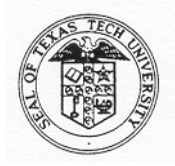


[Revised and posted 9/21/06]

[Updated reference to Senior Vice Provost–11/30/22; no additional change to OP]

[Updated reference to Center for Campus Life–1/20/23; no additional change to OP]



Texas Tech University

Operating Policy and Procedure

OP 34.06: Sponsorship of Student Activities and Off-campus Trips

DATE: September 21, 2006

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide information regarding faculty sponsorship of student activities and off-campus trips.

REVIEW: This OP will be reviewed in March of even-numbered years by the Vice Provost for Academic Innovation and Student Success with recommended revisions presented to the Provost and Senior Vice President for Academic Affairs by April 15.

POLICY/PROCEDURE

1. Sponsor

- a. The sponsor of a student activity is selected by the organization from faculty or full-time staff members who have been employed by the university for at least one year. The function of the sponsor is to aid the organization in attaining its announced objectives, develop leadership within the membership of the organization, and aid the development of the individual member through constructive criticism and suggestion whenever the relationship makes this function possible. Responsibility rests with the organization to ask the sponsor's assistance in solving the problems and handling the business of the organization.
- b. The sponsor's attendance at the organization's meetings is desirable, though not mandatory. The sponsor frequently serves as chaperone at the organization's social events.
- c. The sponsor may call upon the Student Involvement Office for interpretations of university rules and policies regarding university organizations.

2. Off-campus Student Trips and Activities

- a. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, Texas Tech will assume no responsibility, financial or otherwise.

Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in the off-campus activity. Each group making an off-campus trip should identify specifically the questions of financial liability

for accident or injury and appropriate insurance coverage as either the responsibility of each individual student or a responsibility that has been assumed by the group for that specific occasion.

- b. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors will be free to set their own requirements for class work missed under such circumstances; they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.
- c. The university provides an optional group accident and health insurance plan for students, with enrollment during registration for the fall and spring semesters. Also available is a very economical trip insurance plan for student groups and their faculty or staff sponsor. The sponsor may obtain insurance application forms at the Contracting Office. Trip insurance also may be purchased from private insurance companies.

3. **Policy Concerning Student Releases and Medical Authorizations**

The following applies to travel undertaken by one or more students presently enrolled at Texas Tech to reach a university-related activity located more than twenty-five miles from the university. It applies to travel required by a registered student organization.

Each student who travels by motor vehicle (or any other form of transportation) to participate in a university-related activity, including, but not limited to, academically-related field trips, courses, competitions or contests, or non-academic activities such as those sponsored by Recreational Sports, must execute a copy of the Student Activity Release Form prior to such activities. That document follows this OP as an attachment. (Refer to OP 79.13 for additional information regarding university-related travel by motor vehicle, commercial carrier, and aircraft.) ***Board of Regents Meeting, December 13 – 14, 2001**

[Attachment: Student Activity Release Form](#)
