

MARIAN UNIVERSITY

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Graduate Health Sciences Student Activities and Organizations Manual

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Welcome!

We are excited to welcome you to Marian University's Graduate Health Science programs. Here you will find many opportunities to engage with faculty, staff and peers both inside and outside the classroom. Specifically, we believe that you will find involvement in a student organization to be both personally and professionally rewarding.

This guide is designed to provide you with resources and information regarding your experience with student activities and organizations. You will find information regarding establishing a new student organization, applying for a budget and funding, reserving space on campus for meetings and events, publicizing and marketing meetings and events, fundraising, campus safety, and more.

We hope that you find this guide helpful. Please remember that the Office of Student Affairs is here to assist you and your organization. If you have any questions, please feel free to contact us.

Go Knights!

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Establishing a New Student Organization

Step 1: Recruiting Members and Advisor

To become an officially recognized student organization there must be at least five (5) students interested in joining and willing to serve as the initial leadership group of the organization. These students typically shape the structure and direction of the organization. In addition, the organization will need at least one Marian University employee to serve as the organization's advisor. Additional advisors may be added as desired.

Step 2: Complete the Student Organization Registration Form

When completing the form, the organization must, at a minimum, have at least one student listed as acting President and one student listed as acting Treasurer. The organization must also have at least one Marian University employee listed as the advisor. The form can be found at <https://connect.marian.edu/organizations>.

Step 3: Meet with the Coordinator for Student Activities and Wellness Programs

Once the Registration Form has been completed and submitted, please contact Kaylee Hofmeister at khofmeister@marian.edu. This meeting time will be used to walk through policy, procedure, and best practices regarding student organizations. This is also a great time to ask the questions that you have about establishing a new student organization.

Step 4: Craft a Constitution

The final step in becoming a recognized student organization is to craft the organization's constitution. This document is a simple way to lay down the basic structure, mission, and goals of the organization. A constitution template for those organizations desiring one may be found at <https://connect.marian.edu/organization/graduatestudentlife/documents/view/739509>. Once completed, an electronic copy of the organization's constitution will need to be uploaded to the organization's Connect portal.

Expectations of the Student Organization Advisor

Every recognized student organization is required to have at least one faculty/staff advisor (two are recommended). Student Organization Advisors provide a supporting role to the student-led organizations that operate through the Office of Student Affairs. The following is a list of expectations intended to guide the advisor in understanding and fulfilling that role.

The primary role of the student organization advisor is to support, encourage, and guide the student-led organizations.

The student organization advisor will:

Organizational Mission

- Assist students in the framing and/or revising the primary mission of the organization.

Leadership Skills

- Encourage leadership skills development.

Organizational Growth

- Provide guidance regarding organizational growth, activities, finances, and disputes.

Communication

- Maintain dialogue with the group's student leadership and the Office of Student Affairs.

Involvement

- Attend the organization's meeting and activities on a regular basis.

Expectations of the Student Organization Leader

The following is a list of expectations intended to guide student organization leaders in understanding and fulfilling the role they have accepted. These apply to both elected and selected positions (executive officer, chair, project lead, etc.).

Additionally, all student organization officers must be in good academic and behavioral standing. Every recognized student organization is required to have at least one president and one treasurer. Each student organization must maintain its own constitution/bylaws, which should outline the basic role of each student leader (executive officer, chair, project lead, etc.)

The student organization leader will:

Organizational Mission

- Work collaboratively to articulate and carry out the primary mission of the organization.

Leadership Skills

- Participate in leadership development opportunities, such as the bi-annual MU-COM Leadership Summit.
- Set semester and annual goals that are in line with the organization's mission.
- Practice delegating skills through contribute to the personal development of other members.

Organizational Growth

- Establish membership requirements while maintaining an inclusive perspective.
- Develop a budget plan and manage any allocated funds responsibly.
- Maintain an accurate history of events, budgets, contacts, etc.
- Purposefully transition the next year's organization leaders into their roles.

