

INTERNATIONAL TRIPS: GROUPS of RRUC MEMBERS

Original, Adopted May 3, 1999

1. Coverage. This policy covers any trip involving international travel that is publicized as sponsored by RRUC, or is organized by staff, members or friends of RRUC acting in that capacity.

2. Board Approval. All RRUC sponsored trips involving international travel must be approved by the Board of Trustees before accepting applications for participation. In determining whether to approve RRUC sponsorship of an international trip, the Board will consider the recommendations of the staff concerning the following factors and any additional factors the Board determines appropriate:

a. *Relation to mission.* The Board will consider the extent to which the trip furthers the mission of RRUC and the extent to which it may detract from other activities that further the mission of RRUC.

b. *Funding.* The Board will consider whether RRUC will incur any costs with respect to the trip. Costs that are not born by participants must be raised in a manner consistent with RRUC fund raising policies. Any costs of an RRUC sponsored international trip that may be born by RRUC must be covered by the approved budget (or a special allocation).

c. *Risks to participants.* The Board will consider the extent to which precautions have been taken to minimize any risks to participants, including the ratio of adults to children, and the extent to which risks are disclosed to participants.

d. *Risks to RRUC.* The Board will consider whether the trip is likely to create a material uninsured risk to RRUC either for the activity or for future activities. In particular, the Board will consider whether any requirements of RRUC's liability insurer have been met.

3. Procedures. At least 3 months before the anticipated departure, trip organizers should submit a written request for Board approval of RRUC sponsorship of an international trip. The request should be delivered to the Senior Minister and should include the purpose of the trip, the nature of who is expected to participate and the planned itinerary. The staff will review the material and forward a recommendation to the Board at least 2 months before the anticipated departure. If requests are not submitted in the times set forth in this paragraph, there can be no assurance that the Board will be able to act prior to the scheduled date of the trip.