

Date: December 1, 2025
To: Administration, Deans, Principals, Campus Safety, and Transportation
From: Risk Management
Subject: Updated Trip Policy and Procedures

In consultation with Adventist Risk Management and General Counsel, Administration is making changes to risk management policies which will make the process more efficient. Here are some highlights of the main changes to the policies:

Hold Harmless Agreements

For students, they will still be expected to sign an agreement through the Registration Central process at the beginning of the academic year (Fall Semester), and the agreement would be good for day trips and for overnight trips. As new students register, they will be expected to sign the agreement through Registration Central. Volunteers and guests on trips are expected to sign a hold harmless agreement form for the trip. The trip leader will be responsible for gathering these signed agreement forms and then forward them to Risk Management prior to departure.

Medical Insurance

The university strongly recommends that all trip participants hold valid medical insurance. Risk Management will not be verifying trip participants' medical insurance and its coverage. Trip participants are responsible for all their own medical expenses that may be incurred. The university is not responsible for the medical expenses of trip participants. Travel group leaders should not sign any medical paperwork on behalf of participants.

Background checks for Trip Volunteers

The K-12 programs will need to continue to do background checks and verification of the completion of the corresponding training module of their volunteers for trips using the Sterling program. The checks can be through the Michigan Conference, local churches or through the NAD website. There should be no cost to do so. The Athletic and Gymnastics departments will still need to do background checks for their volunteers because they do work with those that are less than 18 years of age. The Sterling program services can be accessed through the above-mentioned sources.

Some detailed examples have been included below to help answer specific questions concerning trips and tours:

Health Insurance

Trips no longer require medical forms or proof of health insurance. The travel group leader is responsible for communication in writing to all participants, volunteers, guests and family members, and parents of participants 17 years of age or under:

- It is highly recommended that participants have valid medical insurance. If the individual chooses to participate without medical insurance, they do so at their own risk. Any medical bills incurred are the participants' responsibility. Andrews University is not responsible for medical bills.

Academic Day Trips

- Employees and enrolled students may attend a trip that is associated with a class or academic program
 - Volunteers** may attend if they are acting in the capacity needed for the trip to proceed
 - Invitees/guests are not permitted
- Does not require approval from Risk Management

Academic Overnight Trips and Tours

- Co-ed trips require a male and female full-time faculty or staff travel group leader. These group leaders cannot be immediate family members to each other.
- Employees and enrolled students may attend
- Volunteers** may attend if serving in a capacity needed for the trip to proceed
- Alumni, family members, and guests may attend Academic Tours as participants if the trip has a registration fee (these individuals are not permitted on academic overnight trips, which are limited to members of the class)
 - The person must register, pay for the tour, and are expected to sign a Hold Harmless Agreement
- Any guest under the age of 18 must register and pay for the tour and an immediate non-minor family member must also register and be responsible for the supervision of the minor. (Travel group leaders cannot supervise minors.)

Required Paperwork for Overnight Trip Clearance:

- Budget application emailed to the Associate Vice President for Financial Administration
- Seven days before departure, the travel group leader is to email the following documents to Risk Management:
 - Overnight Safety Planning Sheet signed by the travel group leader and if applicable, Transportation (pdf format)
 - Itinerary (pdf format)
 - Copies of Short-term Travel insurance cards from Adventist Risk Management for International trips (pdf format)
- At departure, it is expected that the travel group leader will provide the following documents to Risk Management:
 - Participation List (excel format)
 - Signed Hold Harmless Agreements for volunteers, family members, and guests

- Requires Risk Management approval

Non-Academic/Department Sponsored Day Trips

- Employees and enrolled students may attend
- Volunteers** may attend if serving in a capacity needed for the trip to proceed
- Family members and guests** may attend departmental retreats, vesper programs, and Sabbath ministerial trips
- Any guest under the age of 18 must be supervised by an immediate family member (Travel group leaders cannot supervise minors)
- Does not need Risk Management approval

