

# Guests Best Practices

The following best practices apply to all individuals accompanying participants of UT Dallas programs. While UT Dallas does not restrict program participants from bringing guest on a UT Dallas program, it is not a practice that is encouraged. UT Dallas reserves the right to impose limits and/or conditions on the roles, activities and presence of guests. Such limits or conditions derive from concerns related to health, safety or security as determined by UT Dallas. In some cases, guests may not be permitted to join the program for some or all activities.

**Definition of Guest.** A guest is **not** a UT Dallas current student or employee. A guest is a person accompanying a participant of the group with authorization from the faculty leader, or from the next person in hierarchy if the individual is a faculty leader guest.

## Forms guests must fill out prior to departure

- Medical Information and Release form: [Minor Medical Information and Release form. B4-B](#) and/or [Adult Medical Information Release form. B4-C](#).
- Release and Indemnification form for travel outside the U.S.: [Minor Release and Indemnification form. B4-D](#) and/or [Adult Release and Indemnification form. B4-E](#).
- Release and Indemnification form for travel within the U.S.: [Minor Release and Indemnification form. B4](#) and/or [Adult Release and Indemnification form. B4-A](#).

**Roles of guests.** Guests are not considered in any way to be resident directors, program staff or official representatives of UT Dallas. Therefore they should take no role in leading the group or making decisions regarding the program or program participants.

**Minor children.** It is recommended that guests under the age of 18 be accompanied by another supervising adult. Adult childcare professionals are also considered guests. Program participants, including group leaders should not provide childcare for guests during the program.

**Expenses.** In no way should guests benefit from services paid for by student fees. This information must be made transparent so there is no misunderstanding that student program fees are subsidizing non-participants in any way. Examples:

- Guests may participate in program excursions and field trips, provided such participation does not increase the cost of the excursion. Program excursions are planned to accommodate all students plus the participating leader(s). If participating in excursions, guests must pay all per-person expenses separately (i.e., entrances to parks or museums, theatre tickets, transportation, meals, etc.).
- If the group travels on charter transportation, the guest should pay the pro rata share for the portion of the charter used.
- In no case is program money to be used to fund guest participation in special events. If the cost for the guest is included on a group receipt, it must be deducted before the receipt is submitted for reimbursement.

**Insurance.** Guests are responsible for their own medical and liability insurance coverage. It is recommended that guests get insurance to cover their needs. UT Dallas cannot recommend or verify the insurance is appropriate, guests will need to ensure it is appropriate for their needs.

**Safety.** Guests are responsible for their own safety. It is the responsibility of all guests to familiarize themselves with the health, safety, and cultural considerations of the program's destination. UT Dallas is not responsible for the injury, illness, loss, or death of a guest on a UT Dallas program. Guests are expected to abide by all program policies and any additional restrictions that are imposed for safety reasons.

### **Emergency Assistance**

For travel outside of the U.S.:

- Guests **are not** covered by the International SOS emergency assistance scholastic program. Individual ISOS memberships are available for purchase via the [ISOS website](#). Using membership # **11BSGC000037** will provide a 20% discount.
- Guests who are U.S. citizens are encouraged to get registered with the STEP program. Non-U.S. citizens are encouraged to report with their home country embassy at their destination.