**Trip Pack – Your Societies**

This form provides information for Your Societies trips and should be completed alongside a Risk Assessment Form and a Passenger List.

All completed forms should be provided to the Your SU Activities and Opportunities Team prior to the trip (email to yoursocieties@sunderland.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Society:** |  | | |
| **Trip Start Date:** |  | **Trip End Date:** |  |
| **Trip Purpose:** |  | | |
| **Destination:** |  | | |

Please provide details for two **lead contacts** on the trip:

|  |  |
| --- | --- |
| **Trip Leader:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |
| **Trip Leader:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

**For overnight stays**, please complete the following section: (For trips with multiple overnight stay locations please repeat this section for each accommodation)

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Provider:** |  | | |
| **Contact Name:** |  | | |
| **Contact Number** |  | | |
| **Contact Email:** |  | | |
| **Accommodation Details (including address:** |  | | |
| **Arrival Date:** |  | **Departure Date:** |  |
| **Contact Number:** |  | | |
| **Contact Email:** |  | | |

**Where students are using their own vehicles to transport Your Societies members they must complete a ‘Driving Own Vehicle’ form.**

**CHECKLIST**

☐ I have supplied **travel provider** risk assessment and insurance documents as applicable.

☐ I have supplied a risk assessment for the trip.

☐ I have supplied the Activities & Opportunities Team with a passenger list for the trip.

☐ I have informed all participants about the trip and provided information on:

* Clothing appropriate to the conditions
* An itinerary of the trip including departure and arrival times
* Bringing personal medication for the duration of the trip
* Personal items are brought at the owner’s own risk

☐ I have let members know how to opt out of being filmed or photographed

☐ I have an up to date copy of the Incident Reporting Procedure

☐ I have put out a message asking all potential trip members if there is anything they feel is relevant to disclose that may affect their ability to participate in the trip.

**EMERGENCY? WHAT DO I DO?**

Any incident which involves contacting the emergency services needs to be reported ASAP

In the event of an emergency refer to the Incident Reporting Procedure

**Key Contacts:**

**Emergency Services: 999 in an emergency / 101 for non-emergency**

**Students’ Union Emergency Contact: Office hours: 0191 515 3030 / Out of hours: 07834 194753**

**University Security Control Room (24hrs): 0191 515 2028**

*Any non-emergency incident or near miss needs to be reported to the Students’ Union within one week of the accident. There is an accident reporting form on our website.*

**Signed:**

**Print Name:**

**Date:**