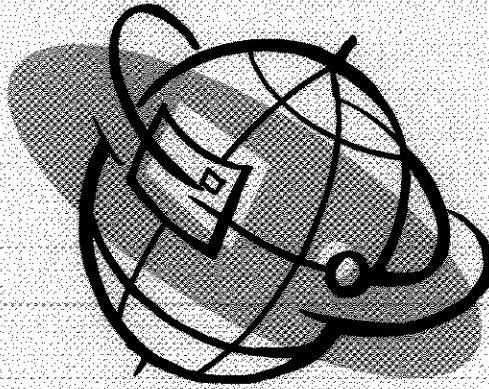


MCC Campus Center

Trip Planner

*Organizing all of your
travel needs*



Please read carefully before filling out.

M MONROE
COMMUNITY
CC COLLEGE

PART 1

This Travel Planner consist of:

- | | |
|---------------|---|
| Part 1 | Protocol for Trips
Check List
Participant Priorities |
| Part 2 | Cost-out Form
Request for Funds Form
Credit Card Procedure
Trip payment procedure |
| Part 3 | Code of Conduct Form
Conduct Agreement
Role of the Advisor on Trips
Evaluations
Vehicle Form |

Protocol for Travel Requests

All student groups must adhere to the following guidelines for travel and for requesting funds to travel. Please make sure that your group, along with your advisor, is familiar with parts 1, 2 and 3 of this travel planner.

1. Travel requests are not automatically approved. You must schedule an appointment (preferably including all officers and advisor) to meet with the Campus Center Director or designee at least one month in advance or more to discuss details of the trip and to get approval to move forward.
2. Once you have been given approval, the next step is to fill out part 2 of this "Travel Planner" in full. This part of the travel planner consists of a "Cost-Out" form, and a "Approval for Funds" form. Both of these forms must be completed in full. By filling out this part of the Travel Planner, you will actually know the true cost of the trip.
3. After we receive section 2 of the travel planner from your group, your request will be reviewed by a committee whose sole purpose is to review, allocate and approve funds for student groups who are requesting SA funds to support their trips. This committee meets once a week to review requests.
4. Once the committee has approved funding, the request will be forwarded to the Director or designee for a final signature and then on to the business office for processing.
5. Once your travel request is approved, all financial expenditure forms will be filled out for all or part of the club trip to be returned to the business office. Paperwork requesting credit cards must be completed at least two weeks in advance.
6. All requests for travel funds are allocated out of the "Travel Contingency Account." Since there are limited funds set aside in this account, once those funds run out, students may have the option of requesting funds from the Student Government Association, providing they have received approval from the Director or designee.
7. If a trip is canceled or any unused funds remain, the funds will be transferred back into the "Travel Contingency Account." Also, if the cost of your trip is reduced for reasons such as the club suddenly decides to go with a cheaper mode of transportation, after funds have already been allocated to the club, then the whole trip has to be re-evaluated, and approved funding will be reduced accordingly.

Trip Check List

- ★ Determine the number of participants for the trip.
- ★ Make sure you have communicated with your advisor about the trip. Your advisor has first priority to accompany the club/organization. If they are unable to go on the trip, you must seek approval from the Director/or designee to find an alternate.
- ★ Coordinate and get approval for your trip from the Director, Campus Center or his/her designee.
- ★ Make sure you have arranged a pre-meeting with all participants, prior to the trip (see section 2). Coordinate this meeting with the Director or designee. All participants must attend the pre-meeting.
- ★ Secure **LODGING** (coordinate with the Director, Campus Center or his/her designee). Make sure you get room rates per person, cancellation fees and any other pertinent information.
- ★ Complete all **REQUESTS FOR FUND FORMS** for the trip through agency/projects accounts or Student Association accounts/projects i.e., lodging, advisor per-diems and car rentals before departure (see Travel Protocol).
- ★ If you are renting a vehicle, please make sure to complete a vehicle form and reserve your van or car through the Campus Center Office. All drivers must turn in their license and conviction stub to the Campus Center office for processing at least two weeks prior to leaving.
- ★ Make copies of the Code of Conduct forms and pre and post-evaluation forms for everyone who is going on the trip. These forms should be filled out during your pre-meeting, with the exception of the post-evaluation form.
- ★ Fill out the **MCC Name List and Overnight Vehicle Form** (see section 3). This form serves two purposes. It will inform the Campus Center and Campus Security of the names and telephone numbers of all the participants who will be on the trip. Secondly, it gives Campus Security the names and vehicles that will be parked at school while the participants are gone. Please make sure that this form is filled out and turned over to the Campus Center 24 hours before departure.
- ★ Make sure you establish a post-trip meeting with all participants who will be going on the trip. Coordinate this with the Director, Campus Center or his/her designee.
- ★ **Waiver Forms** (release of liability form) should be filled out by all participants prior to leaving. Your advisor will keep the waiver forms during the duration of the trip. Waivers can be obtained through the Campus Center Office.