Communication

- Maintain regular dialogue with the organization advisor and the Office of Student Affairs.
- Hold regular officer and membership meetings to conduct student organization business.

Involvement

- Be present for and actively involved in the life of the organization (meetings, events, etc.)
- Participate in regularly scheduled information sharing opportunities, such as Dean's Hour.

Renewal and Active Student Organization Status

In order to maintain the status of Recognized Student Organization, all organizations must complete the following steps annually.

1. Complete the Student Organization Bi-Annual Renewal form, prompted by Connect
2. The executive board for each organization must consist of, at minimum, two officers (one president and one treasurer).
 - a. There cannot be more than eight executive officer positions per organization.
3. Students are restricted from holding more than three executive officer positions simultaneously. Course liaisons, appointed positions, and committees are exempt.
4. Two signature events are required per semester, per organization.
 - a. One of these signature events must include a community service aspect that involves at least five members of the organization giving one hour each of their time to volunteering.
 - b. Signature events are defined under the section Event Scheduling Requirements.
5. Student Organization Advisor must review the *Expectations of the Student Organization Advisor* document and agree to continue serving in their advisory role each semester.
6. Inactive consequences:
 - a. If requirements are not fulfilled, the organization is placed on probation for one semester.
 - i. No funding will be available.
 - ii. Organizations will plan events to regain active status.
 - b. After two semesters of inactivity, the organization will no longer be recognized by the Office of Student Affairs.

Budgets and Funding

Recognized student organizations may enjoy the benefit of receiving a budget through an allocation process driven by the programs student governing body.

Funding Request

- a. Submission instructions:
 - i. Visit the student organizations Connect Portal
 - ii. Click the portal's tool button in the left hand corner
 - iii. Click on "Finance" and "Create Funding Request"
- b. Organizations should plan for and request funds for the entire academic year, instead of requesting funds several times through the year.
- c. Each organization may request up to \$200 per semester for catering. These funds must be used for campus-wide events or open meetings where all students are invited.
- d. Funds cannot be used for the following:
 - ii. Alcohol
 - iii. Gifts for members or speakers
 - iv. Meals for closed meetings
 - v. Supplies that will be utilized for fundraising or giveaways (i.e. t-shirts)
- a. At least one student officer or member of the organization should be present at the scheduled meeting to provide a brief overview and justification of the budget request.

Spending the approved allocation

- a. In order to utilize the funding the organization has been allocated, an officer of the group must complete the withdrawal process.
 - i. Visit the Coordinator of Student Activities and Wellness Programming to determine form of payment: cash, credit card, or check.
 - ii. Office hours for spending: Tuesday and Thursdays from 2 to 4 pm.
- b. Upon making a cash purchase, the organization must immediately return the original receipt and any change.
- c. As long as you have an outstanding transaction, you will be unable to request more funds.

Fundraising Activity

Student organizations often supplement their budget allocation with raising funds from other sources. In order to undertake a fundraising project of any kind, the organization must complete the *Fundraising Form*

(<https://connect.marian.edu/organization/graduatestudentlife/documents/view/739446>) and gain approval from the Office of Advancement.

Requests for approval of fundraising activity should be submitted to the Advancement Office no less than 10 days prior to the event.

A fundraising activity is defined as any event or situation in which you or your organization actively solicits the donation of funds or items of value or takes in revenue from the sale of items of value on behalf of your organization. Examples include:

- Penny Wars
- Tag Days
- Sales of any kind
- Silent Auctions
- Letter Writing Campaigns
- Asking for Donations
- Item Drives (Toy, clothing, shoe, backpack, food...)

*Please note that funds are not considered “raised” until all expenses for the fundraising activity have been met.

