



Office of Student Development

**Student Organized Trips
Responsibilities and obligations of Organizer**

Student Org. _____

Trip destination/date _____

As representatives of the university, organizers will do their best to protect the reputation of the university at all times and represent its best interests in all trip matters. In setting up a trip, organizers must observe all university policies and organizational procedure. Organizers should exert their best efforts to arrange a comprehensive and creative program that is mandatory to all participants. Organizers must ensure compliance with all government laws and procedures of the country which they plan to visit. All details of such like must be approved by the Office of Student Development (OSD). Organizer has to act as a role model for participants.

This document is expression by the student to become a trip organizer. The signature of the student below demonstrates his/her commitment to the purpose set above and to the obligations and responsibilities set by the forthcoming provisions.

- As reported by the chaperone if a serious violation takes place by the organizer himself or by encouraging the participants, any misconduct or failure in handling responsibilities, the organizer will be referred to the disciplinary committee.
- The organizer is prohibited to collect fees from participants.
- The organizer is prohibited to give money or passports or similar documents to the travel agency directly; it has to be processed through the OSD.
- Organizer has to ensure that AUC rules and regulations are respected.
- Organizer has to act as a mediator in case of emergencies and provide any possible help to participants. This includes calling doctors or taking students to hospitals in case of emergencies, accompanied by the chaperone.
- Organizers have to work as a team with the security and the chaperone to manage the trip successfully, maintain participants' safety and keep university image.
- Organizer has to handle any situation smoothly, if difficult, to refer to the chaperone.
- Organizers are committed to fulfill the following procedures:
 - Get an offer from an AUC supplier, approved by OSD.
 - Submit List of participants and applications with all the documents and the information required (name, ID, student tel #, parent tel. #, name of guardian, amount paid, type and # of room assigned to him/her) by max. 5 working days before the trip.
 - Submitting actual list to the chaperone by the end of the first day to facilitate settling the travel agency account.

Organizer has the right for free accommodation and a maximum allowance of LE 300 for the trip, to be paid upon trip arrival, if Organizer has fulfilled all his/her responsibilities and obligations.

I,have agreed to organize the above mentioned trip. I declare that I have read and understood the above terms and conditions and agree and will abide to them. I also declare that I undertake to abide by the rules and regulation set by the AUC policy at all times.

Signature: _____ . **SID # :** _____ .

Mobile : _____ . **Email :** _____ .

Date : _____