

**Department of Anthropology | Stanford University****Department of Anthropology Best Practice Reference, Global Research and Graduate Student Check-out for Field Research****STUDENT INFORMATION**

Student Name	SUID#
Email	Cellular Telephone
Faculty Advisor	Department Track
PhD Degree Program/PhD Minor (if any)	Department/Program
MA Degree Program	Department/Program
Destination Country	Destination City(s)
Departure Date	Expected Return Date
Mailing Address (in Field)	Message Telephone (in Field)

**Travel**

- International Student Identification [http://icenter.stanford.edu/quick\\_reference/isic.html](http://icenter.stanford.edu/quick_reference/isic.html)
- US Department of State, Smart Traveler Enrollment Program <https://step.state.gov/step/>

**Visa**

- International Visa, research or other

Country	Date of Issue	Expiration Date	Type of Visa	Renewal
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**Affiliation**

- Institutional Affiliation, research or other

Country	Date of Issue	Expiration Date	Type of Affiliation	Title
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**Letters of Introduction**

- Chair's Letter of Introduction to Field Research
- Chair's Letter Requesting Institutional Affiliation
- Chair's Letter of Status, Time-to-Degree, and Confirmation of Funding

**Automobile Rental and Insurance**

- Renting cars outside of the United States should elect for all offered car rental insurance and should sign the car rental agreement as "Jane/John Doe for Stanford University". Attached please find the standard University waiver. Anyone traveling in the rented vehicle should be asked by the driver to sign a waiver [Stanford University Assumption of Risk, Release of Claims, Indemnification and Hold Harmless Agreement For Travel] to reduce liability for the driver responsible for renting the vehicle.

<http://web.stanford.edu/dept/Risk-Management/docs/vehicleguide.shtml>

[https://web.stanford.edu/group/fms/fingate/staff/travel/webauth/car\\_rental.html](https://web.stanford.edu/group/fms/fingate/staff/travel/webauth/car_rental.html)

<https://adminguide.stanford.edu/chapter-5/subchapter-4/policy-5-4-2#anchor-23899>

**Stanford OAI Foreign Travel Registry(s)**

- Office of International Affairs, Registry <https://oia.stanford.edu/travel-registration> and <https://international.stanford.edu/register-your-trip-and-notify-your-departmentsponsoring-unit-skip-step-if-you-purchase-your-ticket>
- Global Business Services, Registry <http://web.stanford.edu/group/fms/globalops/>

**Export Control Decision Tree and Certification**

- Decision Tree, <https://doresearch.stanford.edu/research-scholarship/export-controls/export-controls-decision-tree>

One-time Certification for Tangible Items..., <https://web.stanford.edu/group/export/forms/TMP.html>

**Insurance**

Vaden Travel Clinic <http://vaden.stanford.edu/travel/index.html>

Cardinal Care (Identification Card and Evidence of Coverage) <http://vaden.stanford.edu/insurance/cardinalcare.html>

Cardinal Care (Emergency medical evacuation and Unlimited medical repatriation) <http://vaden.stanford.edu/pdf/CardinalCarebrochure2010-2011.pdf>

Other Insurance, Health \_\_\_\_\_

Stanford International Travel Assistance Program <http://internationaltravel.stanford.edu/home>

(Vaden - Tier II benefits) Health Services fee waiver if residing outside of the US [http://vaden.stanford.edu/fees/campus\\_fees.html](http://vaden.stanford.edu/fees/campus_fees.html)

ISOS Stanford International Travel Assistance <https://internationaltravel.stanford.edu/getting-started-0>

**Human Subjects**

Evidence of Training (tutorial) - Collaborative Institutional Training Initiative (CITI) Human Subjects Research <https://www.citiprogram.org/aboutus.asp?language=english>

Evidence of Training (tutorial) - Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research <https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100>

Submission of a (non-medical) Human Subjects Protocol <http://www.stanford.edu/dept/DoR/NonmedHS>, approval date \_\_\_\_\_

Non-medical Human Subjects protocol submission, renewal date \_\_\_\_\_

**Student and Exchange Visitor Information System (SEVIS)**

Passport \_\_\_\_\_  
Issue date Expiration Date

Visa, US (for International Students)

