



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Domestic and International Study and Activities Trips	EBB - I	5	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Alternate Methods of Instruction: Off Campus Instruction	EBB	8/26/2025

PURPOSE

This policy serves to guide faculty and staff who plan and prepare for domestic and international student travel trips. This policy is not intended to be comprehensive nor cover all circumstances and is not intended for day trips. The guidelines are intended to prompt trip leaders to be prepared to maintain the health and safety of all participants and prepared to assess and mitigate potential risks. Additional guidelines may be provided by trip leaders and administrators based upon requirements for specific trip needs.

PROCEDURE

Definitions

- **Trip Leader** – An employee of McLennan Community College who plans and makes all of the arrangements for the trip and determines how many sponsors are needed.
- **Sponsor/Chaperone** – An employee at MCC who assists the trip leader while on the trip. Assisting may include guiding students independently or in conjunction with the trip leader on itinerary items, supervising students during the trip, and helping with disciplinary concerns. During the planning stages of the trip, the sponsor/chaperone may help plan and schedule itinerary items, help with payment of invoices for itinerary items and transportation, and/or help build and complete the trip portfolio for the appropriate Vice President(s) office.
- **Student** – A person who has paid for the study trip and/or enrichment and is enrolled in the course or activity attached to the trip, with the intent of traveling and participating in the trip.

- **Participant** – Any person (student, sponsor/chaperone, trip leader) on the trip and/or participating in the itinerary items.
- **Domestic** – A trip in the United States.
- **International** – A trip taken beyond the borders of the United States.
- **Trip** – A scheduled and approved trip that takes students away from McLennan Community College for a specific amount of time attached to a course or student activity.

TRIP APPROVAL

To ensure that sponsored trips are consistent with the College's mission and that student safety issues have been addressed, each travel trip must be approved by the appropriate division chair, Dean, Vice President(s), and the President. All international trips require presidential approval. Trips not receiving such approval will not be recognized as an MCC sponsored trip and will not use or receive College resources. Additionally, only approved trips are entitled to state a connection to McLennan Community College.

All sponsored trips must have a designated trip leader who has overall accountability for the development and implementation of the trip. The trip leader is responsible for planning, selecting and vetting sponsors/chaperones, managing the logistics of the trip, and conducting follow-up activities. The trip leader must be a full-time employee in the department that is sponsoring the trip, or in the case of student organization trips, the faculty or staff advisor to the organization, unless otherwise approved by appropriate Dean, the Vice President, Instruction and Student Engagement and the President. The trip leader must submit a trip plan, no later than August 30th of the previous year or six months in advance of the proposed trip. Exemptions to the deadline are at the discretion of the appropriate approval by the Dean, the Vice President, Instruction and Student Engagement, and the President.

PARTICIPANT ELIGIBILITY

Trip participants to include trip leader(s)/chaperones and students should be:

- a. MCC or other participating college/university faculty or staff with a legitimate business reason for participation; or
- b. MCC students enrolled in the domestic or international trip; or
- c. other students who will gain academic credit at their institutions for participation through institutional arrangements with MCC; or
- d. other individuals with a documented reason for participating and approved by the appropriate Dean, the Vice President, the Instruction and Student Engagement and the President.

The ratio needed between the number of sponsors/chaperones and students is determined by trip-specific needs (e.g. the number of drivers, the number of students). There is a minimum of

two chaperones/sponsors (including the trip leader) per trip, but the number may be increased if justified by the trip leader with the support of Administration.

PLANNING EXPECTATIONS

1. **Orientation:** The trip leader and sponsors/chaperones will provide participants and parents of minor students with at least one pre-trip orientation. At a minimum, orientation will include:
 - a. overview materials on travel information and customs of the country;
 - b. Trip Portfolio, excluding Personal Information;
 - c. emergency Response Plan; and
 - d. cultural etiquette and mores of the country for international trips.
2. **Vetting Process:** The trip leader must submit documentation of internal controls addressing the vetting process for selecting potential students and sponsors/chaperones. These procedures are based on the knowledge, skills, conduct, and training that is necessary for successful participation.
3. **Trip Portfolio:** The trip leader will prepare a Trip Portfolio that will be filed with the office of the appropriate Dean and the Vice President, Instruction and Student Engagement before departure. The Trip Portfolio will address issues regarding trip plans, availability of medical facilities, safety and security, communication, cultural differences, and housing in all countries visited.
4. **Trip Contact Information:** The trip leader shall establish a number to call in the event that the trip leader and sponsors/chaperones are not available or are otherwise unable to respond to an emergency. For international trips, the trip leader shall establish a Host Country Point of Contact who may be reached at any time by MCC and who is informed of the whereabouts of the participants to the extent reasonably possible. In event of an emergency, the trip leader and sponsors/chaperones shall contact the emergency response number provided by the Dean or the Vice President, Instruction and Student Engagement.
5. **Health Insurance:** All trip participants must have domestic or international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. The insurance policy must provide coverage for the insured individual for the entire trip period including travel days to and from the destination(s).
6. **Acknowledgments and Releases:** The trip leader and sponsors/chaperones, in coordination with the appropriate Dean and the Vice President, Instruction and Student Engagement, will develop forms acknowledging disclosure of trip information and ensure that all participants execute such acknowledgments and related releases before departure. A copy will be filed with appropriate Dean's office for every participant.

7. **Budget and Accounting Standards:** Trip leaders will comply with College budget and accounting policies, available from the Vice President of Finance & Administration.
8. **Annual Leadership Training and Recurring Review:** Trip leaders and sponsors/chaperones shall participate in a comprehensive training and review session once a year or more often as directed by the appropriate Dean, the Vice President, Instruction and Student Engagement or President.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL TRIPS

1. The trip leader and sponsors/chaperones shall be familiar with resources in the Host Country to respond to medical, legal, or civil emergencies, including but not limited to the nearest U.S. Embassy or Consulate. In addition to contacts developed by the trip leader, other resources from the U.S. State Department can provide information regarding available resources. Trips must not take place in countries with any U.S. Department of State or Centers for Disease Control and Prevention (CDC) warnings or alerts that warn or strongly urge against travel unless the trip leader obtains prior written approval from the appropriate Dean, the Vice President, Instruction and Student Engagement and the President.
2. The trip leader shall establish a Host Country Point of Contact who may be reached at any time by MCC and who is informed of the whereabouts of the participants to the extent reasonably possible. The trip leader should carry a cell phone with long distance service paid by the College and make regularly scheduled reports to the Dean or the Vice President, Instruction and Student Engagement.
3. The trip leader shall register with the nearest U.S. Embassy in the Host Country, and provide the Embassy a list of names of participants and the program itinerary.
4. The trip leader shall coordinate international activities with the Vice President of Finance & Administration for insurance purposes.

GENERAL CONDUCT EXPECTATIONS

McLennan Community College students, employees, trip leader, sponsors/chaperones and any other participants attending an off-campus event or trip are required for the full duration of the trip to:

1. Comply with the standards and policies set forth by McLennan Community College, including the General Conduct Procedure and the standards of conduct applicable to faculty and staff. These policies and standards of conduct apply to domestic and international travel.
2. Comply with the laws of the country and the rules and regulations of any host institutions.
3. Assume responsibility for their own actions.



Any exemptions to the General Conduct Procedure must be approved by the President. All trip participants must remember that they are representatives of the College, and their primary responsibility is the welfare of all participants.