Participants Priorities:

- Priority shall be given to active members for all trips. Active members are students who attend meetings regularly and assist in implementing of and participation in club activities.
- Second priority shall be given to MCC students. These are students who attend MCC either full or part-time. These are also students who attend classes at the Brighton Campus, Damon Campus, Applied Tech and/or any of our satellite facilities.
- Third priority shall be given to faculty, staff and or guests. Guests are considered to be students from other colleges, parents and friends of students. Although we highly discourage guest participation on SA sponsored trips, before any guests can participate on a trip, the sponsoring club or organization must get approval from the Director/or designee. They must also sign an agreement to adhere to the trip's itinerary and the College's Code of Conduct.

If a trip does not fill up by the date designated by the Director/or designee and the sponsoring club or organization, a re-evaluation process will be established and at that time a decision will be made to open the trip up to faculty, staff and guests.

Any guest requesting to go on Student Association sponsored trips will be charged the true cost of the trip. The true cost is the amount charged to an individual before being subsidized by SA funds. Guests' costs cannot be underwritten with Student Association and Agency Account funds.

PART 2

Travel Information Packet

Monroe Community College
Campus Center Office

For Office Use Only	
Account Number	_____
Amount Approved	_____
Approved by	_____
Date	_____
Trip Packets	Yes _____ No _____

Please complete this form and return it to the Campus Center Administrative Office in building 3-126 at least 4 weeks (or more), prior to the trip. A follow-up meeting with the Director or designee is required for approval. All arrangements for trips (bus, transportation, lodging, tickets, etc.) sponsored by recognized student groups must be approved in advance. Trip accounts will be set-up by the Campus Center for groups of 10 or more. **Please use pen.**

Today's date _____ Trip Title _____

ORGANIZATION/CLUB SPONSORING TRIP _____

Destination (where is the group going) _____

Date of Trip: From _____ To _____

Purpose of Trip: _____

Pre-trip Meeting date _____ Where _____

Club Officer _____ Phone _____

Advisor(s) _____ Extension _____

Advisor(s) _____ Extension _____

Is the trip money refundable if someone cancels? yes _____ no _____ If yes how much \$ _____

SIGNATURE OF DIRECTOR OR DESIGNEE _____
(Must have signature if funds are to be collected for the trip at the Campus Center desk)

What is the Payment deadline date	_____
Number of participants anticipated:	_____
Amount of deposit per person \$	_____
Total amount due (per person) by deadline date \$	_____
Number of guests anticipated:	_____
Amount of deposit per guest \$	_____
Total amount due (per guest) by deadline date \$	_____

TRANSPORTATION

A. VANS/ TRUCKS

_____ van(s) _____ days _____ miles (round trip) \$ _____
_____ Truck(s) _____ days _____ miles (round trip) \$ _____
Total \$ _____

B. CAR RENTAL

Name of Rental Co. _____
_____ car (s) \$ _____ per mile x _____ miles(s) _____
Total \$ _____

C. BUS COMPANY

Name _____
Number of seats _____ Cost _____ **Total \$** _____

D. *AIRLINES

Name of Airline _____
Flight No. _____ Date of departure _____ Time _____
Return Flight No. _____ Date of Return _____ Time _____
Number of people _____ Cost per person - \$ _____ **Total \$** _____

E. *TRAIN

Name of Company _____
Train number _____ Time of departure _____ Arrival time _____ Destination code _____
Return Train Number _____ Time of departure _____ Return time _____
Total \$ _____

***Important:** If airline and or train tickets have been purchased for a student and or advisor and either party later decides not to go on the trip, the student/advisor may be held liable for the cost of the ticket. Exceptions to this policy would include health reasons (verified by a doctor in writing), death in the immediate family or serious injury. These exceptions all must be verified in writing and must be approved by the MCC Executive Director of the Association, Director of the Campus Center or his/her designee.