Reserving Space on Campus

All recognized student organizations have the ability to reserve space on campus for their events, meetings and activities. The Office of Conferences and Events is responsible for the scheduling and booking of all events and activities in facilities owned or managed by Marian University. When not being used for academic classes, these facilities are available for Marian University students, faculty, staff and administration, as well as the greater community. Priority for the allocation of spaces will be given to all Marian University sponsored events.

To reserve a room in the Evans Center for a meeting for event:

1. Visit the student organizations Connect Portal
2. Click the portal’s tool button in the left hand corner
3. Click on “Events” and “Create an Event”

To view a listing of available space on campus:

1. Visit this page - www.marian.edu/mymarian
2. Click on “Reserving a Room/Space on Campus”

Event Scheduling

Meeting Definitions

1. Open meeting: a meeting held by an organization in which members and non-members are invited to attend. Includes such meetings as callout meetings, workshops with upperclassmen, and upperclassmen panels.
2. Closed meetings: a meeting consisting of only organization members in which non-members are not invited to attend. Includes such meetings as executive board meetings and organization event planning meetings.
3. All meetings are limited to students, faculty, and staff. No outside speakers or guest can be invited if the gathering is scheduled as a meeting. If outside guests are invited, the gathering must be scheduled as a signature event and abide by the necessary scheduling rules.
4. Requires written description and pre-approval (via Connect).

Signature Event Definitions

1. Requires written description and pre-approval (via Connect).
2. Must be open to all students to attend or participate.
3. Can include, but does not require a community service aspect.
4. Can be co-sponsored by more than one organization, if each organization has a reasonable contribution to the event.

Scheduling

1. A request for an available room must be submitted a minimum of 10 business days before the requested date via Connect.
 - a. Late request may be approved by the Coordinator of Student Activities and Wellness if reasonable circumstances prohibited the 10 business day pre-approval.
2. No more than one on-campus signature event may be scheduled during a designated time slot, awarded on a first-come, first serve basis.
3. No more than three meetings may be scheduled for the same time slot, awarded on a first-come, first-serve basis.
4. Callout meeting scheduling:
 - a. A callout meeting request must be submitted via Connect no later than noon on the Friday before the requested date.
 - b. No more than one callout meeting may be scheduled for the same time slot, awarded on a first-come, first-serve basis.
 - c. A callout meeting may not be scheduled at the same time as a signature event.

Campus Dining and Catering

When planning an event catering is often a major consideration. At Marian University, Aramark Dining Services is the official food provider and caterer, and can provide menu options for many types of events and budgets. Campus Dining Services can provide you with linens, grills, utensils, food, table settings, serving dishes and/or plates.

To order catering from Aramark, please visit: <https://mariancatering.catertrax.com/>

For any catering related questions please contact the Catering Office at 317-955-6342 or by sending an email to classicfare@marian.edu.

Listed below are all the dining facilities located on campus:

P.O.D. Market, located in the Evans Center for Health Sciences, combines the corner store with the style of the modern market, featuring grab-n-go dining options for breakfast, lunch or any time of the day. With an array of options ranging from prepared sandwiches and salads to fresh produce, hot meals, pre-packaged foods, bottled beverages and gourmet coffee, P.O.D. Market can satisfy your need for service, selection, value and speed.

Dinning Commons, located in Clare Hall, features all-you-can-eat dining in a comfortable setting. Destinations include deli, grill, pizza & pasta, home style favorites, exhibition, salad bar, dessert and more! Join us for breakfast, lunch and dinner!

Subway, located in the Byrum School of Business, is the place to meet, greet and eat between classes. Enjoy sandwiches, soup, salads and pizza made just the way you like them.

Papa John's, located in Alumni Hall, indulge in the brand you know and love- personal sized! Combine our total commitment to quality with our superior ingredients, and the result is pure pizza excellence.

Grille Works, located in Alumni Hall, Grille Works is a traditional grill designed for speedy service to accommodate those on the go. We feature monthly specials and cooked to order sandwiches, burgers, and fries.

Starbucks, located in Alumni Hall, Starbucks is a gathering place, a part of the daily routine..

