



**Fashion Institute  
of Technology**

Seventh Avenue at 27 Street  
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Dear Colleague,

This is the Department of Student Life's **Chaperone/Advisor Agreement for Student Travel form**. ONE Chaperone form should be completed for each attending chaperone. All copies must then be returned to Student Life prior to trip departure and copies will be distributed to the appropriate parties.

Should you have any questions, please feel free to contact Shanda Richardson-Smith at [shanda\\_richardsonsmi@fitnyc.edu](mailto:shanda_richardsonsmi@fitnyc.edu).

Best,  
Shanda



## Chaperone/Advisor Agreement for Student Travel – EMSS<sup>1</sup>

**When to use this form:** This document contains important information and sets out responsibilities for chaperones and advisors of FIT student travel through EMSS. Completion of this form is **required** for all domestic trips and events taking place off of the FIT New York campus that are organized, supported, arranged, financed, or otherwise overseen by EMSS, including student organizations, (the “Trip/Event”) and that involve any one (or more) of the following circumstances:

1. An overnight stay; or
2. Travel outside of the five boroughs of New York City (even if there is no overnight stay); or
3. Chartered, ticketed, or any other transportation that is arranged by FIT (e.g. purchase of fare/tickets, rental of a bus, or use of FIT-owned vehicles); or
4. Travel involving a high-risk activity or event, no matter the location or timeframe; or
5. Any other Trip/Event whereby an EMSS administrator, in their discretion, requires completion of this form as a condition of participation.

**Who should complete this form:** Any Trip/Event requires either a Chaperone or an Advisor. A Chaperone is any FIT faculty or staff member who will be accompanying students on a Trip/Event. An Advisor is any FIT faculty or staff member who is involved in organizing and supporting a trip/event that will not include travel by a chaperone. An Advisor must have a close connection with the activities of the cohort of students involved in the trip/event. Any travel outside the five boroughs of New York City generally requires a Chaperone, unless specifically authorized by the EMSS Vice President or Assistant Vice President.

**Deadlines:** As set forth more fully below, initial rosters are due **3 weeks prior to departure** and all forms and a final roster are due no later than **5 days prior to departure**.

### 1. Pre-Departure Procedures and Forms.

- a. EMSS Directors arranging/leading the trip with students may generally organize or oversee organization of travel or events, subject to notifying their respective Assistant Vice President and seeking approval, where required, consistent with EMSS internal practices.
- b. All students must sign and date an Assumption of Risk and General Liability Release form prior to leaving the campus for the Trip/Event. Chaperones or Advisors are responsible for filling out the portion of the form regarding the trip dates, location, purpose/description, and other details of the trip before the form is distributed for completion by students. Chaperones or Advisors are responsible for collecting and ensuring each form is complete.
- c. Chaperones or Advisors must create a roster of student travelers and provide the relevant EMSS department an initial roster of student travelers no later than three (3) weeks prior to departure.
- d. **No later than five (5) days prior to departure**, the Chaperone or Advisor must provide to the relevant EMSS department director: (1) the completed Assumption of Risk and General Liability Release student forms; (2) a finalized roster of student travelers; and (3) a completed version of this Chaperone/Advisor Agreement. **The Chaperone or Advisor must also keep a copy of all forms that are accessible during the Trip/Event for emergency contact purposes.** The EMSS director will retain the forms for record-keeping purposes, provide a copy of all forms to the Department of Public Safety, and notify the respective Assistant Vice President of the travel.

<sup>1</sup> Note: For students traveling off campus as part of an official FIT athletics team, students traveling on an academic-related trip, or for students traveling internationally, **please use the separate respective forms and processes** designed for those types of travel.

2. **Safety.** Safety is mandatory. Both Chaperones and Advisors must make reasonable efforts to plan for trip emergencies and contingencies, including being aware of resources for emergency response (such as local law enforcement, local emergency medical providers, and first aid resources).
  - a. **In case of emergency, the Chaperone or Advisor must immediately contact, as applicable, local police or law enforcement and local emergency medical providers. The Chaperone or Advisor must also immediately contact FIT's Department of Public Safety at 212-217-7777. This line is staffed at all times.** The Chaperone or Advisor must also contact the relevant EMSS department director, assistant vice president, or vice president.
  - b. In the event of a report of sexual misconduct, you must as a responsible employee contact FIT's Title IX Coordinator, 212 217.3365, [titleix@fitnyc.edu](mailto:titleix@fitnyc.edu). If you receive a report of a Clery-reportable crime, you must as a Campus Security Authority contact Public Safety, 212 217-7777. More information on duties as responsible employee and CSA are available in trainings and FIT policies.
  - c. Both Chaperones and Advisors must be reachable and accessible to students in their groups at all times. This may require the Chaperone or Advisor to provide his or her cell phone number or other emergency contact information to the students traveling on the Event/Trip.
  - d. Chaperones are additionally responsible for escorting the group to and from its destination. Chaperones must be aware of all activities and know the general whereabouts of their group members at all times.
3. **FIT Vehicles.** Chaperones must complete and sign off on a Vehicle Authorization form (if applicable). When using a College van/car, Chaperones may not permit students to drive the College van/car or purchase gas or otherwise sign off on any gas receipts.
4. **Conduct.** FIT policies & regulations are in effect at all times, including all policies published in the Student Rights and Responsibilities Manual (available at <http://www.fitnyc.edu/student-life/rights-and-responsibilities/>). Any problems or conduct incidents that occur during the Trip/Event must be discussed with the relevant department director and brought to the attention of the Dean of Students Office.
5. **Compensation and Reimbursement.** We appreciate that Chaperones and Advisors volunteer their time to assist students. Compensation or reimbursement for chaperoning an Event/Trip is not guaranteed. FIT-recognized student clubs may in some instances provide reimbursement or prepayment of reasonable trip-related expenses for Events/Trips organized by the club. If either chaperones and/or students are to be reimbursed by FIT Student Association, all original receipts must be submitted to the relevant EMSS department with the appropriate financial forms within five (5) days of return from the Event/Trip.

**Trip/Event Details:**

Are you a:  Chaperone (accompanying the Trip/Event) OR  Advisor (not accompanying the Trip/Event)?

Student Group (if applicable): \_\_\_\_\_

Trip/Event Date(s): \_\_\_\_\_ Trip/Event Location: \_\_\_\_\_

Trip/Event Purpose and Description: \_\_\_\_\_

Address of Accommodations; be *specific* and include street addresses, and hotel rooms/floors if known:

\_\_\_\_\_  
 \_\_\_\_\_

Travel Method; be *specific* and include air/train/bus codes and time schedules, as well as potential transportation arrangements at the location : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(continued)

**I have read this document in its entirety and accept all responsibilities contained herein.**

Chaperone/Advisor (please print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FIT Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office Ext. # \_\_\_\_\_

*Emergency Contact Information*

Person to Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Please return this signed form to the relevant EMSS Department. You should also keep a copy of this form (with its emergency protocols and contacts) accessible during the Trip/Event.**

**The EMSS Director will provide a copy of this form to the Department of Public Safety and notify the Assistant Vice President of the travel.**