



ROLLINS COLLEGE POLICY

Title: College-Sponsored Student Domestic Travel	Type	Key Institutional
No: KI 1027	Approval Date: 6-8-2021	
Responsible Office: VP for Student Affairs; VP for Academic Affairs Provost. Overseen by Office of International Programs.	Reviewed By: College Policy Committee, 5-14-2021; President’s Cabinet, 6-8-2021; Approved By: President, 6-8-2021	
Next Review: 2026-2027	Revision No:	

I. Purpose/Introduction/Rationale

Multiple departments, offices, and individuals at Rollins sponsor (and organize) student domestic travel and follow a wide range of protocols. To minimize risk and liability, and best support our students, it is critical that all Rollins College faculty, staff, and students follow consistent protocols and processes for all college-sponsored student domestic travel. This policy and process was developed with input from key departments involved in student domestic travel, including International Programs, the Department of Environmental Studies, the Center for Leadership and Community Engagement (CLCE), and the Center for Inclusion and Campus Involvement (CICI). It is endorsed by the College’s Office of Risk Management and was reviewed by Educational and Institutional Insurance Administrators, Inc.(EIIA), the College’s insurer, and is designed to be sustainable with current College resources. The policy and process are designed to allow for differences in practices between offices/departments sponsoring student domestic travel and build on the current policy/process of registering domestic travel through Foxlink.

II. Definitions

Student domestic travel includes the following.

- Any domestic travel involving a Rollins College employee who is traveling with any number of Rollins College students for an educational, co-curricular or extracurricular purpose, regardless of the source of the funding for such travel.
- Any domestic travel by one or more students organized and arranged by College department(s) and/or College employee(s).

Student domestic travel DOES NOT include the following.

- Travel organized and arranged by student organizations and/or Fraternity and Sorority Life (FSL) organizations without accompanying employees.
- Travel entirely arranged and organized directly by individual students even when funded in full or in part by the College: for example, a student who secures an internship directly and receives scholarship funds for that internship.
- Travel for College Athletics. The Athletics department has a separate process for travel that meets the same standards as all other College-sponsored domestic travel.
- Off campus activities in the local community that do not involve travel via commercial transportation or College-owned or personally-owned vehicles.

III. Procedure or Application

All College-sponsored Student Domestic Travel must be registered with the College. The following terms govern the registration processes for the different types of student domestic travel.

- **Category 1:** Day trips and one-night overnight trips within 60 miles of Rollins College.
- **Category 2:**
 - One- and two-night overnight trips more than 60 miles from Rollins College.
 - Overnight trips of more than two nights that ARE NOT part of a course.
- **Category 3:** Overnight trips of two nights or more that ARE part of a course.

Registration Process for Category 1:

- Sponsoring office, department, or individual completes the trip registration process in Foxlink. Student participants complete the waiver and registration process.
- Travel should adhere to the College policy for vehicle use for College business.

Registration Process for Category 2:

- Sponsoring office, department, or individual completes the trip registration process in Foxlink. Student participants complete the waiver and registration process at least three (3) days before travel.
- Travel should adhere to the College policy for vehicle use for College business.
- The sponsoring office, department, or individual must also complete the following steps at least three (3) days before travel. Sponsoring offices, departments, or individuals may have additional requirements for documentation but must meet these minimum requirements.
 - Provide participating students with guidelines for travel.
 - Provide any employees traveling with the students a packet that includes a Travel Leader Handbook and emergency protocols.
 - Collect the final travel itinerary and travel contacts.
 - Designate an on-campus contact who is not traveling and will be able to respond to issues or emergencies during business and off-hours and communicate this information to travelers.

Registration Process for Category 3:

- Follow the standard process for a field study approval and registration in consultation with the Office of International Programs. If the sponsoring employee or department does not need full support from OIP and does not require scholarship funding from OIP, such will be considered during the program selection process and OIP will negotiate on a case-by-case basis for reduced credit and/or administrative fees.
- International Programs will:
 - Collect and review voluntary health information from participating students and follow-up with students as needed.
 - Collect student information including a Conditions of Participation form and travel waiver.
 - Provide participating students with guidelines for travel.
 - Provide any employees traveling with the students a packet that includes a Travel Leader Handbook, emergency protocols, and student information.
 - Collect the final travel itinerary and travel contacts.
 - Serve as the on-campus contact and respond to issues or emergencies 24/7.