F. PACKAGE TRIP (only applicable if arrangements are done through a travel agency or chartering company)

Fill this out only if the price of the trip is a lump sum amount which includes three or more of these items and you made arrangements through a Travel Agency, Charter Company or Independent Agent:

Hotel Airline Chartered Bus Admission fee
 Registration fees Other _____

Total Package Cost is \$ _____

LODGING:

Place _____

Address _____

City/Zip _____ Phone _____

(ask about any energy, occupancy, or state tax that may be applicable)

A: Single Room(s)

_____ rooms x \$ _____ per night x _____ nights taxes _____ = \$ _____

B. Double Room(s)

_____ rooms x \$ _____ per night x _____ nights = taxes _____ = \$ _____

C. Triples Room(s)

_____ rooms x \$ _____ per night x _____ nights = taxes \$ _____ = \$ _____

D. Quadruple Room(s) (4 in a room)

_____ rooms x \$ _____ per night x _____ nights = taxes \$ _____ = \$ _____

Miscellaneous charge _____

Parking Charge _____ Total Room/miscellaneous/taxes/parking \$ _____

REGISTRATION FEE: (TICKETS, ADMISSION, SIGN UP)

_____ Students (s) x\$ _____ per student = \$ _____
_____ Advisor(s) x \$ _____ per advisor = \$ _____
TOTAL \$ _____

Tours/ Tickets/etc.

_____ Students (s) x\$ _____ per student = \$ _____
_____ Advisor(s) x \$ _____ per advisor = \$ _____
_____ Students (s) x\$ _____ per student = \$ _____
_____ Advisor(s) x \$ _____ per advisor = \$ _____
TOTAL \$ _____

MISCELLANEOUS FEES

_____ Students (s) x\$ _____ per student = \$ _____
_____ Advisor(s) x \$ _____ per advisor = \$ _____
TOTAL \$ _____

ADVISOR(S) PER-DIEM:

_____ Advisor(s) _____ per day = x _____ days = \$ _____
Total \$ _____

Student Association (SA) budget pays full for (registration, transportation/Advisor's per-diem)

SUMMARIZING FUNDING SOURCES:

- **Student Association Budget** \$ _____
(funds awarded from the Travel Contingency)
 - **Student Association Funds** \$ _____
(from other sources)
 - **Agency Account/Project funds** \$ _____
(funds from the club's fundraising account)
 - **Individual Participants Contributions** \$ _____
(total for all participants)
 - **Other** \$ _____
(any funds allocated from other sources)
- Total Cost of the Trip** \$ _____

Student Signature

Advisor's Signature

*Advisor's telephone number (emergency contact number while on trip)

Approved by Director and/or designee

* mandatory information

MCC STUDENT ASSOCIATION CREDIT CARD PROCEDURE

- A student or advisor who is authorized with paperwork to utilize the club credit card must submit the paperwork for purchases two days before the anticipated date of use. For trips, the paperwork must be completed and submitted one week before the date the credit card is needed.
- The card may be signed out from the Campus Center Service Desk anytime during normal business hours.
- The card must be returned within twenty-four hours of signing out the card, or within twenty-four hours of returning from a trip. Receipts must be turned in at the time the card is turned in.

If a student, and or advisor does not follow these procedures, the student's or the advisor's privileges of utilizing the club VISA card will be revoked for the remainder of the semester. In some cases, if abuses of the card are continuous, termination of card usage can be permanent.

TRIP PAYMENT PROCEDURE

Trip payments are made at the Campus Center Service Desk. We accept payment in cash, money order, and credit card. Checks are also accepted as payment IF our check writing/cashing policy is followed; (one \$25.00 maximum check per student per day) AND IF it is prior to three (3) weeks before the date of the trip. No checks will be accepted within three (3) weeks of the date of the trip.

Justification Form

Please fill out this form in detail, giving as much information as possible.

1. Is this trip an educational _____ social _____ both _____
2. Estimate how many students will be going _____
3. If this an educational trip, please explain just what activities/events will be taking place.

4. What are the goals you hope to accomplish (explain in detail)

APPROVAL FOR FUNDS (TRAVEL CONTINGENCY)

Travel Committee

If you are requesting funds to support your trip, you must fill this form out. Please make sure you answer all questions.