I 9 <http://co.stanford.edu/resources/forms>

I 20 <http://icenter.stanford.edu/students/current/extend.html>

I 94 <http://icenter.stanford.edu/docs/orientation/I-94.pdf>

Graduate Leave of Absence form <http://studentaffairs.stanford.edu/sites/default/files/registrar/files/leaveofabsence.pdf>

**Department of Anthropology**

Department Supplemental funding form

Department approval of the Dissertation Proposal: \_\_\_\_\_  
Date of Approval Dissertation Proposal Title

Assessment of Risk and Evidence of an Evacuation Plan: \_\_\_\_\_

**Data**

Stanford University, Secure Computing, Classification of Data [http://www.stanford.edu/group/security/securecomputing/dataclass\\_chart.html](http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html)

Stanford University, Information Technology Services Policy Agreement for Using the Stanford Whole Disk Encryption (SWDE) Service [http://www.stanford.edu/services/encryption/wholedisk/policy\\_agreement.html](http://www.stanford.edu/services/encryption/wholedisk/policy_agreement.html)

Stanford University, Institute for Research in the Social Sciences, Data Management Plan Support at IRISS <https://iriss.stanford.edu/Tools/dmp> and [https://iriss.stanford.edu/Tools/dmp\\_resources](https://iriss.stanford.edu/Tools/dmp_resources)

Fob for two-step authentication <https://uit.stanford.edu/newsletter/new-easy-use-two-step-authentication-replacement-printed-list>

Mobil Device Management, <https://itservices.stanford.edu/service/mobiledevice/management>

**Funding****FELLOWSHIP**

**Fellowship (FS):** Fellowship stipends are financial aid, not salary. No service is expected in return for a fellowship; it is awarded on a merit basis to assist a student in the pursuit of a degree. Fellowship <http://gap.stanford.edu/7-1.html> and <http://gap.stanford.edu/7-2.html> and <http://dor.stanford.edu/gfs/Sec2.html>.

Graduate Aid at Stanford University, <http://www.stanford.edu/dept/finaid/grad/aid/index.html>

**SALARY**

**Time Sheet Acknowledgement:** I agree to submit hours each pay period according to the information provided in the link below. I understand that failure to submit timesheets accordingly may be ground for employment termination.  
[http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick\\_steps/enter\\_time\\_studentWorker.html](http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick_steps/enter_time_studentWorker.html)

Assistants/Appointments for Salary

Graduate Student Assistantships are a form of student employment, earning a compensation package including both salary and tuition allowance (TAL) for the performance of research or teaching services to the University as part of the student's academic and professional training and development.  
[http://adminguide.stanford.edu/24\\_2.pdf](http://adminguide.stanford.edu/24_2.pdf) and <http://gap.stanford.edu/7-3.html> and <http://www.stanford.edu/dept/DoR/gfs/Sec1.html>

Types of student assistants/appointments:

**Course Assistant (CA):** a CA helps with course preparation and grading, holds office hours, maintains course websites, and may give an occasional presentation and meet with students. CAs do not receive University course evaluations. Only TAs associated with individual discussion sections will receive University course evaluations, not CAs.

The CA assists a faculty member who has primary responsibility for a course. Duties vary but do not include classroom teaching. Duties may include: assisting in the preparation of lecture materials and running laboratory sessions, conducting review sessions and grading exams, holding office hours, and monitoring or maintaining existing course web sites.

**Pre-doctoral Research Affiliate (PRA):** a PRA makes an original contribution to a research effort of common interest to the student and research supervisor (advisor). An advanced Ph.D. student in one of these appointment categories: Humanities and Social Sciences who is engaged in research under the supervision of a faculty member; and, who makes an original contribution to a research effort that serves the common professional objectives of the student and supervisor.

**Research Assistant (RA):** a RA works on a research project under the supervision of a faculty member.

**Teaching Assistant (TA):** a TA has significantly more independence and responsibility than a CA. A TA leads one or more regularly scheduled discussion sections and holds office hours. The faculty member is the primary course instructor and awards grades. A TA receives TA course evaluations from the University for her or his section(s).

A TA has significantly more independence than a Course Assistant. The Teaching Assistant works with a faculty member who has primary responsibility for a course, or assists a group of students in several courses. Duties vary and may include: preparing for class sections and/or laboratories where new material may be presented, presenting material in classroom or lab setting, marking and/or grading some portion or all of the exams or papers (but not independently assigning the final grade), and holding regular office hours.

