

University of Colorado Colorado Springs Sponsored International Travel Program Guidelines Regarding Unaffiliated Guest(s)

The appeal form and signature document must be submitted with your program proposal and is due by April 1 in the previous academic year.

I. Purpose

University-sponsored international travel programs are for the benefit of registered participants. Unaffiliated guests are not permitted on such programs. The presence of unaffiliated guests during a university-sponsored international travel program could result in a divided commitment for the CU employee(s) in charge of the program. This appeal process applies only to the few programs where an unaffiliated guest may be accommodated. In certain instances, unaffiliated guests are simply not allowed, such as in countries or activities that have higher risk, or cases where space limitations exist (for example due to housing, transportation, excursions, or classroom size).

II. Objective

The objective of this appeal process is review requests from CU employees that wish to bring unaffiliated guests on university-sponsored international travel programs. To consider such a request for appeal, the employee is encouraged to first consider how the guest might affect the program, particularly if the sponsor is in a leadership role. For group leaders, the university expects the full and complete commitment to the program and its participants. Faculty/staff who lead a group of students/members abroad have a significantly broader responsibility for the participants than they would on campus. This responsibility involves 24/7 availability to the program participants in cases of emergency or other needs while the program is in progress. The leader's priority must be to the safety and wellbeing of the registered participants in the program.

III. Scope

This appeal process applies to university employees requesting to bring unaffiliated guest(s) on a university-sponsored international travel program.

IV. Definitions

For the purposes of the information below, the following definitions apply:

Sponsor – the faculty/staff leader wishing to bring a family member or outside party on the university-sponsored international travel program.

Unaffiliated Guest – a person that is going on the program but is not a registered participant. Examples of an unaffiliated guest may include a family member, an outside guest, or a dependent. Unaffiliated guests may not have any official responsibilities related to the program nor to the program participants.

V. Roles, Rules and Responsibility of Unaffiliated Guest(s)

These roles, rules, responsibilities apply if the appeal request is approved:

1. The presence of the unaffiliated guest may in no way interfere with the sponsor's ability to perform their role (as program leader or participant) to their fullest ability throughout the university-sponsored international travel program.

2. The unaffiliated guest is not approved to participate in any activities that are required for the program. Allowing such participation may negatively impact the experience of the university-sponsored international travel program's registered participants or the integrity of the program.
3. Under no circumstances will registered participants be responsible for supporting any expenses incurred by the unaffiliated guest.
4. The unaffiliated guest is not approved to assume responsibilities related to the university-sponsored international travel program (e.g., taking roll, proctoring exams, managing finances, etc.).
5. The unaffiliated guest may not share accommodations with registered program participants other than the sponsor.
6. The unaffiliated guest should refrain from emailing/texting/messaging registered participants and should never be alone with a participant.
7. Unaffiliated dependent guests must always be in the presence of the guardian or caretaker other than the sponsor.
8. The sponsor assumes responsibility for the unaffiliated guest's behavior and restrictions imposed for safety reasons.
9. Although guests are not participants in the program, they must abide by the program policies and restrictions imposed for safety reasons. The guest should be aware that their personal behavior must not in any way affect the quality of the program nor the experience of the registered participants.
10. The guest or their legal guardian is responsible for adhering to all university policy and procedures must review and sign the *Education Programs Release from Responsibility, Assumption of Risk, and Waiver* applicable for this program and give it to the sponsor to submit.

VI. Role, Rules and Responsibility of the Sponsor

These roles, rules, responsibilities apply if the appeal request is approved:

1. If the unaffiliated guest is a dependent or minor younger than age 18, the sponsor must enlist a caregiver for the minor to be available at all times throughout the duration of the university-sponsored international travel program. The caretaker must be on duty during all program activities and available 24/7 in case of an emergency. The sponsor may not simultaneously serve as both primary caregiver of the minor and faculty/staff lead on the program. The caregiver must be deemed by the dependent's legal guardian as responsible and able to care for the minor/dependent, must be at least 18 years old, and may not be a registered participant on the program nor a university employee who has a leadership role in the program.
2. The sponsor acknowledges that unaffiliated guests are not allowed to participate in any university-sponsored international travel program activity.
3. The sponsor will personally assume financial responsibility for all expenses on behalf of the unaffiliated guest(s). No university or university-sponsored international travel program funds may be used for any expenses related to the unaffiliated guest(s), nor any expenses passed on to registered participants.
4. The sponsor must ensure that the unaffiliated guest(s) obtain proper travel documents (passport and visa(s), if necessary), vaccinations/immunizations, and travel medical and evacuation insurance. Additionally, the sponsor must ensure that proper travel arrangements are made and make provisions for meals and accommodations of their unaffiliated guest(s).