Based on the "Cost Out" form, please fill out the following:

Total cost for

Lodging	\$ _____
Transportation	\$ _____
Tours/Tickets	\$ _____
Per Diems	\$ _____
Other (explain)	\$ _____
Total	\$ _____

Funding Components:

How much are you asking from the Travel Contingency: \$ _____

How much are you contributing out of the Agency/project acct \$ _____

How much (total) will be coming from individual participants \$ _____

Other sources (please name) \$ _____

Total \$ _____

Date submitted _____ by _____

Signed: Finance Coordinator _____

Senator _____

Senator _____

Senator _____

Approved _____ Date ____/____/____	Amount _____
Not approved _____ Date ____/____/____	
Reason _____	
Signature _____	
	<i>Director Designee</i>

PART 3

Code of Conduct Regulations

PREAMBLE

In any organized group of people, it is essential to define the rights and responsibilities of the individuals in that group. Students, faculty, administration, staff and visitors form a society or a group at Monroe Community College. In defining the rights and responsibilities of individuals, Monroe Community College adheres to the 1967 Joint Statement on Rights and Freedoms of Students, the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970). Nothing contained herein shall be construed to be in conflict with the aforementioned documents. These rules are not intended to repeal, supersede or preclude any other rules related to the same subject matter except to the extent that they are inconsistent therewith.

I. JURISDICTION

- A. The rules hereby adopted shall govern the conduct of students, faculty, and other staff; licensees, organizations, invitees and all other persons whether or not their presence is authorized upon the campus of the College; and also upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreation, athletic and other programs and activities.
- B. Except for College-sponsored off-campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

II. CONDUCT

A. **Prohibited Actions.** The following actions or conduct are prohibited.

1. The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program and service functions and activities.
2. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatever.
3. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.
4. The theft of, or damage to, property belonging to the College, College personnel or students.
5. The detention, physical abuse or intimidation of any person, or threat thereof; or any conduct that threatens or endangers the health, safety, or welfare of any person on College-owned or operated property or at College-sponsored activities.
6. The use of obscene or abusive language or any other means of expression, language, or action that may reasonably be expected to provoke or encourage physical violence by other persons.
7. The illegal possession, use, sale or transfer of any controlled substance.
8. The use, sale, transfer or possession of alcoholic beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
9. Smoking in restricted campus areas.
10. Gambling or money being exchanged or wagered.
11. The possession (without express official authorization granted in writing by the Office of the President) of any firearm, weapon, or other dangerous instrument that may cause injury or damage to person or property.
12. The aiding, assisting, or abetting of any person or persons in any action or conduct stated to be prohibited.
13. The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, a teacher, College administrator or any other identified representative of the College.
14. Any action or situation involving physical or mental abuse, harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including

initiation into or affiliation with any organization on College-owned or operated property or at College-sponsored activities.

15. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County, and the Town of Brighton, or any other civil jurisdiction.

B. Picketing, Assembly and Demonstrations. All activities in the nature of peaceful picketing, assembly (other than scheduled and approved), and demonstrations on the part of students, faculty, staff and visitors shall be confined to the exterior of the buildings, unless permission is granted by the appropriate Vice President.

C. Identification. Any person (student, faculty or staff) on College property or at a College function is required to present his/her College ID upon request.

III. DISCIPLINARY SANCTIONS

All personnel of the College are inherently responsible for the maintenance of acceptable conduct of persons on the College premises. Such a responsibility can be manifested as informally as a verbally expressed concern to a transgressing individual or a more formal expression of concern to a department head, divisional dean, or Vice President. Formal groups and representatives of formal groups, such as Student Association representatives, Public Safety personnel, members of the faculty, staff, and administration, assist with the governance of the institution.

In an instance of a violation, the President or appropriate Vice President has the authority to make a determination and impose the sanction.

The individual has the right to appeal the sanction in the determination made in the first instance.

Application of College disciplinary procedures regarding any of the preceding 15 sub-sections will not preclude criminal or civil prosecution by any party having a legal right to prosecute.

A. Authority of the President. The President, under authority delegated by the Board of Trustees, is empowered to request police assistance from local, state, and federal agencies. The President may also make the decision to initiate injunction proceedings when deemed necessary.

B. Procedure for the Ejection of Persons. Any person or persons who refuse the request or command of an authorized representative of the College to cease or desist in any prohibited conduct may thereafter be ejected from the premises.