**Teaching Affiliate (TF):** a TF is an advanced graduate student with substantial teaching experience and has full responsibility to deliver a course under the mentorship of a faculty member. A TF awards the final grade and is listed as the primary instructor for the course. A TF may be assigned a TA or a CA if the course is eligible. A TF receives instructor course evaluations from the University. TFs are usually hired to teach required or popular SUSE courses when a faculty member is on sabbatical.

A Graduate TF is a teaching appointment limited to graduate students who have had substantial teaching experience. The Graduate Teaching Affiliate will typically be identified as the Instructor in Stanford publications, and will have primary charge and responsibility for the course (with the mentorship of a faculty member). Responsibilities for the class typically include: preparation, teaching, grading, holding regular office hours, etc., in keeping with the established practices of the department; in some cases Graduate Teaching Affiliates have full responsibility for a course where the content is defined by a faculty coordinator; in other cases, they will develop course materials independently with the guidance of a faculty mentor for a course that has been approved by the department/program in which it is offered.

Employment/Salary

Student employees (i.e. student assistants and affiliates; or, students reporting timesheet hours worked) must meet several requirements before receiving a paycheck. Students must be registered in any quarter in which salary is received (including summer), make suitable academic progress, and maintain good standing in the University. In certain circumstances, there can be allowable exceptions.

Work performed for the period of the 1st to the 15th of a given month is paid on the 22<sup>nd</sup> (same month); and, work performed for the period of the 16<sup>th</sup> through the 30<sup>th</sup> (31<sup>st</sup>) is paid on the 7<sup>th</sup> of the following month. Student appointments follow a standard quarterly schedule (listed below) with the

exception of Graduate Financial System entries for either affiliateship or assistantship money entered as an 'alternate quarter payment'. In this case, payments are made one pay period earlier:

Standard Quarter Appointment Span		First Check	Last Check
Autumn	Oct 1 - Dec 31	Oct 22	Jan 7
Winter	Jan 1 - March 31	Jan 22	Apr 7
Spring	Apr 1 - June 30	Apr 22	July 7
Summer	July 1 - Sept 30	July 22	Oct 7

Alternate Quarter Appointment Span		First Check	Last Check
Autumn	Oct 1 - Dec 31	Oct 7	Dec 22
Winter	Jan 1 - March 31	Jan 7	Mar 22
Spring	Apr 1 - June 30	Apr 7	June 22
Summer	July 1 - Sept 30	July 7	Aug 22

- Time Record of Hours Worked [http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick\\_steps/enter\\_time\\_studentWorker.html](http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick_steps/enter_time_studentWorker.html)  
 -Undergraduate <http://adminguide.stanford.edu/24.pdf>

-Graduate: Hourly Employment via Payroll — Graduate students may be employed and paid for work unrelated to the student's academic and professional training. Such employment is not considered an assistantship appointment, does not generate tuition, and is not processed in GFS.

#### Work in Addition to Assistantship/Affiliateship Appointments

To preserve the focus on the student's academic progress, Stanford University limits the amount of additional employment that any enrolled student may have while holding a 50% assistantship appointment. The paragraphs below reflect both Stanford requirements and U.S. immigration regulations related to student visas. In these paragraphs, the quarter is defined as starting on the first day of classes and ending on the last day of final exams, as defined by the University Calendar or the published calendar of the involved School. The following limits do not apply to the period between quarters, as defined by the appropriate academic calendar. (The quarter period is different from the RA's or TA's pay periods, as the standard "start" and "stop" dates for assistantships are intended to pay the student continuously including breaks between quarters.) Individual schools and departments may have stricter policies related to additional employment.

- a. Limit on Hours for U.S. Students — During Autumn, Winter and Spring quarters, students on 50% time assistantships may not be employed more than an additional eight hours a week inside Stanford and/or outside of Stanford; those eight hours cannot be in other assistantship positions.
- b. Limit on Hours for International students — Students on F-1 and J-1 visas are limited to a total of 20 hours of employment on campus per week, including their assistantship appointment(s) during any quarter in which they are fully enrolled. For further information regarding regulations for students with F-1 and J-1 visas, contact Bechtel International Center, [http://icenter.stanford.edu/students/current/employment\\_onsampus.html](http://icenter.stanford.edu/students/current/employment_onsampus.html).

