

Instructions for Faculty, Staff and Students Planning Student Trips

PART 1: How to report student lodging at student away-trips

The Clery Act is a federal law that requires schools to collect and report crimes that may occur at student lodging while on away-trips.

To meet Clery Act requirements, faculty, staff and students must provide student lodging information to the Clery Coordinator if it meets the following criteria.

Away-trip student lodging must be reported to the Clery Coordinator if:

1. The trip is in support of, or relates to, the school's educational purposes or the student's academic pursuits
2. The school is paying for all or part of the lodging (this includes when a student pays for the lodging and is later reimbursed)
3. There is an agreement (e.g., reservations, contract) between the school and the lodging for the students to stay there

Examples of reportable lodging:

- Hotels, motels and hostels
- Residence halls at other schools (unless the school is hosting UO students' visit)
- Campgrounds (except for campgrounds where there is no agreement or there is no fee)
- AirB&B rentals

Lodging that is not reportable:

- Students staying in private homes
- Camping on private land

Examples of what doesn't qualify:

- Off-campus travel for day trips (example: law students visit Circuit Court for the day)
- Faculty-only trips
- Airline, car or bus rental
- Side trips

What to report to the Clery Coordinator:

- The name and physical address of the lodging
- Dates of stay
- If the lodging is international, please provide the address or email of the law enforcement agency that serves the lodging

How to report:

- To report lodging for a single trip, you can fill out the fillable PDF form located on this site. Fill out the form, use the envelope icon at the top left corner and email it to: monicah@uoregon.edu. Or you can just send an email with the information.

- To report lodging for several trips, you may request a spreadsheet form to fill out, which can be emailed to the Clery Coordinator (monicah@uoregon.edu), at the end of each term.

Note: please do not report until the student trip has been confirmed.

PART 2: How to Report Facilities that are Rented or Leased for Student Use

The Clery Act also requires schools to collect and report crimes that may occur at facilities that are rented or leased for off-campus or away-trip student use.

To meet Clery Act requirements, faculty, staff and students must provide information about facilities rented or leased for students to the Clery Coordinator if the facility meets the following criteria.

Facilities rented or leased for student use must be reported to the Clery Coordinator if:

1. The facility is being used in support of, or in relation to, the school's educational purposes or the student's academic pursuits
2. The UO must have a contract or an agreement giving UO control of the space

Examples of facilities:

- Classrooms
- Meeting rooms
- Conference rooms

What doesn't qualify:

- Facilities where students attend or are invited, in which the UO does not have a contract or agreement for control of the space
 - Examples: students attending a conference, law students spending the day at Circuit Court, students spending time in classrooms at other schools

Example of student travel with a UO facility rental for student use:

A department on campus goes to Portland and rents a facility for student activities. The students also spend the night. In this situation, the facility rental and the lodging must both be reported to the Clery Coordinator.

How the information you provide 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.

Questions?

If you have a unique student travel or facility rental situation or have questions, please contact the Clery Coordinator: Monica Hildebrand, 541-346-0670, monicah@uoregon.edu