

I. Purpose

The purpose of this policy is to provide for emergency situations and a means for notifying others if an emergency occurs during travel off campus. The policy includes:

- Class field trips
- Athletic travel
- ASMT trips
- Other student group and club travel
- Travel including campus visitors
- Both North and South Campus travel

II. Organizational Responsibilities

Departments and other organizations and clubs should be aware of when students will be traveling and be aware of the itinerary for the group. A campus employee who is familiar with the activity should be listed as a point of contact for the administrative contacts listed below.

For student clubs, if the club advisor is not traveling with the club, he/she should act as the contact in case of an emergency. For any travel that occurs outside of normal working hours, the following campus administrators will serve as the emergency campus contact. A card with the contact information for these individuals can be found in the glove compartment of each campus vehicle.

- Frank Gilmore
- Doug Abbott
- Paul Beatty
- Maggie Peterson
- Mike Johnson

Both the *Student Travel Itinerary* and *Emergency Contact Form* must be completed and filed with the Accounts Payable Office before travel commences. The Student Travel Itinerary form should be submitted as far in advance as possible. The Emergency Contact form will serve as a roll call immediately prior to departure. Classes may use a printed class list provided the emergency contact information is included and roll is taken. All other groups will use the attached *Emergency Contact List* form or a comparable list with the required information and will take roll prior to departure. A "drop box" for the completed Emergency Contact form is located on the north side of the Student Union Building for the convenience of travelers.

Note: The Student Travel Itinerary Form does not replace the travel authorization form required by statute.

STUDENT TRAVEL ITINERARY

Name of campus contact person (not traveling):	
Phone number:	
Name of Event (if applicable)	
Organization sponsoring trip:	Destination:
Advisor (if applicable):	Phone number at destination
Faculty/Staff Traveling with Group	Cell phone no.
Purpose of Travel	
Proposed Itinerary:	
Please see itinerary on following pages.	
Expected date and time of departure from Butte:	
Expected date and time of return to Butte:	
If traveling for more than one day, provide expected route of travel and hotel accommodations if different than location of event.	
Please see itinerary on following pages.	
Mode of Transportation:	
<input type="checkbox"/> Montana Tech Vehicle: <input type="checkbox"/> Car Van <input type="checkbox"/> SUV Personal Vehicle () If traveling by van, list all certified van drivers on a separate sheet Air – Name of airline: Delta Chartered bus – Name of company – <input type="checkbox"/> Other – please identify	
Number of students/faculty/staff traveling:	
Provide list of students and staff on separate sheet along with an emergency contact for each person	

Form completed by: _____ Date: _____

Title: _____

EMERGENCY CONTACT LIST

Print your name, the name of the person we should contact in case of an emergency and their phone number. A copy of this form (or other approved form) must accompany the Student Travel Itinerary Form.