#### **RESOURCES**

- For Faculty and Staff, Student Hiring [http://www.stanford.edu/dept/finaid/faculty\\_staff/index.html](http://www.stanford.edu/dept/finaid/faculty_staff/index.html)
- I 9 Verification form, Employment Eligibility Verification <http://studentaffairs.stanford.edu/sites/default/files/resed/files/i-9.pdf> and [http://www.stanford.edu/group/fms/fingate/staff/payadmin/quick\\_steps/collect\\_submit\\_i9.html](http://www.stanford.edu/group/fms/fingate/staff/payadmin/quick_steps/collect_submit_i9.html)
- For Permanent Residents, a Resident Alien Identification and Tax Considerations <http://studentaffairs.stanford.edu/sfs/tax/overviews-residents>
- For F1/J1 Visa holders, a Passport, Visa and Current I 20/DS-2019 [http://icenter.stanford.edu/quick\\_reference/visa\\_info.html](http://icenter.stanford.edu/quick_reference/visa_info.html)
- For US National Students and Resident Aliens, Tax Considerations <http://studentaffairs.stanford.edu/sfs/tax/overviews-residents>
- For Foreign National Students Teaching Assistants, TAOK Screening <http://studentaffairs.stanford.edu/gradadmissions/admitted/assistantships>
- For Foreign National Students, Obtaining a Social Security Card [http://icenter.stanford.edu/quick\\_reference/soc\\_sec.html](http://icenter.stanford.edu/quick_reference/soc_sec.html)

- For Foreign National Students, Claiming Tax Treaty for Fellowship payments [http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/quick\\_steps/claim\\_taxTreaty\\_fellow.html](http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/quick_steps/claim_taxTreaty_fellow.html)
- For Foreign National Students, Tax Considerations for Non-resident Aliens <http://studentaffairs.stanford.edu/sfs/tax/overviews-non-resident>
- For Foreign National Students, Determining residency <http://studentaffairs.stanford.edu/sfs/tax/overviews-residency>
- Tax Data for Documentation of Withholding, the W 4 form (online) <http://studentaffairs.stanford.edu/sfs/tax/steps-declare>
- Enrollment Requirements <http://www.stanford.edu/dept/registrar/bulletin/4903.htm> and <http://gap.stanford.edu/3-1.html>
- Multiple Jobs in a Quarter <http://gap.stanford.edu/7-3.html>
- Direct Deposit [http://www.stanford.edu/group/fms/fingate/students/universbill/quick\\_steps/enroll\\_direct\\_deposit.shtml](http://www.stanford.edu/group/fms/fingate/students/universbill/quick_steps/enroll_direct_deposit.shtml)
- Payroll Deduction <http://studentaffairs.stanford.edu/sfs/bill/resources-payroll> <http://studentaffairs.stanford.edu/sfs/bill/overviews-payroll-deduction>
- The Mail Code <https://www.stanford.edu/group/ic/cgi-bin/drupal2/node/450>
- Funding and the Mailing Address <http://studentaffairs.stanford.edu/sfs/bill/overviews-payment> and <http://studentaffairs.stanford.edu/registrar/parents/ferpa>

**CHECKLIST**

- I9
- I94
- I20
- Visa
- Passport
- Direct Deposit
- Confidentiality Agreement
- Disclosure of all current funding sources

**Paying Others for Services**

**Considerations for:**

- An Individual, US National
- An Individual, Non US National

\_\_\_\_\_  
Citizenship Country

- A Vendor, US
- A Vendor, Non US

\_\_\_\_\_  
Location Country

**Taxation, US Forms**

- W-9 Request for taxpayer Identification Number and Certification
- W-8BEN Certificate for Foreign Status of Beneficial Owner for United States Tax Withholding
- I 9, Employment Eligibility Verification

**Graduate Student Researcher, Compliance Portfolio**

- Principal Investigator approval status
- Determination and Status submission and/or Non-Medical Human Subjects Protocol approval status
- CITI Tutorial IRB completion status <https://www.citiprogram.org/aboutus.asp?language=english>
- CITI Tutorial RCR completion status <https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100>
- Non-supervisory Sexual Harassment Training completion status
- Ethics training completion status
- Conflict of Interest submission status
- Patent agreement submission status
- Pre-dissertation/dissertation Proposal approval status
- Foreign Activity Registration status (via <http://workgroup.stanford.edu>)
- Non-Medical Human Subjects Protocol Submission status

