ASWWU Outdoor Trip Approval Checklist

ASWWU Outdoors Trips must operate within the parameters of the current ASWWU Outdoors General Policies. For questions or access to this document, please contact the current ASWWU Outdoors Head. Before planning a trip be sure to get approval from the current ASWWU Outdoors Head for funding and planning purposes. Fill out this form at least 2 weeks in advanced for events including the following:

- Written agreements of any kind with non-WWU parties that require signatures by both WWU and the other party, and agreements in which a WWU faculty/staff/student is paid
- Any transportation arrangements made by the sponsor or organizer. Follow the University Travel Policies linked below
- Any event in which one or more students stay overnight

Trip: ____________________________ Date(s) of Trip: ____________________________

Trip Leader (name and phone number): ____________________________
Event Description: ______________________________________

Initial Date

--- Outdoor Safety Committee Chair

--- ASWWU Outdoors Sponsor | Doug Tilstra: (509) 527-2511 (primary)
Brian Hartman: (509) 240-6607 (backup)

--- Risk and Safety Management | Sophie Webster: (509) 527-2250

(Only needed if the waiver for the trip activities is not available on R & S website, or is contract-related)

Refer to the Risk and Safety Management website or call (509) 527-2250 for information about forms, procedures, insurance exclusions and/or waivers that might be necessary for the trip.

--- Domestic Travel Form | Sheila Meharry: (509) 527-2511

(Only if the event involves overnight travel, sleeping/camping, or missing classes)

A WWU Domestic Travel Request Application for University-sponsored student travel may be required for your event. Please refer to https://wallawalla.edu/?id=3245. If missing classes, you will also need to talk to the Vice President of Academic Administration or the person in their Associate position. (See link below)

https://www.wallawalla.edu/about-wwu/administration/

--- Student Responsibilities Communicated by Trip Leader

(Required on every trip)

The trip participant responsibilities and WWU code of conduct have been communicated clearly by a Trip Leader and the individual who gives the talk, along with the time and location given must be recorded here.

<table>
<thead>
<tr>
<th>Trip Leader</th>
<th>Time</th>
<th>Location</th>
<th>Section of Manual Communicated</th>
</tr>
</thead>
</table>

The Trip Leader must also remind participants of the Drug and Alcohol Policy along with Sexual Standards Policy found in the Student Handbook. Document that verbal reminder below, ensuring all participants hear it.

<table>
<thead>
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Additional Resources

ASWWU Outdoors General Policies | (see ASWWU Outdoors Google Drive for current version)
This document is written by current and past ASWWU Outdoors Heads and contains a lot of pertinent information and policies for trip planning. Be sure to read and understand this document before planning a trip.

Student Handbook and Code of Conduct | Student Handbook Link
Make sure each participant understands that they must abide by the student handbook on all ASWWU Outdoors Trips.

WWU Transportation Policy | Transportation Policy Link
According to the above policy, ASWWU Outdoors must either provide all transportation or none at all. More details in link above.

General Liability Insurance Exclusions and Safety Guidelines | General Liability Link
Certain activities are excluded from our current insurance. Be sure to check the list before planning a trip.