Campus Contact Person: Tammy Gordon **Phone** 496-4690 or 490-9621

Student Traveling	Address	Phone #	Parent Contact
Knutson, Ryan Daniel	PO Box 864, Thompson Falls, MT 59873	(406) 827-3522	Karen Knutson
Lausch, Olivia Leighann	PO Box 192, Alberton, MT 59820	(406) 722-4954	Elizabeth Lausch
Danhof, Laurel Rose	PO Box 482, Plains, MT 59859	(406) 826-5718	Rose & Keith Danhof
Schomer, Jalina Michelle	PO Box 2388, Thompson Falls, MT 59873	(406) 212-2227	Dina Schomer
Thompson, Jake Tyler	PO Box 202, Alberton, MT 59820	(406) 864-0071	Brenda Marsh
Neal, Joanna Rose	1215 River Road West, Plains, MT 59859	(406) 826-4461	Barbara McCrea
Lapinski, Thomas Raye	PO Box 1181, Superior, MT 59872	(406) 822-3122	Michelle Lapinski
Lyght, Jennifer Renee	PO Box 1521, Thompson Falls, MT 59873	(406) 827-3700	Tony Lyght
Maes, Adam Patick	1403 Olson Gulch Rd., Anaconda, MT 59711	(406) 563-3070	Rhonda Maes
Adler, Kourtlin Cope	608 Hickory, Anaconda, MT 59711	(406) 563-7772	Dayna Adler
Salminen, Samantha J	728 1/2 W. Granite, Butte, MT 59701	(406) 782-2911	Steve Salminen
Magill, Jennifer L	5915 Barnett Drive, Helena, MT 59601	(406) 458-1921	Trinna Smith
Werle, April Dawn	8250 Grouse Ct., Helena, MT 59602	(406) 449-2691	Amelita Villas
Bair, Kristina Dawn	PO Box 446, Sheridan, MT 59749	(406) 842-7804	Don & Helena Bair
Ransom, Austin J.	PO Box 273, Harrison, MT 59735	(406) 685-3655	Carla Ransom
Rhoads, Brittanie Renee	PO Box 1594, Ennis, MT 59729	(406) 570-0719	Kimberly Rhoads
Townsend-Howser, Thomas Brant	PO Box 864, Whitehall, MT 59759	(406) 593-7922	Elizabeth Howser
Ball, James Gabe	PO Box 1073, Whitehall, MT 59759	(406) 559-0518	James & Catherine Ball
Meredith-Wetzsteon, Danielle Marie	214 E 8th Ave., Twin Bridges, MT 59754	(406) 684-5518	Joetta Wetzsteon
Welch, Keaton James	#6 Alaska Way, Whitehall, MT 59759	(406) 287-9394	Mike Welch

TRIO UpwardBound
MONTANA TECH OF THE UNIVERSITY OF MONTANA
Itinerary for Washington D.C. Trip Mar. 20-25

Amy Verlanic 491-0766, RuthAnne Shope 491-1254, Zach Hawkins 439-2395
Brandon McLean 491-3023, The resa Rader 491-1907

Saturday, March 20th (Amy, RuthAnne, Zach)

4:30 AM Depart Thompson Falls High School (Dian Hanna 599-1460)

5:00 Depart Plains High School

5:30 Sheridan, Twin Bridges and Whitehall students Depart Whitehall High School
(Amy Verlanic 491-0766)

5:30 Anaconda and Butte students depart Anaconda with Rhonda Maes (559-0854)

5:45 Ennis and Harrison students depart Cardwell Gas Station with other RVUB students.

5:45 Superior students depart Superior High School

6:45 LCFUB students arrive Missoula Airport

7:30 RVUB and MTUB students arrive Helena Airport

7:45 AM LCFUB students depart Missoula (RuthAnne Shope 491-1254)

8:40 MTUB and RVUB students depart Helena (Amy Verlanic 491-0766, Zach Hawkins 439-2395)

Breakfast and lunch on your own in airports

3:53 PM LCFUB students arrive Reagan National Airport

4:22 MTUB and RVUB students arrive Reagan National Airport

6:00-8:00 Dinner and free time at ESPN Zone (confirmed)

8:30 Check in to motel: Country Inn and Suites, 8850 Hampton Mall Dr., Capital Heights, MD 20743 (301-350-8088)

8:30-11:00 Free time in motel

11:00 Student in rooms with doors taped

Sunday, March 21st (Amy, RuthAnne, Zach day, swap at dinner with Brandon and Theresa)

7:00-8:00 AM Breakfast in motel

8:00-9:00 Free time in motel

9:00-9:30 Pass out agendas for week and talk about events and expectations.

