

The following checklist items are provided to assist Supervising faculty and group leaders for out-of-country activities and travel. These have been developed in consultation with TRU Legal Counsel and with other TRU Departments and may require slight modification for use by individual departments or groups.

Supervising Faculty, Coordinator, Group Leader Checklist:

- 1. Email Studyabroad@tru.ca detailing the following:
 - Identifying students to start the process for upcoming international travel
 - Purpose of travel: conference, workshop, etc
 - Country, city and dates
 - **IMPORTANT: Funding proposals, stipends and funding approvals are not completed through the Study Abroad Office.**

All forms can be found at www.tru.ca/studyabroad/safety.html#oc-safety

- All Student Off-Campus policy forms along with Supervising faculty instructions provided
- All supervising faculty forms
- All student forms

- 2. A) Trip Risk Assessment and Planning/Approval Form completed by Supervising faculty
 - Identify the risk and associated level
 - Supervisor must sign off on this form
 - Study Abroad will coordinate signatory approval
 - Signature by Study Abroad Centre
 - Signature by Provost & Vice President Academic
 - (allow 2 – 3 weeks before trip)

B) Student Travel Abroad Registry (STAR)

- Supervising faculty to provide completed Excel STAR to studyabroad@tru.ca
 - List all students with all requested fields completed
- (A & B completed at the same time)**

- 3. Student Forms – Waivers witnessed by Supervising faculty and completed by each participant
 - Release of Liability, Waiver of Claims Agreement (for participants over 19 years), Informed Consent for Release of Liability Waiver of Claims Agreement (for participants under the age of 19)
 - Behaviour Contract, Freedom of Information, Media Consent
 - **Driver Information Form - ONLY** for student drivers transporting other students in their private vehicles to the US

- 4. Study Abroad Office coordinates and delivers Risk Management Workshop (30 – 40 minutes)
 - Confirmation email sent to Supervising faculty workshop and forms are completed
 - Outlook calendar event created. No action required.

The designated Supervising faculty and group leader will coordinate the completion of the above items and submit the documents as one complete group package to the TRU Study Abroad Centre, IB3000.