C. Restitution. In all disciplinary violations involving theft and/or damage to College property, restitution may be required. The form of this restitution is to be determined by the appropriate Vice President.

D. Student Disciplinary Sanctions. Any student of Monroe Community College, who engages in any act or conduct herein proscribed, may be subject to one of the following penalties. The degree of violation and matters of extenuation shall be taken into account, along with all relevant circumstances, in determining the appropriate sanction. A sanction need not in every case be imposed, and no sanction shall be imposed more serious than is clearly appropriate in the circumstances. The sanctions that may be imposed by the Vice President, Student Services, are as follows:

Reprimand: An oral statement to the student that he/she has violated College rules. This admonition should include the nature of the violation and the consequences of further transgression.

Censure: A written statement that repetition of wrongful conduct would be followed by more severe disciplinary action. Such written statement shall become a part of the College's disciplinary file.

Disciplinary Probation: An official action informing the individual that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this specified period, the individual may be excluded from acting as a representative of, or participant in, any College co-curricular activity or program, and may be restricted or denied the use of or participation in certain College facilities and/or activities. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

Suspension. Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Summarily Suspended. Discontinuance from classes and other privileges set forth in the notice of suspension for a definite period of time. An individual summarily suspended has the right to an immediate hearing with the Vice President, Student Services. In addition, a summarily suspended student has the right to a second hearing as prescribed in Section IV, Appeal from Disciplinary Sanctions. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Expulsion. Termination of student status at the College. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

E. Faculty and Staff Disciplinary Sanctions. Violations of prohibited actions by faculty and staff shall be handled through the procedures outlined in the appropriate civil service law, contractual agreement, or the Board of Trustees Policy Manual.

IV. APPEAL FROM DISCIPLINARY SANCTIONS

A. Composition of the Appeals Hearing Committee.

1. The Appeals Hearing Committee shall consist of:
 - a. a permanent chairperson appointed by the President from a list of administrative faculty submitted by the Faculty Senate and Student Senate.
 - b. two faculty members randomly selected by computer from the full-time faculty.
 - c. *two student members appointed by the President of the Student Association at the Brighton Campus or the President of the Student Parliament at the Damon City Campus.*
2. With the accused's agreement, a hearing can be held without a full board. However, at least one student and one faculty member must be present.

B. Treatment of Accused Pending Appellate Hearing.

If a student appeals the judicial decision of the Vice President, Student Services, the status of the student shall not be altered except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty or College property.

C. Appeal Procedure.

1. Any student found guilty of a violation of the Conduct Regulations by the Office of the Vice President, Student Services, may appeal the decision to the President of the College. Such appeal must be made in writing to the President within 72 hours of the written notification of the Vice President. For just cause, the Vice President, Student Services, may waive the 72-hour requirement.
2. Such letter of appeal *must* contain reasons for the appeal. Normally, appeals may be made on three bases:
 - a. New evidence.
 - b. Violation of due process.
 - c. Improper penalty.
3. The President, upon receipt of a letter of appeal, shall forward the same to the Chairperson of the Appeals Hearing Committee. The Chairperson will select the hearing board as previously described.

D. Hearing.

1. The hearing shall be convened within ten class days or ten weekdays the College is open after the receipt of the written appeal. Extension of this date may be permitted by mutual agreement of the Vice President, Student Services, and the accused. However, no hearing shall be held later than thirty days after the close of the semester in which the incident occurred.
2. The Hearing Committee shall review the facts of the case, hear testimony, consider disciplinary action, and render a majority decision to uphold, reject, or modify such action of the Vice President, Student Services. In the hearing, both the accused and the accuser shall have the right, or representation, of advisors of their choice. ***The advisors will provide support to the accused and the accuser and will be present to offer clarification as the need arises. The advisors are not present to argue the case for the accused or accuser but to encourage and aid in the presentation before the Appeals Hearing Committee.*** They also have the right to call additional witnesses. The burden of proof of the charges rests with the accuser.
3. A transcript of all testimony at the hearing in the form of a tape recording is required, and will be available upon request to the accused and accuser ***upon written request to the President.*** A tape recording of the deliberations of the committee is required and will be available only to the President.
4. The Hearing Committee shall communicate its conclusions and recommendation in writing to the President of the College within 24 hours after completing the hearing. The committee's recommendation shall be one of the following:
 - a. Reject the appeal.
 - b. Recommend a modified penalty.
 - c. Recommend the accused be exonerated of the charges. The committee shall include in its written recommendation to the President the reasons for its decision and the justification for its recommendation.
5. Both the accused and the accuser shall have the right to file, within 24 hours of the conclusion of the hearing, a post-hearing statement with the President.
6. The President shall review as promptly as possible the recommendation of the Hearing Committee and post-hearing statement, if submitted, as well as the original decision of the Office of the Vice President, Student Services, and shall render a final decision that shall be binding on all parties. In no case shall the decision of the President be more severe than the original sanction imposed.

