

## **FACULTY/STAFF TRIP LEADER TERMS OF AGREEMENT**

### **Overnight Field Trip**

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The Faculty/Staff Terms of Agreement for Overnight Travel and Release (the "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ ("Effective Date") by and between Rhode Island School of Design employee, \_\_\_\_\_ and Rhode Island School of Design (hereafter, "RISD").

The RISD Faculty or Staff Member ("Trip Leader"), \_\_\_\_\_, has chosen to lead the off-campus experience taking place on the following dates: \_\_\_\_\_. The Trip Leader understands that it is their responsibility to adhere to the terms of agreement for Off-Campus field trips set forth in this document, as well as any RISD policies and procedures, including the [Code of Faculty Ethics, if applicable](#). This document outlines the program's policies and expectations for Trip Leaders. Please read the following carefully and initial and sign where indicated below to show that you understand and agree to the terms and conditions outlined in this agreement.

I understand that as a Trip Leader for this Overnight Field Trip, I am expected to abide by the following guidelines:

1. I will provide program and travel itinerary to my direct supervisor in addition to providing any updates or changes prior to travel dates.
2. I will develop travel and logistical arrangements including but not limited to, housing, flights, and local transportation, meals, and excursions according to RISD requirements.
3. In addition to travel and logistical plans, I will share emergency response procedures with all participants, in the event that complications arise (such as a local meetup location in the event of an evacuation and plan in case any participants need emergency help, or are separated from the group.)
4. I will report any and all health, safety or security incident or emergency to Public Safety (401-454-6666) as soon as it is safe to do so. Any academic or student discipline issues will be reported to the Office of Student Conduct as soon as possible.
5. I will handle emergency situations on the ground that require immediate response with in-state support where possible. I will escalate the situation to obtain RISD resources and support as soon as it's safe to do so by contacting Public Safety.
6. I understand and agree that I alone may use RISD purchasing cards before and during the program. Allowing any person whose name is not on the RISD purchasing card to use it is unacceptable.
7. I will meet with RISD Risk Management for pre-departure faculty orientation to cover practical and logistical, health and safety information (for all trips leaving the continental U.S.)
8. I will resolve moderate student issues such as those related to accommodations and roommate conflicts.
9. I will determine one back-up RISD employee who can serve as trip leader in case of an emergency causing me to be unable to continue. I will notify my

department head or supervisor of the backup's name and contact information prior to departure.

10. I will be aware of the risks to health and safety that travel to this location, or participation in the planned activities may impose and communicate those risks to all participants.
11. I will collect a signed waiver and completed medical form from all participants prior to travel. Such waivers and forms shall be timely sent to the General Counsel's Office [risdlegal@risd.edu](mailto:risdlegal@risd.edu).
12. I will conduct a mandatory on-site orientation with participants after arrival to the program destination, during which I will ensure I have student contact information to get in touch as needed, and they have my contact information.
13. I will remain in the field trip destination and accessible to students 24/7 throughout the duration of the field trip.
14. I will live in the same facility as participants.
15. Pursuant to RISD's Nondiscrimination Policy, I understand that I am a mandatory reporter and am required to promptly report all known details of actual or suspected discrimination, discriminatory harassment, and/or retaliation to Equity & Compliance. As a mandatory reporter, I understand that disclosures of actual or suspected discrimination, discriminatory harassment, and/or retaliation include, but are not limited to: verbal, written, and/or electronic communications, applications, class discussions, and class assignments that are discriminatory or harassing in nature.
16. I will abide by any and all RISD policies and procedures, as applicable to me.
17. At all times, I will maintain relationships with students that are professional, ethical, and conducive to an effective and safe environment. I must establish appropriate personal boundaries with students and not engage in behavior that could lead to any appearance of impropriety or in violation of RISD policies and procedures.

I understand that RISD reserves the right to cancel a field trip in any case of a situation which risks the health, safety and well-being of students.

I acknowledge that I have read, fully understand and agree to abide by the terms, conditions and expectations of this agreement. I understand that failure to comply or violation of any of the provisions of this agreement may result in sanctions including, but not limited to, suspension from proposing and leading travel courses in the future and as well as any actions that may be imposed under RISD policies and procedures.

Trip Leader Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_