Non-Academic/Department Sponsored Overnight Trips

- Co-ed trips require a male and female full-time faculty or staff travel group leader. These group leaders cannot be immediate family members to each other.
- Employees and enrolled students may attend
- Volunteers** may attend if serving in a capacity needed for the trip to proceed
- Guests and family members** may attend departmental overnight retreats
- Any guest under the age of 18 requires an immediate family member to supervise the minor (Travel group leaders cannot supervise minors)
- No later than seven days before departure, the travel group leader is to submit the following documents:
 - Email the budget application to the Associate Vice President for Financial Administration
 - Email the following documentation to Risk Management:
 - Overnight Safety Planning Sheet signed by the Travel Group Leader and if applicable, Transportation (pdf format)
 - Itinerary (pdf format)
- At departure, it is expected that the travel group leader will provide the following documents to Risk Management:
 - Participation List (excel format)
 - Signed Hold Harmless Agreements for volunteers, family members, and guests
- Requires Risk Management approval

Athletic Program Volunteers

- Volunteers are required to undergo a Sterling background check and complete the required training module
- Copies of approved background and certificate of training completion are to be emailed to Risk Management prior to volunteering

Athletic Day Trips

- Employees and team members may attend
- Guests and family members are not permitted

- Approved volunteers** may attend if serving in a capacity needed for the trip to proceed
- Day trips do not need Risk Management approval

Athletic Overnight Trips

- Co-ed trips require a male and female full-time faculty or staff travel group leader. These group leaders cannot be immediate family members to each other.
- Employees and team members may attend
- Guests and family members are not permitted
- Volunteers** may attend if serving in a capacity needed for the trip to proceed
- No later than seven days before departure, the travel group leader is to submit the following documents:
 - Email the budget application to the Associate Vice President for Financial Administration
 - Email the following documentation to Risk Management:
 - Overnight Safety Planning Sheet signed by the Travel Group Leader and if applicable, Transportation (pdf format)
 - Itinerary (pdf format)
- At departure, it is expected that the travel group leader will provide the following documents to Risk Management:
 - Participation List (excel format)
 - Signed Hold Harmless Agreements for volunteers
- Requires Risk Management approval

Clubs – Day trips

- Club Sponsor is required to attend all events
- Employees and program/club members may attend
- Approved volunteers** may attend if serving in a capacity needed for the trip to proceed
- Guests and family members are not allowed attendance at regular club activities or meetings
- Guest and family members** may attend day trip events such as banquets, vespers, or Sabbath ministerial events, but not overnight trips
- Any guest under the age of 18 requires an immediate family member to supervise the minor (Travel group leaders cannot supervise minors)

Clubs – Overnight Trips

- Club Sponsor is required to attend all events
- Co-ed trips require a male and female full-time faculty or staff travel group leader. These group leaders cannot be immediate family members to each other.
- Employees and program/club members may attend
- Approved volunteers** may attend if serving in a capacity needed for the trip to proceed

- Guests and family members are not permitted
- No later than seven days before departure, the sponsor is to submit the following documents:
 - Email the budget application to the Associate Vice President for Financial Administration
 - Email the following documentation to Risk Management:
 - Overnight Safety Planning Sheet signed by the Travel Group Leader and if applicable, Transportation (pdf format)
 - Itinerary (pdf format)
- At departure, it is expected that the travel group leader will provide the following documents to Risk Management:
 - Participation List (excel format)
 - Signed Hold Harmless Agreements for volunteers
- Requires Risk Management approval

**Volunteer, Guests, and Family Members Requirements

- Required to sign a Hold Harmless Agreement prior to the event
 - The signature must be a hand signature or electronic signature using an electronic signature program (e.g., docu-sign or Adobe Acrobat Sign) with stamped verification
- The travel group leader is responsible for collecting the form then emailing a pdf copy of the signed form to Risk Management prior to departure
- The email is to include the date of the trip, the name of department /office/club and the first and last name of the volunteers, guests, and/or family members, as applicable

If you have any questions, please contact Risk Management. Please share this information with the employees/departments under your area of responsibility.

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