* With any event you host on campus, please keep in mind that Marian University is under contract with PepsiCo, which means that if you are serving soda at your events, it must be a PepsiCo product.

Submitting a Work Order

Campus Operations is responsible for all work orders on campus. If your event needs tables, chairs, burn barrels and/or other accessories, you will need to submit a work order to Campus Operations via their website with the following information:

- Account Number (can be obtained from Connect under Documents)
- Name of the Organization
- Set Up Time and Place
- Description of Set Up
- Contact Information

To submit a work order, please follow these steps:

1. Visit this page - www.marian.edu/mymarian
2. Click on “Campus Operations”
3. Complete the online form and click SUBMIT

Remember that a work order will at times cost money. Examples of work orders that will cost include, but are not limited to, events that cause campus operations staff to stay on campus late or come in early, events that require additional tables and chairs than what can be found in the event location, and events that require excessive cleanup from campus operations staff. For budgeting, plan for a work order to cost \$25 per person, per half-hour with a half-hour minimum charge.

Example of a bad work order:

I’m planning a bonfire. Can you please bring wood over to St. Francis tomorrow night?

Example of a good work order:

Account: 4-00-00-XXX-2470. On Friday, September 20, 2013, Cardiology Club is planning our annual bonfire and cookout. By 1 p.m. on Friday 9/20, please deliver enough wood for a 6 hour bonfire, and one fire starter log to the fire ring to the south of St. Francis Hall. Our event will last from 5 – 11 p.m. You can return to pick up any unused wood any time after the morning of 9/21/13. Thank you!

Marketing & Advertisements

With any event that your organization hosts, it is vital that there be an effective and organized marketing strategy to attract individuals to the event. Consider designating an individual or committee as being specifically responsible for marketing and advertisement.

Ensure that you allocate plenty of time prior to the date of the event to effectively publicize it to the Marian University community. It is recommended to begin publicizing your event at least one month prior to the date of the event.

The Coordinator of Student Activities and Wellness Programming can assist the organization in communicating an event via Facebook, Weekly Student Activities Announcements, and the University Calendar.

Here are some general questions to consider regarding developing a marketing strategy:

- When should we begin publicizing the event?
- What types of advertisement should we utilize?
- How can we increase word-of-mouth publicity?
- Does all of our publicity and messaging contain the same information?
- Have we communicated our event to the Office Student Affairs?
- Is publicity displayed in multiple locations?

Here are some examples of effective forms of publicity:

- Flyers
- Posters
- Handbills
- Banners
- T-Shirts
- Table Tents
- Sidewalk Chalking
- Napkin Holders
- Yard Signs
- Facebook
- Twitter
- Email
- Online Video
- Invitations

Posting Policy

Registered student organizations enjoy the benefit of being able to post flyers and messages on campus to market their events and activities. All publicity for registered student organizations must be submitted to and approved by the Coordinator of Student Activities and Wellness Programming. Once approved the organization's flyer will be stamped.

The following are the rules and regulations pertaining to the posting policy.

1. Consideration for approval takes into account, but is not limited to, the following criteria:
 - a. Whether the event and/or publicity is consistent with the Marian University values
 - b. Whether the event and/or policy encourages illegal activity
 - c. Whether the event and/or publicity contains profane, offensive, or abusive language and/or images
 - d. Whether the event and/or publicity adheres to Marian University policy
2. Chalking should only exist on sidewalks, not on buildings, benches, landscaping, etc.
3. Any materials advertising research projects must be approved through the Marian University Institutional Review Board (IRB).
4. Any materials advertising internship and/or job postings must be submitted to the Exchange.
5. Any materials advertising campus ministry, spiritual and/or religious activities must be submitted to the Office of Campus Ministry.
6. When posting materials on campus, please be aware of the following:
 - a. No posting on glass surfaces.
 - b. Only use painter's tape.
 - c. Do not post over another approved advertisement.
 - d. If displaying in residence halls, please get the approval of the Resident Director.
 - e. When posting in the Evans Center, only post on the bulletin boards – no walls, glass, or wood.
7. All materials should be taken down no later than two days after the event. Organizations that fail to adhere to this policy may be suspended for a limited time from posting materials on campus.
8. The Office of Student Affairs will remove any and all publicity materials that do not adhere to these policies.