**Service(s) Performed by Other Agency, Entity or Individual**

- Translation \_\_\_\_\_
- Transcription \_\_\_\_\_
- Analysis \_\_\_\_\_
- Mapping \_\_\_\_\_
- GIS/GPS \_\_\_\_\_
- Research \_\_\_\_\_
- Administration \_\_\_\_\_
- Access \_\_\_\_\_
- Data Entry/Management \_\_\_\_\_
- Equipment \_\_\_\_\_
- Travel \_\_\_\_\_  
[Describe travel episode(s)]
- Tutoring \_\_\_\_\_
- Language Instruction \_\_\_\_\_
- Gifts \_\_\_\_\_

(Please explain if related tied to Human Subjects)

Other \_\_\_\_\_

**Best Practices**

- Journal of expenses (date, payee, purpose, method and amount of payment, location)
- Receipts (detailed information regarding the purchase) (who, what, why, where, when, how)  
[http://www.stanford.edu/group/fms/fingate/docs/lost\\_missing\\_receipt\\_form.pdf](http://www.stanford.edu/group/fms/fingate/docs/lost_missing_receipt_form.pdf) and  
[http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy\\_notes/reimbursable\\_expenses.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy_notes/reimbursable_expenses.html)
- Estimation of rate of pay [http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy\\_living\\_wage.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html) and  
[http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/per\\_diem\\_rates.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/per_diem_rates.html)
- Using (institutional) affiliations
- Estimate of cost of living, mileage, per diem [http://www.stanford.edu/group/fms/fingate/staff/reimburse/res\\_jobaid/mileage\\_reimb\\_rates.html](http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/mileage_reimb_rates.html)

**Buying and Paying Policy References**

[http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy\\_living\\_wage.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html)

[http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact\\_SU.html](http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact_SU.html)

<http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/index.html>

[http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice\\_process.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice_process.html)

[http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction\\_invoice.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction_invoice.html)

[http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/prompt\\_pay\\_checklist.html](http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/prompt_pay_checklist.html)

<http://doresearch.stanford.edu/policies/research-policy-handbook/conflicts-commitment-and-interest/institutional-conflict-interest>

**Other References**

Export Controls <http://export.stanford.edu>

Global Business Infrastructure Group <http://www.stanford.edu/fmsglobalops/contacts/globalBIG.html>

The Stanford International Initiative <http://international.stanford.edu>

Stanford Global Business Services, Foreign Activity Operations Guide <http://www.stanford.edu/group/fms/globalops/guide/index.html>

Research Policy Handbook <http://rph.stanford.edu/10-2.html>

Stanford University International Travel Policy <http://www.stanford.edu/dept/provost/news/travel.html>

Stanford University Risk Management Department <http://www.stanford.edu/dept/Risk-Management/docs/>

Office of the Vice Provost and Dean of Research, Research Policy Handbook, Openness in Research <http://rph.stanford.edu/2-6.html>

Stanford University, Secure Computing, Classification of Data [http://www.stanford.edu/group/security/securecomputing/dataclass\\_chart.html](http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html)

Stanford University, Information Technology Services Policy Agreement for Using the Stanford Whole Disk Encryption (SWDE) Service  
[http://www.stanford.edu/services/encryption/wholedisk/policy\\_agreement.html](http://www.stanford.edu/services/encryption/wholedisk/policy_agreement.html)

Stanford University Research Compliance Officer <http://humansubjects.stanford.edu/>

Stanford University, Institute for Research in the Social Sciences, Data Management Plan Support at IRISS <https://iriss.stanford.edu/Tools/dmp> and  
[https://iriss.stanford.edu/Tools/dmp\\_resources](https://iriss.stanford.edu/Tools/dmp_resources)

The Office of International Affairs <http://oia.stanford.edu>

Stanford University Research Compliance Officer <http://humansubjects.stanford.edu/>

School of Humanities and Sciences, [Guidelines for Departmental Sponsorship of Student Activities](#) (document dated 4 Mar 2015)

When a department or program agrees to sponsor a student activity, it assumes both financial and management responsibility for that activity. An “activity” may include a conference, travel, or other action proposed by a student or group of students that are not a formally recognized

Stanford University student group but whose activity may be funded or otherwise supported by the university (i.e., use of facilities, website, staffing, or other services or resources). This document provides general sponsorship considerations, outlines school expectations for sponsorship, and identifies additional requirements for student activities that include international travel.

