following apply.

1. If a District-owned vehicle will be used for out-of-country travel, the college Business Officer shall procure the necessary automotive liability insurance for out-of-country travel, if required. The cost of this additional insurance shall be incurred by the trip participants. The trip coordinator shall ensure that participants are informed of required travel documents to leave and re-enter the country and shall verify that the participants have the necessary travel documents well in advance of the travel date. The coordinator must also obtain documentation to validate that all approved participants have paid all trip fees and costs of travel in advance prior to travel. This requirement must also be confirmed by the college Business Officer no later than fourteen days prior to travel.
2. If program participants under the age of 18 are traveling with an adult other than their parents/guardians, or with only one parent/guardian, notarized statements signed by both parents/guardians giving approval for the participant to leave the country must be completed. The statement must also report the employer of the parents/guardians. Participants in the study abroad programs must be 18 years of age or older.