Student Travel Policy

I. Purpose Statement

Marian University is committed to the holistic development of every student and understands that educational experiences happen both on and off campus. The following Student Travel Policy has been developed to provide clear instructions for students and student organizations involved in educational experiences that require travel. Marian University seeks to promote the safety of all individuals involved in travel situations as well as to ensure that student travel is consistent with the university's mission and values.

II. Scope

This policy applies to individual student and student organization travel in which the individual student or the student organization travels on behalf of, or with the financial support of, Marian University or a registered student organization of Marian University. Examples of activities and events that fall under this policy include, but are not limited to: student organization events held off campus, off-campus community service activities sponsored by the university or a registered student organization, situations in which a student or student organization is officially representing the university (workshops, conferences, luncheons, etc.), and club sports or recreational sports events.

This policy does not apply to travel by individual students attending out of town athletic or recreational events as a non-participant (except when travelling on behalf of or with the financial support of a registered student organization); engaging in student teaching, clinical rotations, internships, practicums, observations or research; participating in intercollegiate athletics (guidelines for student-athlete travel can be found within policies of the MU Department of Athletics); or participating in academic or course-based field trips (guidelines for academic travel can be found within policies of the MU Division of Academic Affairs).

III. Definitions

The definitions that appear below, where applicable, are taken directly from the Marian University Code of Student Rights and Responsibilities:

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- a. Student – the term “student” includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with Marian University, or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Marian University residence halls, houses, and apartments although not enrolled in this institution.
- b. Registered Student Organization (RSO) – the phrase “registered student organization” and “student organization” are defined as being an organization that has been formed for education, professional, social, service, recreational, or other lawful purposes. The RSO derives the majority of its membership and all of its leadership from the student body of Marian University, has obtained at least one Marian University employee to serve as advisor, and has an approved constitution on file with the Marian University Office of Student Affairs.
- c. Advisor – the term “advisor” is defined as any employee of Marian University currently serving as the advisor to a registered student organization of Marian University.
- d. Travel Advisor – the term “travel advisor” is defined as any employee of Marian University accompanying an individual student or group of students in student travel. A travel advisor will most likely also be an “advisor” to a student organization, but is not required to be.
- e. Trip Coordinator – the term “trip coordinator” is a designation given to at least one member of the travelling party if a travel advisor is not required for the travel to take place.
- f. Student Travel – the phrase “student travel” at Marian University is defined as any situation in which an individual student or student organization is travelling outside the boundaries of the Marian University premises on behalf of, or with the financial support of, Marian University or a registered student organization of Marian University.
 - i. Local Travel – the phrase “local travel” is defined as any travel outside the boundaries of the Marian University main campus and within a 30-mile radius from the Marian University campus.
 - ii. In-State Travel – the phrase “in-state travel” is defined as any travel outside the boundaries of Marion County, Indiana and within 25 miles outside the boundaries of the State of Indiana.
 - iii. Out-of-State Travel – the phrase “out-of-state” travel is defined as any travel at least 25 miles outside the boundaries of the State of Indiana and within the boundaries of the 50 states of the United States of America.
 - iv. International Travel – the phrase “international travel” is defined as any travel outside the boundaries of the 50 states of the United States of America.
- g. Marian University Premises – the term “Marian University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Marian University (including adjacent streets and sidewalks).

IV. Travel Authorization

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In order to ensure that students and student organizations involved in travel are following proper guidelines and that student safety concerns have been addressed all student travel, as defined in this policy, must be authorized by an appropriate administrator within the Marian University Office of Student Affairs. Appropriate administrators include the Director of Student Activities and Orientation, the Assistant Dean of Student Affairs, and the Dean of Students.

