Helpful Hits...

- If you are providing transportation for participants utilizing a school bus or charter bus, please request a quote with Melissa. Once you’ve received a quote, complete a Purchase Order in our office to reserve the proper vehicle for your trip.
- Submit a Van Request form to request a van for your trip. The request must be approved at least two weeks prior to your event. Each van is rentable for the cost of $50 per day for up to 3 days. The students driving the van must have completed the Defensive Driver Training Course.
- In the event that a vehicle, van, or bus is in a traffic accident, a report must be filed with our office within 24 hours upon return. If possible photos and statements should be taken at the scene of the accident. Names of anyone involved should be included.
- It is courteous to give a tip to a charter bus driver. A check request can be completed prior.
- Trip waivers MUST be completed for any trip. These waivers should be returned to our office 48 hours prior to departure so that copies can be made and sent to trip staff.
- Some events/trips/conferences require overnight stays in a hotel. If so please make an appointment to discuss the needs of the group prior to booking hotel reservations.
- Ticket Sales for events must be done through University Tickets. Please make an appointment with Melissa to set up your sale.

First Things First...

- Develop an idea for a trip with your club/organization.
- You may need to consider one of the following: location reservation, contracts, transportation, advisor or faculty presence, hotel, promotion, ticketing, and other necessary items that are relevant to your trip.
- Contact potential sites or destinations for your group to visit. Discuss when you plan on hosting the trip, group pricing, site discounts, and other necessary details.
- If the outside provider is required to sign a contract with Western New England University, please submit the complete contract draft to our office. Once the contract is approved, we will contact your organization.
- A completed risk waiver must be completed for all trips.
- All trips must have an advisor or knowledgeable faculty/staff member in attendance.

Questions?
Visit Us:
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