

JUILLIARD SPONSORED TRIP PROTOCOL

Prior to departing for all Juilliard Sponsored Travel where students are involved, the following actions must occur:

1. A meeting should be held with all of the student participants to review the schedule, trip details, learning objectives, emergency protocols and expectations for behavior (The Juilliard Student Handbook /Code of Conduct) given that it is a School sponsored trip.
2. All participants traveling and participating in the trip must receive, review, acknowledge, and agree to the *Juilliard Sponsored Travel Protocol* and the *Travel Waiver & Release of Liability Form* **prior** to completing the Juilliard Sponsored Travel Registry electronic form.
3. Students participating in overnight trips associated with a Juilliard student program are required to have adequate medical coverage. Participants can upload copies of their insurance card(s) for the insurance plan(s) you will be covered by during the program period directly on the Registry webpage. It is the responsibility of the student to have proof of medical insurance on his/her person during the trip.
 - **For international trips:** all participants **must** have International Travel Insurance. The Trip Leader must email a comprehensive list of all participants to the Director of Student Accounts/Bursar (nmazzurco@juilliard.edu) at least **2 weeks prior** to the date of departure, please include student first and last name, dates of travel (dates abroad). Upon purchase of the insurance, the Trip Leader will get a .pdf file of all participants' insurance cards. The trip leader should retain a copy and provide two copies to all participants for their records.
4. International students traveling abroad **must** consult with the Office of International Advisement via email oia@juilliard.edu or 212-799-5000 x 358 to ensure they have proper documentation to travel and perform, if applicable. International students who travel abroad will also need to ensure that they have the proper documentation to re-enter the U.S.
5. All students participating in the trip **must** use School provided transportation to and from the event and **must** stay in the accommodations that are organized and provided by the School as part of the trip unless an exception is made for a specific reason and approved (in writing) by the Trip Leader and/or Dean of Student Affairs, Assistant Dean of Student Affairs or Departmental Designee.
6. A roster, including all the names of participants (including students and employees) and Juilliard email address must be provided to the Dean or Assistant Dean of Student Affairs at least two week prior to departure. The list will be used to authenticate and verify completion of the *Juilliard Travel Waiver and Release of Liability*, supporting document and health insurance coverage have met the requirements for travel.
7. If the student has a medical condition, it is the student's responsibility to have all necessary medications during the trip and to administer the prescribed dosage. The student may inform the trip leader of the medical condition if he/she is comfortable doing so or thinks it necessary/important to alert the staff; however, all responsibility remains with the student.
8. Designated trip leaders should be identified and their contact information (cell number/accommodation location) provided to the students along with the emergency phone number for The Juilliard School Security (212) 799-5000, ext. 246 during the trip. School Security can always contact any of the Administration in Student Affairs in the event of a problem or emergency.
9. It is recommended to establish a "buddy system." Groups of students should travel together, but it is strongly suggested that students be with at least one other student during the trip.

NOTE: A copy of this form will be taken on the trip with the group, and a copy will be maintained with the Office of Student Affairs. Please note that this form contains CONFIDENTIAL information and should only be reviewed and maintained by trip leader/chaperone. The Office of Student Affairs record will only be accessed for emergency purposed and will be destroyed once all participants have returned to campus safely.