Expectations for Overnight or Out-of-Town Events

- All overnight and out-of-town events must be registered no less than one month prior to the date of the event using the online Event Registration form.
- Overnight events may not involve non-members.
- One one-night overnight retreat activity per organization will be permitted each semester.
  - Club Sports may travel (including overnight events) for recognized athletic competitions as often as deemed necessary and appropriate by the Assistant Director of Campus Recreation. Club Sports may find additional travel expectations and procedures in the Sport Club Manual, provided the Sport Club Manual policies do not contradict the policies contained within this guide.
  - Exceptions may be requested and will be considered on a case-by-case basis by the Director of Student Activities.

- Expectations for student conduct and behavior for the duration of an off-campus event may be established by the organization advisor. These rules should not conflict with established rules for conduct and behavior set by the Baylor University policies and procedures.

- Trips beyond 125 miles are prohibited unless all members and guests of the organization travel on commercial transportation including chartered buses with bonded drivers, commercial airlines, or rented vans with University-approved drivers (i.e., faculty, staff, or students) according to the mileage requirements. Exceptions may be granted at the discretion of the Director of Student Activities.

- Students may provide their own transportation (personal vehicles) for trips or events occurring within 125 miles (one way) of campus and fewer than 51 participants.

- For ground transportation**, organizations may use the following chart to determine the appropriate form of transportation for their events/activities:

<table>
<thead>
<tr>
<th>Miles from</th>
<th>1-49 Miles</th>
<th>50-125 Miles</th>
<th>126 - 350 Miles</th>
<th>350+ Miles</th>
</tr>
</thead>
</table>
Baylor University
Campus

Number of Organization and/or Guest Participants

<table>
<thead>
<tr>
<th>Participants</th>
<th>Personal vehicles</th>
<th>Commercial and/or chartered vans</th>
<th>Commercial and/or chartered vans</th>
<th>Commercial and/or chartered vans or bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>Personal vehicles</td>
<td>Commercial and/or chartered vans</td>
<td>Commercial and/or chartered vans</td>
<td>Chartered Bus or Commercial Air</td>
</tr>
<tr>
<td>26-50</td>
<td>Personal vehicles</td>
<td>Commercial and/or chartered vans</td>
<td>Commercial and/or chartered vans</td>
<td>Charter Bus or Commercial Air</td>
</tr>
<tr>
<td>51+</td>
<td>Personal vehicles</td>
<td>Commercial and/or chartered vans</td>
<td>Commercial and/or chartered vans</td>
<td>Charter Bus or Commercial Air</td>
</tr>
</tbody>
</table>

**Please note that when securing the services of charter transportation, the organization is doing so on behalf of the organization and not Baylor University.**

- Advisors may drive their personal vehicles to and from events and will be expected to travel with the organization and remain with the organization for the duration of the trip. If the advisor elects to travel in their personal vehicle, the student organization will continue to cover all expenses with the exception of gas and mileage.
- Baylor University travel policy supersedes organizational travel policy (including national and/or regional affiliate policies) except when an organization’s policy is more restrictive than the Baylor University policy indicated above. To view Baylor University travel policy in its entirety, visit www.baylor.edu/risk_management.
- A completed Domestic Travel Form and Participant List must be signed by the advisor and submitted to the Department of Risk Management ten work days before an event.
- A full-time student organization advisor or an approved Substitute Advisor who completes Student Organization Advisor Summit training must attend all overnight or out-of-town events. The name and contact number of the attending trip advisor must also be included on the Event Request form and submitted to the Department of Student Activities so that a participant can be reached if necessary.
- Curfews during out-of-town overnight trips should be set jointly by the advisors and the student leaders.
- One commercial facility shall be approved as the official overnight facility, and all
members will stay in that facility. The name of this facility and an emergency telephone number must be indicated on the online Event Registration form for a university event in the Department of Student Activities.

- Men and women are prohibited from cohabitating during overnight events and activities.
- Student drivers with sponsored student organizations will be required to register as approved university-drivers through the Office of Risk Management for all trips occurring over 50 miles or any time a Baylor owned or rented vehicle is used.

**Driver Eligibility Checks for Personal Autos (more than 50 miles)**

Student organizations driving for the sole purpose of their student organization will not be required to obtain authorized driver designation, unless directed by the Department of Student Activities.

- Students are legally responsible (and possibly liable) for all passengers in their vehicle.
- Students must carry their own insurance to cover liability.

**Commercial Carrier (more than 126 miles or 51 participants)**

Commercial travel carriers provide their own insurance and drivers and, therefore, assume liability for transportation. This method of transportation is mandatory for student organization travel when it involves more than 50 student participants and/or traveling distances greater than 125 miles from campus.

Forms pertaining to travel may be found at the following websites:

- Baylor Travel Form & Participant List (10 days prior) [http://www.baylor.edu/content/services/document.php/72185.pdf](http://www.baylor.edu/content/services/document.php/72185.pdf)
- Authorization to Release and Obtain Information Form (Driver Approval Form) (10 days prior) [http://www.baylor.edu/content/services/document.php/17228.pdf](http://www.baylor.edu/content/services/document.php/17228.pdf)
- Driving Policy [http://www.baylor.edu/content/services/document.php/69747.pdf](http://www.baylor.edu/content/services/document.php/69747.pdf)