Student Group Trip Form

Introduction:

You’re planning on organising a trip for your Student Group? How exciting! The following form will support and guide you through the planning process to make sure that your trip is safe, fun and thoroughly organised for your members.

This form needs to be completed and submitted ahead of any trip being organised by a uea(su) and uea+sport Student Group. This includes Societies (*including Peer Support Groups and the Media Collective*) and Sports Clubs. This applies to any one-off trip to another location that is not a part of your core activity.

For example this would apply to a Sports Club organising a tour trip abroad or to a Society organising a day trip to another county in the United Kingdom (UK). All domestic sports-related trip requests should be raised directly with the uea+sport team on [studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk) before completing any documentation.

This form must be completed and submitted **at least 10 weeks before your trip takes place for international trips or at least 4 weeks before your trip takes place for domestic trips**.You require approval of this from the Students’ Union Team (*and uea+sport for Sports Club requests*) before any payments or bookings are made relating to the trip.

If you are planning an international trip please also ensure that you read and implement the points raised in our Student Groups International Travel Guide which can be found [here](https://www.ueasu.org/pageassets/opportunities/committee-hub/policyhub/Student-Groups-International-Travel-Guide-Revised-October-2023.docx).

Once completed, this form should be submitted to the below staff teams depending upon the type of your trip:

* Domestic Trip – Societies and Sports Clubs (*non-sporting activity*) - [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk) & [studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk)
* Domestic Trip – Sports Clubs (*sporting activity*) - [studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk)
* International Trip – Societies – [richard.graham@uea.ac.uk](mailto:richard.graham@uea.ac.uk)
* International Trip – Sports Clubs – [richard.graham@uea.ac.uk](mailto:richard.graham@uea.ac.uk) & [j.raywood@uea.ac.uk](mailto:j.raywood@uea.ac.uk)

Why do we need to do this?

* **In case of an emergency** – We need to know where our students are during formally organised Student Group activity and the UEA Security Team receive your participant details so that we can contact and support you in emergency situations. This way we can also reach out to the emergency contacts that you have provided if required
* **So that you’re protected and to ensure that your trip runs safely** – We review contracts from external providers to ensure that their terms and conditions are fair and that they don’t tie you into any unnecessary commitments. This process also ensures that you have factored in the main health and safety factors and that you have prepared an emergency procedure for any incidents whilst you’re away
* **Financial security** – By going through this process we ensure that you don’t make any large payments as a Committee yourselves (*other than your individual trip contributions*) and that you don’t put yourselves at risk by collecting large amounts of money yourselves. We can support you in setting up payment links on your Student Group pages and we can pay invoices for you once we have collected members’ payments. *You should not collect any members’ money in your own accounts to make trip payments*
* **To equip and support you as Trip Leaders –** This document acts as a master guide for you as trip leaders including details of everyone who is attending, health and safety information including medical disclosures, a clear plan for what is taking place during the trip, key contact and location information and more. By doing this preparation before going on the trip it will make your lives so much easier when you’re away and allow you to focus on having a good time!
* **Providing you with advice and contact details for support** – If you do need any help or support while you’re away, this document will contain all the key contacts that you need in case of any questions of issues – which is especially important for emergency situations
* **Trip approval** – As with all other Student Group activity any trips, events or activity outside of your usual activity needs to be reviewed and approved to check that this is appropriate for your members and in keeping with Students’ Union (*and uea+sport for Sports Clubs*) policies and guidance

Things for you to think about:

**Coronavirus**: Ensure that you regularly monitor Coronavirus levels both domestically in the UK and your chosen destination *(if abroad*) ahead of your trip to maximise the safety of your members. To add to this, make sure all your planning and insurance documentation incorporates measures to both mitigate the risk of this and to be prepared for any situations around a member potentially catching the virus

**Itinerary**: You should create an itinerary in advance of the trip which details all your plans throughout the trip including timings. This should also cover any travel to and from the airport (*if applicable*) in both your domestic and international parts of the journey. As part of this itinerary you should list any equipment that you and your participants will need during your trip

