



THE CENTER FOR STUDENT INVOLVEMENT

## The Role of an Advisor on a Club Sponsored Trip

- Advisors must be available for students that may need assistance during the trip, which may include having a cell phone number made available to students and hotel room number (in the case of a conference or overnight trip).
- In the event of an emergency:
  - The students **MUST** make contact with the Advisor (via information given on the Trip Information Card).
  - The Advisor will then contact Campus Police (203-837-9300) and explain the emergency situation. Do not contact the emergency contact listed on the **Emergency Contact and Health Information Form** enclosed in the Advisor's Trip Packet.
  - The Campus Police Officer/Dispatcher will then reference the paperwork for the trip completed by each participant (Left at the police department by the Student Life/Student Activities Office). Campus Police will contact the Student Affairs administrator on duty and have the Student Affairs administrator speak directly to you.
  - The advisor will need to be in constant contact with Campus Police or the Student Affairs administrator with any updates of the emergency situation.
- Upon departure, be sure that all students are accounted for. If there are students not returning with the group and you must depart (after a reasonable time waiting for the students to return to the rendezvous point) please follow the emergency protocols established above. In addition, a note must be taken after which the Advisor must e-mail Student Life at the conclusion of the trip.
- In the event a non emergent incident should arise during the trip, please contact me immediately via e-mail with exact details concerning the incident upon return to the University. Follow up meetings will then be scheduled to discuss the issues.

[Revised 1-15]