



## PSP Overnight Trip Policy for Mentor and Scholar Travel

**All overnight trips must be approved by PSP staff in advance.** Mentors should send a Trip Proposal Form to the PSP Office. This form is in the Mentor Resources section of our website.

### Trip Purpose:

- For a one-night trip: Requires at least one college visit or significant new experience not available in the student's home town (e.g. going to Grand Canyon)
- For two-night trips: Requires at least one college visit

### Trip Participation

- Overnight trips are only permitted once a mentor and scholar show regular activity together over several months. Regular activity typically means that the mentor and scholar see each other at least once a month.
- All overnight trips must include 2 or more mentors, or 1 mentor and one co-mentor.
- At least two scholars must participate in all overnight trips.

### Trip Planning and Reporting

- Before the trip:
  - Mentor must submit the trip planning form with detailed outline of trip, including name and cost of hotel and transportation, types of transportation and proposed activities. The Executive Director will review the trip planning form and determine whether to approve the trip.
  - If the Executive Director approves the trip, mentor will finalize the arrangements and submit a final trip form prior to trip departure that includes the hotel confirmation information, including mentor's request that hotel rooms will all be on same floor.
  - Mentor must provide PSP with a copy of the permission slip/waiver agreement signed by the scholar's parents prior to trip departure.
- After the trip:
  - Mentor must email a brief written summary of the trip within 7 days of returning home.
  - Mentor must submit copies of tickets and receipts for hotels and lodging upon return.

### Lodging:

- Mentors and scholars must be in separate rooms, not in suites.
- Scholars of different genders cannot share the same room.
- PSP will pay for only one room for the mentors to share, unless mentors are of mixed genders.
- Rooms should ideally be on same floor and next door to one another.

### Cost:

- Mentor needs to demonstrate that scholar has enough money to do other activities throughout the year, and that this trip won't make it impossible for the student to receive additional mentoring.

**The Executive Director retains discretion to grant exceptions to any or all of these rules, but will do so only in exceptional circumstances.**