

## Off-Campus Trips (Abroad)

Notre Dame International has prepared this information to help with the planning, implementation, and return from your trip abroad. You should contact Notre Dame International with any questions at 631-1138 or [ndintl@nd.edu](mailto:ndintl@nd.edu).

[https://international.nd.edu/assets/239209/trip\\_leader\\_guide.pdf](https://international.nd.edu/assets/239209/trip_leader_guide.pdf)

## Off-Campus Trips (Domestic)

### FAQs

1. **Who will take us?** Try to use university approved vendors as they have an established relationship with Notre Dame and waive the deposit. For coaches: *Cardinal* ([www.cardinalbuses.com](http://www.cardinalbuses.com)) has coach sizes of 24, 38, 48, and 56 seats. *Royal Excursion* (<http://www.royalexursion.com/>) has coach sizes of 29, 46 and 56. For flights: use Anthony Travel as they will be able to help you rearrange if something goes wrong.
2. **Who will pay for it?** Apply for a Teaching Beyond the Classroom grant (Undergraduate Studies Office).
3. **Can I combine trips with other faculty?** Yes. Contact colleagues in relevant departments to see whether they are planning the same trip or would like to combine their trip with yours. This may significantly reduce the cost of the trip.
4. **Which dates should I avoid?** Reading days, exam days, football days, teaching days. If your trip coincides with the classes of any other classes that the students are taking, you will need to submit written permission from each faculty member to the Undergraduate Studies Office.
5. **Where is the best place to pick up or drop off on campus?** Library circle.
6. **Will I need to give the students my cell phone number?** Ideally, you should provide an emergency contact number for students participating in the trip. This can be your office #, and you can set your office phone to forward messages and calls.
7. **Will I need to collect the students' cell phone numbers?** It is advisable to.
8. **Who should I tell about the trip?** You should tell your Department Chair or Program Director.
9. **What are my obligations to students with disabilities?** You should ask students to report if they have need of accommodations. Work with [Disability Services](#) to put in place the accommodations. Some coach companies have restricted availability for accommodating certain kinds of wheelchairs, and require 14 days to remove seats to provide a place for the chair.
10. **Do I need a waiver?** Not if the trip is a required element of the class. If it is an optional trip, then contact the Office of Risk Management at 631-5037 for a waiver.
11. **What do I do if someone is late?** Call their cell phone. Ask the other students if the student has been seen or has passed on a message. Wait for 30 mins, then leave. Factor the 30 mins into your planning.
12. **What do I do if someone is sick or hurt on the trip?**

- a. If it is serious, call 911, then Notre Dame Security Police (574-631-5555). NDSP will have access to all the information you need, and will be able to contact Student Affairs, who have someone on call at all times.
  - b. Call or email the person to whom you report to let them know the situation. If you are chaperoning alone and need to accompany a student to the hospital, put a student in charge of the remaining students and send them home. Ask NDSP to make sure that they all arrive safely and are not distressed. Stay with the student who is sick or hurt, and seek the advice of Student Affairs via NDSP. Transportation Services may be able to send a car to bring you and the student home.
  - c. If the student is conscious, tell them to phone their parents, their rector, and their friends to tell them what is happening. If the student is unconscious, the incident should be in the hands of Student Affairs (via NDSP), who have people who are trained to mediate between the emergency services and families.
13. **Do I need to ask the students to provide an emergency contact number?** No. This will be available to those who are dealing directly with the incident.
  14. **What do I do if someone goes missing on the trip?** Call their cell phone. Ask the other students if they have seen them. Call the campus police (NDSP 574-631-5555.) Call or email the person to whom you report to let them know the situation.
  15. **Do I need a first aid kit?** Take your Procard or Travel card and purchase what you need for minor injuries as they arise. Take water and snacks for the way back if the trip is very long.

### Checklist for Planning

1. Approximate the number of people going.
2. Cost the trip. Include: Group rate for tickets, coach hire estimate, food costs (optional).
3. Apply for a Small Interim [Teaching Beyond the Classroom Grant](#). The maximum is \$1500 per academic year. A quick and easy electronic form.
4. Once you have the grant, book the tickets for the performance or event. Book the transport.
5. Make arrangements for feeding the students.
6. Make a trip information sheet for the students: map of the area; times and places of pick up and drop off; time of the event; food arrangements; emergency contact numbers. Factor in 30 mins lateness time at pick up and drop off; protocols (no alcohol on the bus etc.).
7. Choose a student leader who can accompany the group home if something happens to one of the party.
8. Remind students to bring their medication, medical insurance cards, and to disclose any disabilities that may require accommodations.
9. Make a list of students, with cell phone numbers, with columns for checking in and out. If students you don't know personally are attending, check their ID.
10. Leaving campus: Check the names and cell phone numbers of all students as they board.
11. On the bus: Distribute the tickets to the event when you are on the bus, if you have them, and information sheets to those who don't have one. Announce the itinerary and protocols while on the bus.

12. Leaving the venue: Check the names of all students as they board.