

Travel for Club/Organization Events

Taking trips off campus* either around the Berkshires or beyond is a great experience that allows for greater flexibility on the types of events they hold. To prepare for your trip off campus, please review the following guidelines when planning a trip.

Making plans for any off-campus event will take time and effort. It is highly suggested that you allow at least 4 weeks from submission of your paperwork until all details are addressed. Please plan accordingly!

- All MCLA students participating in any off-campus trips are required to complete the [MCLA Travel Waiver](#). Any student participating in a college sanctioned trip must abide by all MCLA institution policies regardless of location.
- Clubs and Organizations that are planning a trip should make a list of attendees and submit that list to the SGA Office Manager. Again, each attendee must have a Travel Waiver on file before they can participate in any trip. For longer trips, it is suggested that groups charge a small, refundable deposit to encourage students to reserve their space, and so that you will have a better idea of who will be attending.
- Groups must determine if a chaperone is needed for their trip. This is generally always the case if groups are going out of the North Adams area. Please ask the SGA Office Manager for a determination.
- Thinking ahead will be important, as it will benefit your group to avoid issues while on the road. You will want to review your needs, including the following:

Transportation

Figure out how you can get to where you are going for all of your attendees for the least expense as possible. You can

1. Borrow an MCLA van – 8 to 15 people capacity, and you need to secure or hire a certified driver
2. Charter a bus with Dufour Buses (expensive)
3. Rent a vehicle (really expensive and in Pittsfield)

For any of the above you will need to contact the SGA Office Manager for assistance.

**Please note that transporting students to off campus events in personal vehicles is prohibited.*

Meals

While it is not required that clubs provide meals for their attendees, they may choose to pay for certain meals on a trip. Groups can also request reimbursement for food from the college according to current per diem rates. A list of

Groups must provide food for advisors or chaperones. Prior approval from the VP of Student Affairs must be secured before payment can be made.

Admission Fees

Groups should remember to include payment for any entrance fees or other fees associated with your trip. They must also provide for any payments for advisors or chaperones.

Overnight Accommodations

Planning for a conference or overnight trip should be planned at least **2 months** before the anticipated trip.

Clubs and organizations need to factor in reservations and payment for hotels or similar accommodations. These arrangements need to be coordinated with the help of the SGA Office Manager, sga@mcla.edu and the Student Engagement Office.

Steps to complete a Travel Request Form

*Note: To use any of the EngageMCLA electronic forms, you must download the App and register as a user on this system.

1. Log into EngageMCLA.
2. You will be on your Home Screen. Navigate to the “Travel Request Form” (you must be an officer with this group).
3. You will be redirected to the Student Government Forms webpage, where you will select the “Travel Request Form” link.
4. Please complete and submit this form and wait for your approval (or other) from the Office of Student Engagement.