To: "travelnews@lists.uoregon.edu" <travelnews@lists.uoregon.edu>

Dear UO Travel Coordinator,

You are receiving this important notice regarding Clery Act compliance because you coordinate, plan or arrange travel for student away trips.

Upon receipt of this notice, please:

- review the attached notification and forward to your travelers to whom this notice applies
- begin sending travel information, as per the attached requirements, to the Clery Coordinator
- contact the Clery Coordinator if you have questions or need assistance

Thank you for your assistance in complying with this federal law.

Monica Hildebrand
Clery Coordinator
University of Oregon Police Department
monicah@uoregon.edu
541-346-0670

You are receiving this notice if you plan or coordinate school-sponsored away trips for UO students. Below is important information that will enable the university, with your assistance, to comply with the Clery Act.

The Clery Act is a federal law that requires schools to report information about crimes that occur at certain types of locations. These crime statistics must be reported to the Department of Education and disclosed in the UO annual security report. The UO Clery Coordinator is responsible for Clery Act compliance, including the collection and reporting of crime statistics.

A big piece of Clery compliance is collecting and reporting information about crimes that occur at student away trips. More specifically, any crimes occurring at the following away trip locations: lodging, rented classrooms or facilities, or any other physical space in which UO has an agreement for control of space that will be used by students.

To qualify as Clery reportable, a minimum duration of overnight is required. Lodging will always qualify; however, any other type of agreement for use of a space for one day or less will not fall under Clery reporting requirements. For example, if the UO has an agreement to use a facility up in Portland for students to meet for the day and the students are not spending the night, this trip does not need to be reported to the Clery Coordinator. On the other hand, if students are using the facility for more than one day* and are spending the night at a hotel in Portland, both the lodging and the use of the facility will need to be reported to the Clery Coordinator.

*The >one day qualifier does not need to be two consecutive days. For example, it could be any off-campus facility that the UO has an agreement to use one day per term or once a year.

Types of agreements that qualify:

- Hotel or campground reservation
• Rental or lease agreement
• Formal contract
• Informal written agreement, such as an e-mail

Examples of lodging, facilities and use of space:

• Lodging: hotels, hostels, campgrounds, residence halls
• Facilities: classrooms, meeting rooms, conference rooms
• Use of Space: farmland, park land, garden

In Summary:

Student away trips must meet the following criteria to be Clery-reportable:

• It must be for educational purposes or a school-sponsored trip
• It must involve a UO agreement for use of space
• Lodging will always count, all other use of space agreements must be >1 day or frequently used by students (rule of thumb: if it’s a one-time agreement, don’t report it).

Trips that are not reportable under Clery:

• Any off-campus travel with no agreement for control of space or no lodging
• Faculty-only trips

Please note: This notification addresses, in general, what types of student away trips are Clery reportable. There will be student travel situations which have not been addressed, which may qualify. Please contact the Clery Coordinator to see if your department’s student travel may fall under Clery reporting requirements.

What the Clery Coordinator needs from you:

• Name of lodging, facility or other area for which an agreement exists
• Location (city, state, country) and physical address
• Date(s) of stay
• If the location is outside of the US, please provide the name and contact information (e-mail preferred) of the law enforcement agency that serves the location

How to provide trip information to the Clery Coordinator:

• E-mail
• Spreadsheet
• Travel itinerary
• Phone

When to provide trip information:

The deadline to get prior year student away trip information to the Clery Coordinator is by March 1 of the following year. For example, 2016 away trip information must be provided by March 1, 2017.

• If your department’s student travel is infrequent, it may be easiest to provide the information when the trip details are known, or after the fact when students are reimbursed for lodging.
If your department handles student travel frequently, it may be simpler to collect the information and provide it by term or annually.

How and when you provide the information will depend on your department’s student travel situation and what works best for you.

**How student away trip information is used:**

Using the information you provide, the Clery Coordinator will request crime statistics from law enforcement agencies who serve these locations. These law enforcement agencies will then submit statistics for any crimes that occurred while the students were there. These statistics will be reported to the Department of Education and listed in the UO annual security report.

**PLEASE DISSEMINATE THIS NOTICE TO ANY ADDITIONAL FACULTY AND STAFF WITHIN YOUR DEPARTMENT WHO MAY PLAN OR COORDINATE STUDENT AWAY TRIPS.**

**Questions?**

For more information or if you need assistance, please contact the Clery Coordinator:

- Monica Hildebrand, 541-346-0670, monicah@uoregon.edu

Compliance with this federal law is very important and is subject to audit by the Department of Education. Thank you for your assistance in meeting Clery compliance!