To request authorization please see below for the policies and guidelines outlined for each type of travel:

- a. Local Travel (*travel within 30 miles of campus*)
For local travel situations it is recommended that the student or student organization rent a vehicle to ensure appropriate insurance coverage is provided. It is also recommended that a travel advisor accompany the student or student organization, but is not required for the travel to take place. For all local travel situations, the following forms **must** be submitted to the Office of Student Affairs:
 - i. Travel Request Form (*due 5 business days prior to trip*)
- b. In-State Travel (*travel within 25 miles outside of Indiana border*)
For in-state travel situations it is recommended that the student or student organization rent a vehicle to ensure appropriate insurance coverage is provided. It is also recommended that a travel advisor accompany the student or student organization, but is not required for the travel to take place. For all in-state travel situations, the following forms **must** be submitted to the Office of Student Affairs:
 - i. Travel Request Form (*due 10 business days prior to trip*)
 - ii. Waiver of Liability Form (*due 1 week prior to trip*)
 - iii. Medical Treatment Release and Emergency Contact Form (*due 1 week prior to trip*)
 - iv. Travel Advisor Agreement (*due 1 week prior to trip*)
- c. Out-of-State Travel (*travel outside Indiana, but within USA*)
For out-of-state travel situations it is recommended that the student or student organization rent a vehicle or utilize a contracted transportation service to ensure appropriate insurance coverage is provided. For the travel to take place the student or student organization must be accompanied by at least one travel advisor. An appeal to travel without a travel advisor can be made by contacting an appropriate administrator within the Marian University Office of Student Affairs, including the Director of Student Activities and Orientation, the Assistant Dean of Student Affairs or the Dean of Students. For all out-of-state travel situations, the following forms **must** be submitted to the Office of Student Affairs:
 - i. Travel Request Form (*due 15 business days prior to trip*)
 - ii. Waiver of Liability Form (*due 1 week prior to trip*)
 - iii. Medical Treatment Release and Emergency Contact Form (*due 1 week prior to trip*)
 - iv. Travel Advisor Agreement (*due 1 week prior to trip*)
- d. International Travel (*travel outside of USA*)
For international travel situations it is recommended that the student or student organization utilize airline services, rent a vehicle, and/or utilize a contracted transportation service to ensure appropriate insurance coverage is provided. For the travel to take place the student or student organization must be

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accompanied by at least one travel advisor. For all international travel situations contact Anthony Shull, Office of International Programs (Oldenburg Hall).

V. Transportation Guidelines

- a. Rented Vehicles – Only Marian University employees or Marian University students at least 21 years of age are permitted to operate a rented vehicle. Any rented vehicle used for student travel purposes is covered by a university insurance policy for property damage and personal injury. All rented vehicles must be rented through Enterprise Rent-a-Car based on a partnership Marian University has established. Once the reservation has been confirmed, Enterprise will drop off and pick up the vehicle from Marian University’s campus. For instructions on how to rent a vehicle from Enterprise please see the Office of Student Affairs.
Please Note: If rented vehicle is a 12 passenger van, any driver of the vehicle must watch a driving safety video available in the MU Business Office.
- b. Personal Vehicles – Personal vehicles should only be used on a voluntary basis. The owner/driver of the vehicle must provide his/her own insurance coverage. All participants choosing to ride in a personal vehicle do so voluntarily and at their own risk. The university shall not insure or accept liability for any damage, loss or injury resulting from the use of a personal vehicle.
- c. Contract Bus Service – when chartering a contracted bus service the bus company must provide adequate insurance coverage for personal injury and property damage.
- d. Regularly Scheduled Carriers – Regularly scheduled transportation service providers (e.g. Amtrak, Greyhound, etc.) may be utilized for student travel.
- e. Air Transportation – Air transportation may be utilized for student travel involved in out-of-state travel, inter-continental travel, and international travel.