5. The sponsor will ensure that the unaffiliated guest(s) is never alone with a registered participant. Unaffiliated guest(s) that are minors must be under the supervision of an unaffiliated guest serving as the legal guardian or caretaker at all times.
6. Unaffiliated guest(s) should not call, email, text, nor message participants.
7. The sponsor must submit to the Office of International Affairs, the *Education Programs Release from Responsibility, Assumption of Risk, and Waiver* applicable for this program (completed by the guest).

By signing below, I confirm that I have reviewed and understand the above guidelines.

Sponsor Name

Sponsor signature and date

NOTE: Please submit this signature document and the Appeal Form (next page) to: international@uccs.edu. The materials are due with your program proposal by April 1 for programs the following winter/spring/summer.

University-sponsored international travel program
Unaffiliated Guest(s) Appeal Form
Sponsor Information

First Name _____

Last Name _____

Email _____

Phone _____

Role at CU Campus (Faculty/Student/if other, describe)

Department _____

Department Chair/Supervisor _____

School/College/Unit: _____

Dean/AVC: _____

Program Information

Program Name _____

Program Location _____

Program begins (date) _____

Program ends (date) _____

Program leader(s) _____

Number of registered participants (or target) _____

Brief description of program and activities _____

Unaffiliated Guest Information

Name of unaffiliated guest _____

Relationship of unaffiliated guest to you _____

Program leader(s) _____

Email of unaffiliated guest _____

Name of unaffiliated guest's emergency contact _____

Phone number of unaffiliated guest's emergency contact _____

Email of unaffiliated guest's emergency contact _____

Is this unaffiliated guest a dependent? Yes _____ No _____

Is unaffiliated guest less than 18 years old? Yes _____ No _____

- If yes, how old is the guest? _____
If > 18 – Does this dependent require a caretaker? Yes _____ No _____

If <18 – _____

_____	_____
Name of caretaker	Age of caretaker
_____	_____
Email of caretaker	Phone of caretaker
_____	_____
Name of caretaker's emergency contact	Email of emergency contact

Phone number of emergency contact	

(Please complete the above information for each additional guest requested and attach this information.)

General Questions

1. Describe how the unaffiliated guest(s) will enhance the student experience on this program?
2. Describe the specific need and rationale for your request to bring an unaffiliated guest(s) to this program.
3. Will your unaffiliated guest be with you for the duration of the program as indicated by the dates above? If not, please indicate the dates the unaffiliated guest will be with you.
4. Please describe below what interaction your unaffiliated guest(s) will have, if any, with the registered program participants.

5. If the leaders and registered participants are using university-sponsored international travel program transportation to get from one place to another, how will your guest be accommodated in these situations?

6. Program leaders must be available 24/7 in cases of emergency or other university-sponsored international travel program needs. How will you manage to maintain these availability and balance obligations to your unaffiliated guest(s)?

7. If your unaffiliated guest has an emergency, for example is ill and needs to go to the hospital, who will tend to the unaffiliated guest during the university-sponsored international travel program?

Questions Regarding Unaffiliated Guests that are Minors

1. If your unaffiliated guest is a minor, who will care for the minor while you are leading the university-sponsored international travel program (name and relationship to sponsor)?

2. Will the caretaker be available 24/7 for the duration of your minor's presence within the program dates above? If not, please explain.

3. If the minor is sick and needs to go to the hospital, who will accompany the child?

4. If there is an emergency and your attention is needed elsewhere (or if the emergency directly involves you, e.g., you are ill and need to go to the hospital), who will care for your minor? Who will take care of you?

5. What if the caretaker needs emergency care? Who will care for the minor? Who will care for the caretaker?

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