

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, and/or group leader Checklist:

- 1. Email Studyabroad@tru.ca detailing the following:
 - Identifying students and confirmation of completing paperwork.
 - Purpose of travel: conference, workshop, research, co-op etc.
 - Country, city and dates.
 - **IMPORTANT:** Funding proposals, stipends and funding approvals are not completed/supported through the Study Abroad Office.

 - 2. Go to www.tru.ca/studyabroad/safety.html#oc-safety
 - All Student Off-Campus policy instructions.
 - All supervising faculty, coordinator and/or group leader form instructions.
 - All student forms – witnessed by supervising faculty, coordinator, group leader.

 - 3. **Trip Risk Assessment and Planning/Approval Form completed by supervising faculty**
 - Identify the risk and associated level.
 - Supervisor, coordinator, and/or group leader must sign.
 - Study Abroad will coordinate signatory approval.
 - Signature by Study Abroad Office
 - Signature by Provost & Vice President Academic.
 - (allow 2 – 3 weeks before trip)
- NOTE:** Steps 3 and 4 can be completed at the same time, then submitted together to the Study Abroad Office.
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4. **Student Travel Abroad Registry (STAR)**
 - Supervising faculty to provide completed Excel STAR to studyabroad@tru.ca .
 - List all students with all requested fields completed.
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5. **Student Forms – Waivers witnessed by supervising faculty, coordinator, group leader**
 - Forms to be completed by each participant including: Release of Liability, Waiver of Claims Agreement (for participants over 19 years), and Informed Consent for Release of Liability Waiver of Claims Agreement (for participants under the age of 19).
 - Behaviour Contract, Freedom of Information, Media Consent.
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6. **Driver Information Form**
 - **Only** for student drivers transporting other students in their private vehicles to the US.
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7. **Study Abroad Office coordinates and delivers Risk Management Workshop (30 – 40 minutes)**
 - Study Abroad will communicate directly with the student.
 - Confirmation email sent on completion of workshop to supervising faculty, coordinator and/or group leader.
 - Outlook calendar event created. No action required.

The designated supervising faculty, coordinator and/or 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.