VI. Conduct/Behavior

Students involved in travel are expected and required to abide by the laws of the State of Indiana, the laws of the state they are currently in, and the laws of the United States as well as the rules and regulations of Marian University throughout the duration of the travel experience. A full list and description of student behavior that is not acceptable can be found in the Marian University Student Handbook under the title “Code of Student Rights and Responsibilities”. Students will also be held financially responsible for any loss, damage, or injury resulting from the violation of the standards of conduct.

Please visit the following link to access the MU Code of Student Rights and Responsibilities:

<http://marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.pdf?sfvrsn=4>

VII. Insurance Considerations

a. Automobile Insurance Coverage

When travelling in university-owned or rented vehicles, the university provides all necessary liability and physical damage coverage. In situations where personal vehicles are used, the university does not provide liability and physical damage coverage and is unable to reimburse the vehicle owner for any accident-related repairs or payment of deductibles. Owners of personal vehicles are expected to carry automobile liability insurance in an amount sufficient to cover any property damage or liability loss and be responsible for the payment of their own deductible including the defense of any claim.

b. Medical Insurance Coverage

Marian University does not provide medical insurance for any student's participation in a travel experience. All students participating in a travel experience shall be responsible for any medical costs they incur during and/or as a result of the trip. Any student or travel advisor, particularly those travelling outside the United States, who would like to obtain short-term medical insurance for their upcoming trip may request that information through the Office of Student Affairs.

Please visit the following link for information regarding obtaining long-term or short-term medical insurance coverage:

<http://www.marian.edu/Campus-Life/health-and-wellness/student-health-insurance-options>

VIII. Travel Advisor and Trip Coordinator Guidelines

For any student travel experience it is recommended that the individual or group be accompanied by a travel advisor. For clarification on the need for a travel advisor please see Section IV Travel Authorization. In the instance that a travel advisor is not required for the travel to take place, a member of the travel group must be designated as the trip coordinator with the Office of Student Affairs. In the instance that a travel advisor is required for the travel to take place, the Office of Student Affairs recommends a ratio be maintained of no more than 15 students per travel advisor. Listed below are some guidelines and regulations for travel advisors and trip coordinators to keep in mind:

- a. Organize and lead a pre-trip meeting to discuss the trip itinerary as well as participant responsibilities and expectations.
- b. Assist in the collecting and submitting of all needed forms and documents from trip participants.
- c. Maintain copies of each participant's Medical Treatment Release and Emergency Contact Form (if applicable).

Please Note: In the case of a medical emergency the travel advisor or trip coordinator should immediately contact the MU Campus Police and Safety Department at 317-955-6789. A representative from the Campus Police and Safety Department will be

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available 24 hours per day 7 days per week and will facilitate the proper protocol depending on the type of medical emergency.

- d. In the case of a student conduct violation, the travel advisor or trip coordinator should report the incident to the Office of Student Affairs immediately upon returning to campus. In the case of an extended-length trip please communicate with the Office of Student Affairs by phone or email from your destination as soon as reasonably possible.
- e. Agree to uphold the same conduct agreement as the student participants.

IX. Safety Considerations

In order to ensure the student trip is a safe and educational experience, the following recommendations are provided to help guide the student or student organization in planning:

- a. Domestic Travel
When travelling locally or within the USA, please review the weather and travelling conditions of your destination prior to leaving. You can review weather forecasts nationally by visiting The Weather Channel at <http://www.weather.com/> or the National Oceanic and Atmospheric Administration at <http://www.noaa.gov/>. You can review national driving conditions by visiting the Federal Highway Administration at <http://www.fhwa.dot.gov/trafficinfo/>.
- b. International Travel
When travelling internationally please review the Travel section of the US State Department's website - <http://www.state.gov/travel/> - for information regarding safety and security in the areas near where the travel will take place.