**Emergency Procedure**: Please ensure you have an emergency procedure in place in case of issues such as flight cancellations, accommodation issues, lost participants and / or health issues – Please let your participants and the appropriate staff teams know about this procedure

**Budget**: When planning your trip you need to factor in any direct and indirect associated costs so that you check that you and your members can all afford your trip. As part of this, you should calculate your estimated expenditure for yourself and participants whilst away so that members are aware of any potential ‘hidden costs’. Remember that some of your members may not have been away on a trip like this before so it is important not to assume that they’re aware of how to budget correctly. Be conscious of making the trip as accessible as possible in terms of costs, especially with the ongoing cost-of-living crisis and with many students having less disposable income than previous years

Any debt that is incurred from incorrect budgeting for your trip will need to be covered from your subs account or by attendees. If this puts your Student Group into a negative balance you will need to demonstrate a plan of how you plan to pay this back by the beginning of the next academic year

**Risk Assessment**: You must risk assess your trip by completing a risk assessment and submitting this with your trip form. As part of this you should consider your travel, accommodation, activities, emergency situations and individual needs. Essentially your risk assessment should identify any hazards (*something with the potential to cause harm*) that you could encounter during your trip and what you can do to mitigate these. You can find our risk assessment template along with guidance on how to complete this [here](https://www.ueasu.org/opportunities/committee-hub/events/#risk)

**First Aid Kit**: Please either bring a first aid kit on your trip (*remember to remove any liquids such as eye wash / burn gels if flying*) or check to see if your accommodation has one. You should contact [union.opportunites@uea.c.uk](mailto:union.opportunites@uea.c.uk)  if you need to order one – sometimes we have spare kits available in the Students’ Union office so it is also worth checking this ahead of placing any order

**Medical Info**: Please gather any medical information from trip participants that could impact their safety whilst away (*e.g. allergies, asthma, conditions that could be impacted by your activity*). In keeping with your General Data Protection Regulation (GDPR) Training please ensure that students who submit any medical data are informed of how this will be used and stored. This should be stored securely by Committee members and be deleted following your trip taking place

**Insurance**: As part of any Student Group trip you should ensure that every trip member has insurance but this is compulsory for any international trips. If your provider does not include insurance as part of the package or you are not using a provider, please ensure that you are clear to your members on what the minimum requirement for an insurance policy should be. For example this should cover travel as part of the trip, cover for personal possessions, health and specific cover relating to Coronavirus. Regarding Coronavirus specifically this should detail the cover available if an individual must isolate abroad including the accommodation and additional travel costs incurred

Trip Information Guide (**Please complete**):

|  |  |  |
| --- | --- | --- |
| **Trip Information Guide** | | |
| **Student Group name:** |  | |
| **Group Leader:** | Name:  Student number:  Telephone number:  Email address: |  |
| **Second Group Leader:** | Name:  Student number:  Telephone number:  Email address: |  |
| **External trip provider / Rep name:** |  | |
| **Driver(s)** *(If applicable)***:** |  | |
| **Vehicle hire company** *(If applicable)***:** |  | |
| **Type of activity:**  *e.g. study trip to York* |  | |
| **Itinerary of the trip:**  *Please provide a breakdown of your activities day by day or a rough breakdown of each day*  *Your activities should be reflected in your risk assessment. This will be checked* |  | |
| **Objectives of the trip:** |  | |
| **Accommodation details:**  *Please provide post code, contact details or website* |  | |
| **Number of and standard of participants:**  *Sports Clubs only* | Novice:  Intermediate:  Experienced:  Total participants: |  |
| **First aiders on the trip:** | 1.  2.  3. | |
| **Information of travel:** | Dates / times of travel:  Method(s) of travel:  Your flight numbers (*if applicable*):  Your chosen airport (*if applicable*):  Have you got a VISA? (*if applicable - Important for international students*): | |
| **Departure dates & times:**  *Please detail this for outward and return parts of your trip* |  | |
| **Departure points:**  *e.g. The LCR*  *Please detail this for outward and return parts of your trip* |  | |
| **What are your plans if a participant becomes uncomfortable, ill or wants to go home:** |  | |
| **Are there any circumstances where the trip could get cancelled:** |  | |

Before travelling, do your participants have the following?