E. Finality of Judicial Process. The President's decision represents the final process within the institution of all judicial matters.

(Adopted by Monroe Community College Board of Trustees July 16, 1969.) (Revised by Monroe Community College Board of Trustees November 25, 1980, and October 17, 1991.)

*****Revised material is shown in bold italics print.***

**Monroe Community College Campus Center/Student Association
Student Travel Conduct Agreement**

- 1. Students participating in College/SA-sponsored trips agree to adhere to the MCC College Code of Conduct at all times.**
- 2. Students participating in College/SA-sponsored trips agree to abide by all civil laws in the jurisdiction in which they are traveling.**
- 3. Participants are expected to be on time for scheduled events and attend every required event.**
- 4. The possession, purchase, use or sale of any illegal substance is prohibited.**
- 5. Alcohol purchase or consumption during College/SA sponsored trips is prohibited.**
- 6. Participants agree to notify their advisor/sponsor of their whereabouts at all times.**
- 7. Advisors are responsible for supervision of trip participants and hold a position of authority within MCC and are to be accorded courtesy and respect at all times during the trip.**
- 8. Students participating in College/SA-sponsored trips agree to personally incur the cost of a return ticket home should any of these rules be disregarded and it be deemed necessary by the advisor to immediately leave the group and be sent home.**

**I agree to the above conditions: _____
(participant)**

Role of the Advisor on SA Sponsored Trips

The Advisor is a key element to students when organizing, planning and implementing their trips. Advisors also play an important role through the duration of any trip.

Prior to the Trip:

- Meet with the Director of the Campus Center or his/her designee to go over all information pertaining to the trip. In most cases the advisor, student leaders and the Director/designee will meet together.
- Although student leaders are encouraged to be actively involved in the planning of SA sponsored trips, the advisor should be involved in all aspects of the process. This includes planning, securing signatures for all paperwork, (i.e. Financing, expenses, arrangements, and meetings.)
- The advisor should have complete control over any credit cards that the student organization may be applying for to secure (i.e. hotel, transportation, miscellaneous expenses) on the trip. All receipts on in the possession of the advisor and should be turned in to the Campus Center upon return of the trip.
- Make sure the student group has set up a pre-meeting with everyone who is going on the trip. In most cases the Director and/or designee will be present at this meeting to ensure that everyone understands the rules and policies of the college and the Student Association.
- Waivers and Code of Conduct forms are distributed and signed by every student going on the trip. These documents are in the possession of the advisor(s) while he/she is on the trip. In case of an emergency, the waivers provide the advisor with vital information (who to contact in case of illness, disruptive behavior, etc.). Upon returning from the trip, these documents are turned over to the director/designee of the Campus Center to be filed away.
- Students must have a bonafide agenda prepared for the trip in which the advisor has had an active role in helping to prepare. A copy of that agenda must be given to all participants and one copy is to be forwarded to the Director/or designee.
- Only advisor(s) to the club or organization are allowed to travel with the club or organization as official advisor(s). If there is a need to add an additional advisor on the trip, you must get approval from the Director/or designee before the trip.

Evaluations

Pre-trip

Name _____

Club _____

In preparing for this trip what are your expectations?

From an educational point of view what are some of your goals?

For just a moment forget about the "fun" part of the trip, reflect on the true meaning for attending this trip. Please explain in detail, just what motivates you to want to come on this trip?

Evaluations

Return Trip

Name _____

Club name _____

Were your objectives met, now that the trip has come to an end? How were they met and were there any roadblocks that stop you from obtaining your goal?

How did your experience help you as a leader or expand your personal growth

What leadership skills did you apply on this trip (i.e. communication skills, conflict resolution, active listening) etc.

If you were to attend this trip again, what would you do differently?

What did you learn about your self?

