

Trip Agreement

Personal Information (To be filled out by individual traveling for activity)

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: _____ Student ID # _____

Email _____

Trip Information

Date of Trip: _____
 Departure and
 Returning Dates _____

Org/Dept/Class _____
 Sponsoring Trip _____

Purpose of Trip _____

Destination of Trip _____

Trip Contact Person
 & Phone Number _____

By signing this agreement, I hereby agree to fulfill the terms listed below as related to the travel identified above:

1. I realize that I am a representative of the South Dakota School of Mines and Technology. As a representative, I understand that any action I take during off-campus activities will negatively to positively affect opinions of others about the Department of Geology and Geological Engineering and SD Mines.
2. I will conduct myself in a professional manner, being culturally sensitive and respectful, especially while visiting sovereign tribal lands or other underrepresented communities.
3. I understand that as a representative of the South Dakota School of Mines and School of Mines and Technology I will travel with and remain with the group, unless prior arrangements have been made with the trip leader.
4. I will attend all required meetings associated with the activity.
5. I will engage in behaviors that are responsible and mature. Intoxication, use of illegal substances, abusive or inappropriate behavior may result in dismissal from the trip. If I am asked to leave, I understand that I must reimburse the sponsor for any expenses that they may have incurred for my participation in the trip.
6. I understand that as a school-sponsored trip, the Student Code of Conduct is in effect for the duration of this trip.
7. I will abide by policies and laws pertaining to sample collection and access to property.
8. I agree to share my experiences and the information I learned with other members of the sponsoring organization/department upon my return.
9. I understand that if I fail to abide by the above listed terms, the South Dakota School of Mines and Technology will initiate an appropriate response to the specific infraction.

 Student Signature

 Date



Geology & Geological Engineering Student Travel Agreement & Checklist

Emergency Contact Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Primary Phone: _____ Alternate Phone: _____

Relationship: _____

Health Information (This information will be destroyed at the end of travel activities)

List medications that you are currently taking including dosages and frequencies:

Do you have any know allergies, food allergies or allergic reactions? Yes or No. If yes, please explain:

Are you allergic to bee stings? Yes or No

Do you have a history of Asthma? Yes or No

If yes to either, will you carry an EpiPen and/or inhaler? Yes or No

Do you have any chronic medical problems (i.e., heart, lungs, kidneys, neurological disease, diabetes, etc.)? Yes or No. If yes, please explain:

Do you have any chronic medical problems hat may interfere with your ability to do field work? Yes or No. If yes, please explain:

By my signature, I allow SD Mines to release the above information to appropriate medical professionals in the case of emergency and hereby release SD Mines from any liability for the release of such information to appropriate medical professionals. In addition, I have read the GGE Department's Lab and Field Safety Guidelines.

Student Signature

Date

I decline to provide the health information above, but I have read the GGE Department's Lab and Field Safety Guidelines.

Student Signature

Date

Before Trip Checklist

Trip _____ Date _____

Semester Before

- If traveling to sovereign tribal lands or other underrepresented communities, meet with the Office of Multicultural Affairs for a one-hour training on cultural sensitivity.
- Planning Meeting with agenda below (Attendees: Organizer, SALC representative, Business Office representative, Foundation representative (if applicable), Environmental Health & Safety Officer)
 - ✓ Establish the cost/budget and possible sponsors.
 - "Scholarships"/Subsidies
 - Application and requirements
 - ✓ Develop customized forms, if needed.
 - ✓ Establish Outcomes/post trip requirements
 - ✓ Receipts for those that have paid.
- Submit to advisor for approval.
- Make reservations with hotels, car rental companies, outfitter's, vendors, campgrounds, etc.
- Submit necessary travel paperwork, such as permission for in-state travel, out-of-state travel, pre-payment of registration fees, cash advance request, etc. Make a copy for your trip folder.
- Create trip info sheets and take a copy to advisor.

Week Before Trip

- Review itinerary and call participants or other organization members to remind them about pre-trip meeting.
- Fill out trip General Risk Management Plan form.
- Make sure all members have filled out the Trip Agreement
- Inventory first aid kit.
- Confirm reservations with hotels, outfitters, vendors, campgrounds, etc.
- Confirm reservations transportation.
- Fill out an insurance form for the students attending the trip and file with Business Office.

The Day Before the Trip

- Check road, weather, and activity area conditions for trip.
- Pick up vehicle.
- Load van or trailer: equipment, food, first aid kits, maps, alternate routes, red cones, and red flares.
- Prepare an emergency contact list of participants for advisor to hold during trip. Note the date of return and the trip leaders name on it as well.

Day of Trip Before Departure

- Participant role call. Make sure you have everyone's information.
- Put trip folder containing participant information, gas credit card and directions in van.
- Double-check maps, alternate routes and cellular phone, if available.

Post Trip

- Record mileage of van before and after trip.
- Unload & clean out van/trailer.
- Return vehicle/keys and receipts.
- Return vehicle with a full tank of gas.