*If they don’t, what measures do you have in place to make sure that they do? (all the following can be noted and copies kept in the uea(su) office)*

* Have all attendees paid in full ahead of the trip?
* Have all members purchased their appropriate insurance and show this to the Committee?
* Have all members got valid Passports and have they brought these ahead of setting off? As trip organisers ensure that you check the entry requirements for any country if travelling abroad and it is good practice to keep photocopies of Passports and other key documents (keep separate from originals)?
* Do you members have European Health Insurance Card (EHIC) or equivalent documents that demonstrate that they are insured?
* Have you checked the [UK government website](https://www.gov.uk/government/publications/travelling-to-the-uk/travelling-to-the-uk) for any important customs information duty free allowances and banned goods when returning from an international trip?

Trip Checklist:

* First Aid Kit (If you don’t have one ensure your accommodation does)
* Risk Assessment
* Types of planned activity (reflected in itinerary)
* Participants know where to meet?
* Participants know your pre-trip information and instructions?
* Emergency procedure known amongst group?
* Map / Book / Guide / Directions
* Suitable equipment (Sporting / outdoor events)
* Participants have insurance or EHIC
* Are vaccinations required for the destination?
* Checked the weather forecast?
* Checked local conditions specific to activity?
* Appropriate clothing packed by participants?

Whilst you’re away:

* Ensure that whilst enjoying yourselves that you are respectful to local people, other groups and cultures – this includes adhering to local rules and laws
* Don’t openly display valuables when in public places – for example don’t keep your phones out in tourist locations or visibly display cash
* Be respectful when taking photos / videos - ensure that the environment is appropriate to do so and that you have the consent of those you are photographing / videoing
* Provide options for non-alcoholic activity throughout your trip – as per the Students’ Union [Code of Conduct](https://www.ueasu.org/union/memberscodeofconduct/) and [Initiations and Safe Socials Policy](https://www.ueasu.org/pageassets/opportunities/committee-hub/policyhub/Initiations-Safe-Socials-Policy.pdf) do not encourage excessive drinking or force others to consume alcohol
* Ensure that all members abide by the risk management measures that you have detailed in your risk assessment. Please be aware that the Students’ Union [Code of Conduct](https://www.ueasu.org/union/memberscodeofconduct/) applies on any Student Group trip. If you or any of your members do something that contradicts this both the individuals and Student Group involved could be investigated through the Code of Conduct investigation process
* If you or any of your members would like to make a complaint regarding anything that takes place during the trip they can do so via [this link](https://www.ueasu.org/union/complaints/)

Participant List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant List** | | | | |
| **Full Name of Participant:** | **University Number:** | **Emergency Contact Name:** | **Emergency Contact Number:** | **Emergency Contact Relationship:** |
| *i.e. John Smith* | *i.e. 12345678* | *i.e. Adam Smith* | *i.e. 01234 567891* | *i.e. Parent* |
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Budget Matrix:

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| --- | --- | --- | --- |
| **Budget Matrix** | | | |
| **Expenditure:** | **Income:** | **How are you collecting the money:** | **How are you paying the money:** |
| *e.g. Flight tickets x10 = £1000* | *e.g. Charge £10 over flight ticket to provide group activities = £1100* | *e.g. Collecting £110 from each participant via a ticket link on your Student Group website page* | *e.g. By meeting with a member of the Students’ Union Communities team to make the payment* |
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Declaration:

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| --- | --- | --- | --- | --- |
|  | **Name:** | **Role:** | **Signature:** | **Date:** |
| **Trip Leader:** |  |  |  |  |
| **Student Group President:** |  |  |  |  |
| **Students’ Union Staff:** |  |  |  |  |
| **Uea+sport staff:**  ***Sports Clubs only*** |  |  |  |  |

If you still have any questions please just contact [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk) and we’ll be happy to support you with your trip planning!