#### Sponsorship Considerations

- Does the activity directly support the educational mission of the department?
- Is there AC faculty oversight and active involvement?
- What is the role of matriculated Stanford students if other non-Stanford students or other individuals are involved in the activity?
- Is there a detailed proposal for the activity (i.e., description of the activity, line item budget, detailed itinerary or plans, etc.)?
- Who will benefit from the activity?
- If students other than matriculated Stanford students will participate, how will this occur?
- Is there sufficient committed funding to achieve the activity's objectives?
- Do the students engage in on-campus or off-campus fundraising?
- What formal preparation is required of participants?
- Will the activity require collaboration with other Stanford offices (e.g., Office of Risk Management, Office of International Affairs, Student Affairs Office, Financial Aid Office)?
- Will the activity include minors? If yes, how will this be managed?
- What is the estimated time burden on staff for implementing this activity? Is there administrative capacity for this?
- Who in the department will handle administrative tasks (e.g., room reservations, financial accounting) for the activity?

#### H&S Dean's Office Expectations

As noted above, sponsorship of an activity results in direct responsibility for management of that activity. Specifically, the School of Humanities and Sciences Dean's Office expects that sponsoring departments will ensure the following:

- The activity has a defined intellectual agenda that supports the educational mission of Stanford University.
- Sponsorship has been reviewed and approved by both the faculty chair and the administrative manager.
- There is substantial faculty engagement throughout all the stages of the activity.
- There is dedicated administrative support to assist with all aspects of planning and who will be available to assist with issues that may arise during the activity.
- The activity will be available to all eligible students, regardless of ability to pay or accommodation needs.
- University funds are utilized to directly support Stanford University students.
- The activity has been reviewed with Student Affairs and the Office of Risk Management and all recommendations have been implemented, if appropriate.
- Proper university permissions have been obtained to use the Stanford name, logos, or website, if needed.
- The department will oversee fundraising activities and liaise with the Office of Development, if needed.
- Additional care will be taken (as outlined below) if the activity involves international travel.
- Additional care will be taken (as outlined below) if the activity includes minors.
- Evaluation of the activity will take place to assure that the above expectations were met.
- Sponsorship will be evaluated on a regular basis and typically is for a fixed term and is not an ongoing commitment.

#### Activities that Involve International Travel

The sponsoring department is expected to fully inform and guide student planning of the activity, including:

- Work with participating students to ensure that they have:
  - Thoroughly prepared for travel. This may include: orientation, meetings, enrollment in a course, or referring students to the Travel section on the OIA website.
  - A well-defined communication and contingency plan.
  - Valid medical insurance for the designated countries of travel, including evacuation and repatriation (refer to Vaden websites regarding insurance and travel).
  - A financial plan that will cover all anticipated and unanticipated expenses (e.g., emergencies).
  - Have a plan to pay for activities in-country. How will students pay for activities in locations where it is not safe to carry large amounts of cash?
  - Signed and returned all required waivers.
- Exercise due diligence in determining local in-country conditions based on information available from the U.S. Department of State, International SOS (ISOS), Center for Disease Control and Prevention (CDC), and other reputable sources as highlighted on the Travel page of the Office of International Affairs (OIA) website well in advance of the activity.
- Designate a department contact who will be available throughout the duration of the activity should an emergency or other situation occur.
- Collaborate with Risk Management and the Office of International Affairs to ensure that the travel plan has been thoroughly reviewed and approved.

#### Activities that Involve Non-student Minors

The sponsoring department is expected to fully inform and guide student planning of the activity, including:

- Work with participating students to ensure that they have:
  - Registered the event with Stanford Conferences
  - Obtained required medical information and signed waiver forms from participants
  - Completed required background checks and training for all individuals who will be interacting with minors
- Provide students with guidelines for appropriate behavior with minors
- Ensure adequate adult supervision of minor participants for the duration of the activity
- Designate a department contact who will be available throughout the duration of the activity should an emergency occur.

When an activity aligns closely with departmental or programmatic objectives and there is sufficient administrative capacity to work with students, it may be appropriate to formally sponsor an activity. Such decisions, however, should be carefully made and there is no obligation for the department or program to agree to sponsorship.

For additional information, please contact Susan Weersing, Associate Dean of Graduate and Undergraduate Studies ([Weersing@stanford.edu](mailto:Weersing@stanford.edu)).