

## STUDENT TRIPS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	D. Student & Academic
<b>Policy Number:</b>	D40
<b>Approval Date:</b>	July 5, 2024
<b>Effective Date:</b>	July 5, 2024
<b>Policy Owner:</b>	Vice President, Student Experience

<b>Objective:</b>	Olds College of Agriculture & Technology (the “College”) values the benefits of off-campus student trips that allow members of the College community to broaden their experiences, expand and share their knowledge, and to encourage innovation and collaboration. The College is committed to supporting safe educational and athletic off-campus experiences.
<b>Policy:</b>	<p>All students are required to complete a Field Trip Participation Waiver Form, which acts as a release of all claims, waiver of liability, and assumption of risks. For Non-Mandatory trips students will be provided the costs associated with the trip. The form will be stored electronically.</p> <p>Any staff or student utilizing their own vehicle for any trip has the sole responsibility to attain personal insurance coverage. If staff or students travel together, it is the driver’s responsibility to have insurance coverage. The College insurance does NOT cover any personal vehicles.</p> <p>There are two (2) categories of approved trips, Mandatory and Non-Mandatory. Requests to sponsor these trips may originate from a variety of areas; however, Mandatory trips must have academic validity or merit in the overall development of the student. As approved events, under the direction of a Trip Leader, student trips fall under the College insurance coverage.</p>
<b>Definitions:</b>	<p><b>Mandatory (Course):</b> Trips and field work which are a Mandatory part of the academic course. The College may approve Mandatory trips providing the following criteria are met:</p> <ol style="list-style-type: none"> <li>1. Mandatory trips must have written approval from the appropriate Dean or designate.</li> <li>2. The College is responsible for providing transportation.</li> <li>3. A college employee (Trip Leader) must accompany the students on the trip.</li> <li>4. At the discretion of the Trip Leader, individual students may make other transportation arrangements provided they cover their own costs and have their own insurance coverage.</li> </ol>

**Non-Mandatory:** Trips which are not a Mandatory part of the academic course but are approved. The College may approve Non-Mandatory trips providing the following criteria are met:

1. Non-Mandatory trips must have written approval from the appropriate Dean/Associate Dean/Director/Manager.
2. Non-Mandatory trips include sanctioned (league) and approved (exhibition) Olds College Broncos Athletics trips.
3. Written approval from the Dean must be included for the use of any College equipment. A list of equipment, dates of use, fees to be charged, and the cost centre responsible for payment must be included in the request.
4. The organization or group coordinating the trip may solicit financial support through appropriate institutional channels. The College is not responsible for providing transportation, but remains an option at the discretion of the Dean/Associate Dean/Director/Manager.
5. If the College pays for a bus or other transportation, individual students are not precluded from making other transportation arrangements, provided they cover their own costs.
6. A college employee (Trip Leader) must accompany the students on the trip.

**Unsanctioned Trips:** Trips that are not approved are unsanctioned. Staff and students who partake in unsanctioned trips do not have insurance coverage through the College. Examples of unsanctioned trips include, but are not limited to:

1. Activities organized exclusively by students or student groups without written approval by the Dean/Director.
2. Activities organized by the Students' Association of Olds College (SAOC) including clubs and bodies ratified by the SAOC.

**International Trips:** Trips that are outside of Canada and are approved by the appropriate Dean/Associate Dean/Director.

1. International Trips may only be Non-Mandatory.
2. International Trips follow the guidelines and procedures within the Student Trips - International Destinations Procedure.

**Trip Leader:** A College staff or faculty member responsible for the planning and execution of a sanctioned trip. The Trip Leader is considered the main point of contact for the trip.

**Related Information:**

[Field Trip Participation Waiver Form](#)  
Emergency Protocol – International Activities and Travel  
D25 Student Code of Conduct

**Related Procedures:**

D40 Student Trips Procedure  
D40 Student Trips - International Destinations Procedure

**Review Period:**

3 years

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