



## Foreign Trip Requirements

### For a Foreign Trip under UCC Societies:

1. You must provide [societiesofficer@uccsocieties.ie](mailto:societiesofficer@uccsocieties.ie) with a Foreign Trip Proposal (overleaf) at least two months prior to departure which then needs to be
2. Be approved by your elected Societies Guild Executive. You will be emailed once approved/rejected. It is advised that you provide the trip proposal in good time- the later the approval the later you get to book your flights/ferry and this of course will result in higher prices.
3. Two weeks prior to your Foreign Trip you will need to provide a number of “in case of emergency” details (below) to the relevant staff (also detailed below).
4. Collect a copy of our Foreign Travel Insurance Policy details from Michelle Whyte

To reiterate- unless the above four points are completed **you will be travelling on an unsanctioned trip!** and to do so will result in the Society being **sanctioned heavily.**

#### Required ICE Details

At least 2 weeks prior to the trip an email must be sent to your elected guild President Mair Kelly ([president@uccsocieties.ie](mailto:president@uccsocieties.ie)) and Societies Officer Michelle Whyte ([societiesofficer@ucc.ie](mailto:societiesofficer@ucc.ie)).

#### Detailing:

The finalised day-by-day itinerary for the trip  
Flight details  
Accommodation name, address and contact number  
Details of nearest Embassy and Hospital

#### For the people that are travelling:

Provide screenshots of their membership profile  
Contact number

In case of Emergency, contact name & phone number for next of kin for each person travelling

European Health Insurance Card (EHIC formerly E111) numbers for each person travelling.

**To Note: EHIC Cards.** We ask EU-born students to ensure they have the EHIC with them when travelling within the EU as it is automatically recognised (faster treatment than any insurance policy) Technically all registered members travelling are covered by our Foreign Travel Insurance Policy so any non-EU students travelling with you would be included in that.



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Insurance Policy should also be employed if a student has to attend a private health clinic or hospital abroad where EHIC is not accepted.

### **Societies Proposed Training / Developmental/ Competitive Trips**

#### *Outside of Ireland*

When planning a trip for your members you need to consider the following points. Please complete the form and submit to [societiesofficer@uccsocieties.ie](mailto:societiesofficer@uccsocieties.ie) / [michelle.whyte@ucc.ie](mailto:michelle.whyte@ucc.ie) for review and approval.

Name of Society	
Dates for Trip	
Name of main trip organiser: The name of second in charge/ other trip leaders:	
Destination & justification for choosing this location:	
What is the developmental reason for this trip:	
How much is the overall cost – a good estimate based on quotes will suffice:	
Is this the first time this trip is proposed? Or is it an annual or biennial trip?	
How will you advertise this trip?  An email must be sent to all current society members informing them of the event and how to sign up.(e.g email / text to all members; posters; a meeting & presentation to brief the members of what is involved)	



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<p>How do people sign up for the trip:</p>	
<p>Are there selection criteria? N.B. All the people going on this trip must be members of the society.</p>	
<p>What is the breakdown (Undergrad/Postgrad) of the different membership types? Societies Executive strongly advise avoidance of the same people going every year. A preference must be given to first timers on a trip.</p>	
<p>What is your Health and Safety Plan for the trip? Who is your safety officer?</p> <p>This is a developmental training trip. At no stage should anyone leave the group to go and do their own thing without telling at least the two people in charge.</p>	
<p>What is your proposed Itinerary?</p> <p>THIS IS NOT A HOLIDAY! You must email the itinerary to all members going on the trip and it must include everyone's contact details.</p>	

Your Foreign Trip Proposal must now be emailed to Societies Officer [michelle.whyte@ucc.ie](mailto:michelle.whyte@ucc.ie) for approval.