Travel Guide
Student Trip Leaders and Advisors/Trip Chaperones
Plymouth State University

Summary:
Thank you for agreeing to lead or chaperone a student organization trip. The Student Activities Office strongly believes in the learning opportunities that student clubs and organizations provide for our students, and travel to various conferences and experiences are a great example of this. Your assistance and participation is an integral and crucial part of the learning process. Each trip is clearly unique and the responsibilities and commitment will vary, however, included below are some basic info that will be helpful as you take on this great opportunity.

Responsibilities:
1. Before the Trip:
   • Trip leaders and advisor should meet prior to departure to set expectations and ensure you are able to meet the needs and understand the liabilities of the planned activity. During this time you should discuss details of the trip and expectations of trip leaders, advisors/chaperones, and trip participants.
   • Meet with the entire group that is traveling to familiarize everyone who will be traveling together and to remind participants that they are still responsible for abiding by all PSU rules and policies as well as local laws.
   • Planning and budgeting for the trip is part of the learning process for student leaders, and their responsibility. Advisors/Chaperones should only serve as a resource and support to assist in the making of decisions and leading of the group.

2. During the Trip
   • Student Leaders must track finances, receipts and operate within the established budget.
   • Student Leader should facilitate and assist with decision-making among the group (places to stop, group outings, etc.)
   • Student Leaders and advisors should facilitating group discussions, reflections, and feedback on what participants are learning during the trip.
   • Student Leaders and advisors should check-in with each other, and with all students, on a daily basis. A check in time each morning is strongly recommended to ensure that all are up and ready for their day ahead.
   • Student Leaders and advisors should monitor student behavior and activity to ensure it follows PSU rules and policies.
   • In the event of an emergency Student Leaders and advisors may need to be a resource for students and develop a plan to ensure all students safety. All emergencies should be reported to University Police at (603) 535-2330, who will then notify the appropriate offices on campus.

3. After the Trip
   • Student Leaders and advisors should debrief the trip together and discuss what the student leaders learned from the experience of the trip and from leading the trip? Student Leader should lead a similar discussion with all group participants.
   • Student Leaders must turn in all necessary receipts and paperwork to Student Organization Accounting in the HUB. (Detailed receipts should be kept for all purchases using any university P-Card)