Student Organization and FSL Travel. All travel arranged by student organizations, fraternities, or sororities must be registered through GetInvolved. Staff in FSL and/or CICI will provide students with instructions and request any necessary documentation for College records before approving the trip. Staff in CICI or FSL will ensure that students complete the process.

Student organizers will always be required to:

- Designate a student to set up the trip in Foxlink.
- Ensure that all student participants complete the Foxlink registration process.

IV. Related Policies

KI 1028 *College-Sponsored and Affiliated Student International Travel.*

V. Appendices/Supplemental Materials

Appendix A: Domestic Travel Table. Note that Appendix A most likely presents an incomplete list of domestic travel arrangements at the College, but does identify several of the areas sponsoring student domestic travel and illustrates the wide range of protocols being followed.

VI. Effective Date

This policy is effective June 8, 2021, and supersedes all previously issued versions.

VII. Rationale for Revision

Not Applicable.

Appendix A: Rollins College Domestic Travel Experiences as of Spring 2021

Domestic Student Travel Rollins College (as of Spring 2021)

Sponsoring Department	Type of Travel	Est. # of Students	Typical Duration	Typical Location	FoxLink Process	Basic Student Info and Emer Contacts	Additional Waiver/ Consent	Conditions of Participation	Insurance Info	Medical Info	Travel Info Provided to Students	Faculty/ Staff with Students	Travel Leader Handbook	Travel Leader Receives Student Materials	Travel Leader Orientation/ Training	Student Orientation or Pre-Travel Mtg	Emergency Protocols	Final Travel Itinerary Collected	Emergency On-Campus Contact	
IP	Domestic Field Study	20-30 per year	8-12 days	Various States	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	IP Staff
CLCE	Weekend Immersion		2-4 days	FL, GA	Yes	Yes	Yes	Yes	Requested	Yes	No	Yes	Incident Report and Emergency Protocols	Yes	Yes	Yes	Yes	Yes	Yes	CLCE Staff
CLCE	Longer Immersion		6-10 days	Various States	Yes	Yes	Yes	Yes	Requested	Yes	No	Yes	Incident Report and Emergency Protocols	Yes	Yes	Yes	Yes	Yes	Yes	CLCE Staff
CLCE	Conference Travel		3-5 days	Various States	Yes															CLCE Staff
CICI	Conference Travel	1-5 per year	3-5 days	Various States	Yes	Yes	No	No	No	No	No	No	N/A	N/A	N/A	No	No	No	No	CICI Staff
CICI	Student Org Retreats	20-30 per year	1-2 days	Various States	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	CICI Staff
Athletics	Athletics Travel-Sporting Events	500+/-	3-4 days	FL	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Incident Report and Emergency Protocols	Yes	Yes	Yes	Yes	Yes	Yes	Athletic Staff
SHIP Grants	Conference/ Research Travel	<20	2-30 days	Various states	No	No	No	No	No	No	No	Sometimes	No	No	No	No	No	No	No	None
FSL	Formals outside Orlando	350	1 night	FL	Yes	Yes	No	No	No	No	No	No	N/A	N/A	FSL Leaders	FSL Leaders	No	Yes	Yes	FSL
FSL	Leadership Panhellenic	<5	3-5 days	Various States	Yes	No	No	No	No	No	No	No	N/A	N/A	N/A	Yes	No	Yes	Yes	FSL
Courses	Field trips	<80?	2-12 days	Various States	Varies	Varies	No	No	No	No	No	Yes	No	No	No	In class	No	Maybe by Dept.	None or Dept.	
SFCS	Conference Travel	20-30 per year	2-4 days	Various sStates	Yes	Yes	No	No	No	No	No	Yes	No	Varies	No	No	No	Yes	Yes	SFCS director
Admissions	Recruitment Events	10 overnight recruitment events per year, one student per event.	No more than 24 hours	Various states	No	Student info, yes; emergency contacts, no.	No	No	No	No	No	Yes	No	No	No	No meeting, just pre-travel email.	No	Yes	Yes	Zaire McCoy, Admissions Dean (unofficially)