

# STUDENT DAY TRAVEL PACKET

## General Instructions:

1. *Club/Organization Trips:* The **Campus Activity Request** will be approved by the Director of Student Life 48 hours prior to trip date.  
*Class Trips:* The **Campus Activity Request** will be approved by the School Dean or School Assistant Dean approving off campus activity for the class 48 hours prior to trip date.

2. Trip Insurance – Employees are covered by other policies and do not require additional insurance. While not required, students can purchase travel insurance for university related trips.

Students are responsible for obtaining their own medical and travel insurance. Travel insurance can cover you, your health, your possessions, and protect your investment in case your trip is cancelled. It can be purchased by contacting an insurance agent or online. Contact the Student Life Office for a list of some insurance providers.

School vehicles are insured by OSUIT with liability coverage.

Be sure to read through OSUIT's Travel Policy – All Student Organizations are responsible for reading and abiding by the policies set forth O 1 . 6 ( h e ) O 1 . 6







**INSTITUTE OF TECHNOLOGY Employee/Sponsor Acknowledgement Statement**

As a result of the Drug-Free Policy Statement, 1-018, concerning the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and/or controlled by the college or as a part of college activities, the following expectations apply to you as a representative of OSUIT.

- x All OSUIT individuals participating in an OSUIT-sponsored trip are held accountable to all policies of OSUIT as stated in the student handbook and campus policies. In addition, all individuals will obey civil laws at the local, state, and federal level.
- x The use of alcohol during any OSUIT-sponsored activity is strictly prohibited, unless an exception has been granted by the Senior Administration, and written approval provided as documentation.
- x Any violation of the drug-free policy shall be subject to disciplinary action up to and

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