9:30 Depart motel for Smithsonian Museums

10:00-3:00 PM Visit Smithsonian Museums. **Lunch on your own** in mall area

3:45-5:20 Visit National Holocaust Museum (confirmed)

5:30-6:30 **Dinner on your own at Old Post Office**

8:00-11:00 Night time monument tour (confirmed)

11:30 Students in rooms with doors taped

Monday, March 22nd (Brandon and Theresa)

7:00-8:00 AM Breakfast in motel

8:00 -9:00 Free time in Motel

9:15 Depart Motel for American University Tour

10:00-11:30 Tour of American University and visit to school bookstore (confirmed)

12:00-1:00 Lunch at Ben's Chili Bowl (awaiting confirmation)

1:30 – 2:45 National Cathedral (#32670)

3:00 – 4:30 National Zoo (awaiting confirmation)

4:30 – 6:30 Embassy Row

6:30-9:00 **Labanese Taverna 2641 Connecticut Avenue NE (703) 841-1502 (confirmed)**

9:30 Return to motel

9:30-11:00 Free time in motel

11:00 Students in rooms with doors taped

Tuesday, March 23rd (Brandon and Theresa)

6:30-7:30 AM Breakfast in motel

8:00-9:00 Activity and discussion of purpose, expectations and procedures for Capital Hill visits

9:45-10:30 Visit to Library of Congress (confirmed)

Noon-1 PM Visit with Senator Max Baucus and Tester in Hart Atrium

1:30 Visit with Congressman Denny Rehberg in Rayburn HOB room 2448

2:30-4:00 **Late lunch on your own at Union Station Food Court**

staff purchase METRO cards while students eat

4:00-5:00 Metro Ride & group picture by the Whitehouse

Red line toward Shady Grove.

Get off at the Metro Center and

transfer to Orange line to Vienna, and

get off at McPherson Square

Walk to the Whitehouse (Pennsylvania & 16th)

and take pictures, view the gift shop.

5:00-7:00 McCormick and Schmick's (confirmed) K & 16th

8:00-10:00 Viewing of *Sheer Madness* at Kennedy Center for Performing Arts (confirmed)

10:00-11:00 Return to Motel/Free Time

11:00 Students in rooms with doors taped

Wednesday, March 24th (Brandon, RuthAnne, Theresa)

6:30-7:30 AM Breakfast in motel

7:30-8:00 Free time in the motel

8:00 Depart Motel

8:30-10:00 Visit Arlington Cemetery

10:45 **Lunch at Hard Rock Café (BEO0008539)**

999 E. St. NW

11:45 PM Visit National Archives (4-935548)

Corner of Constitution Ave. & 7th Street

1:15-3:00 Visit Ford's Theater, Patterson House and cheap souvenir shopping (2624049 / TP0709)

511 10th St. NE

3:30 Depart for Georgetown

4:00-5:30 Tour of Georgetown University (confirmed)

7:00-10:00 **Moonlight boat cruise and dinner on Potomac River (confirmed)**

10:30 Return to Motel

11:00 Students in rooms with doors taped

Thursday, March 25th

7:00-8:00 AM Breakfast in Motel

8:00-8:30 Room checks and check out

8:45 Depart for Reagan National Airport

9:30 Arrive Reagan National Airport

12:05 PM All students and chaperones depart D.C. for Minneapolis

Lunch and dinner on your own in airports

7:05 LCFUB students & chaperones arrive Missoula Airport

7:45 LCFUB students depart Missoula Airport (Dian Hanna)

8:15 Drop off Alberton students at AHS

8:45 Drop off Superior students at SHS

9:30 Drop off Plains students at PHS

9:32 RVUB & MTUB students & chaperones arrive Helena

10:00 Drop off Thompson Falls students at TFHS

10:15 Butte and Anaconda students depart Helena Airport (Brandon McLean, Theresa Rader)

10:15 RVUB students depart Helena Airport (Amy Verlanic)

11:15 Butte student dropped off

11:45 Anaconda students dropped off at AHS

12:00 AM Ennis and Harrison students dropped off at Cardwell Gas Station

12:15 Sheridan, Twin Bridges and Whitehall students dropped off at WHS