Single Full Day
Off-Campus Travel
Preparation & Procedures
For Student Clubs/Organizations

2012 - 2013

Join  Participate  Experience

Westchester Community College
Office of Student Involvement
Student Center
(914) 606-6731
I hope you are excited to prepare for an off-campus trip with your club/organization! While this process cannot be done in a single day, it can be made simple. This packet is a resource when planning and arranging for off-campus travel, as a means to help make the process easier and simpler to complete.

A club/organization trip is defined as any journey in which a member or members of the group will be utilizing student activity fees or money from their FUF account. This packet is specifically designed for clubs/organizations looking to travel for a single day for over four hours. All clubs/organizations who would like to request these sorts of trips must fill out the Off-Campus Travel Request form. This is the first step in the process. Following this, you must fill out the List of Participants, listing the name of every individual travelling with the club/organization.

Accompanying these documents must be the completed and signed travel forms from all travel participants. For all domestic overnight travel, all students must fill out and sign the Liability Release/Code of Conduct Agreement. For overnight travel, all Advisors must fill out and sign the Advisor/Chaperone Agreement. Both of these forms can be found in this packet.

Clubs/organizations should prepare their own travel arrangements (tickets, meals, etc.) but the Faculty/Student Association (FSA) should facilitate the payment for these items.

All forms (including signed Purchase Orders) must be filled out in their entirety and submitted together no later than ten (10) business days prior to the date of which you wish to travel. These documents should be brought to the Office of Student Involvement located in the Student Center, Room 109. However, to ensure there are no problems or difficulties in approving your travel, you should submit all paperwork as early as possible!

For further information, please contact the Office of Student Involvement at (914) 606-6731 or the Faculty/Student Association at (914) 347-3910. Thank you and we hope your club/organization has an enriching, safe and enjoyable off-campus trip!

Sincerely yours,

Adam Frank
Director of Student Involvement
Important Note:
For a complete list of all Off-Campus Travel policies, please refer to page 14 of the Club/Organization Policies & Procedure Packet.

What is a Single Full Day Trip?
A single, full day trip: (1) utilizes student activity fees or FUF (fundraising) monies; (2) is in or out of Westchester County; (3) is over 4 hours in duration; and (4) does not require overnight accommodations. Personal vehicles for single full day trips may only be used when travelling to a local train station or other mass transit location.

Single Day Trip Procedure

1. All clubs/organizations utilizing student activities or their FUF account must complete the Off Campus Travel Request form found on page 3.

2. Each student travelling off-campus for a full day with a club/organization is required to sign the Liability Release/Code of Conduct Agreement. The Advisor travelling with the student group must sign the Advisor/Chaperone Agreement.

3. The club/organization will prepare all travel arrangements, including: preparing order forms for tickets/event admission, etc. The club/organization should not make or commit to purchases, but prepare the documents needed so that the Faculty/Student Association may process the purchase. Transportation for single day trips can be arranged with the Office of Student Involvement.

4. The club/organization will prepare the necessary Purchase Order(s) and attach the necessary order forms and/or invoices.

5. All travel paperwork (Off Campus Travel Request form, Purchase Orders, signed participant Agreements, etc.) are to be sent in one single packet to Rachele Hall in the Office of Student Involvement (Student Center, Room 109). All paperwork must be received ten (10) business days prior to the requested trip’s departure date for review and approval.

6. Once the request for travel is approved, the Purchase Orders will be forwarded to the Faculty/Student Association for payment processing.

General Travel Policies & Guidelines

1. Clubs/organizations must receive approval for off-campus travel before any purchases are made.

2. All clubs/organizations must complete and submit all the necessary forms, in their entirety, to the Office of Student Involvement within ten (10) business days prior to a requested trip’s departure date.

3. The club/organization’s advisor must travel with the student group unless permission is granted by the Vice President and Dean of Student Affairs within ten (10) business days prior to the requested trip’s departure date.

4. Once a student has submitted their individual paperwork to attend an off-campus trip, the student will be considered having committed to attending. If the student is unable to attend or fails to attend, a hold will place on their academic record for any monetary value that the Faculty/Student Association was not able to be reimbursed as a result of their non-participation. The hold will be lifted after the student reimburses the Faculty/Student Association for the amount.
Here is a check list to help guide you in completing the requirements for approved off-campus travel:

___ **Step 1:**
Fill out the *Off-Campus Travel Request* Form & have advisor sign.

___ **Step 2:**
Fill out the *List of Travel Participants* Form.

___ **Step 3:**
Have **ALL** travel participants fill out the appropriate travel forms:
- Advisor(s): *Advisor/Chaperone Agreement.*

___ **Step 4:**
Prepare the necessary travel arrangements (ticket orders, meal reservations, etc.) on your own allowing FSA to facilitate payment and ordering.

___ **Step 5:**
Fill out and sign *Purchase Order(s)* and attach your travel invoice(s).

___ **Step 6:**
Submit all completed forms to the Office of Student Involvement (STC 109).*

___ **Step 7:**
Await an email confirmation from Student Involvement and/or FSA to confirm that your trip has been approved and that payment has been processed.

*These documents must come in a single packet and must be received by Student Involvement ten (10) business days prior to the requested trip’s departure date.*
# Westchester Community College
Office of Student Involvement
Off-Campus Travel
Single Full Day Request

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<td>Date of Requested Travel:</td>
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<td>Destination Name and Address:</td>
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<td>Advisor name:</td>
<td>Advisor Email:</td>
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<td>Student Contact name:</td>
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*Please briefly describe why your club/organization is planning this trip and how it relates to the mission and charter of your club/organization:*

________________________________________________________________________________________

________________________________________________________________________________________

### GENERAL INFORMATION

1. Have you prepared the necessary travel arrangement (tickets, meals, etc) for FSA payment?  
   - Yes  
   - No

2. Have you completed, signed, and attached a Purchase Order detailing all travel cost and arrangements?  
   - Yes  
   - No

3. Have you listed the name of all the individuals travelling on the List of Participants Form?  
   - Yes  
   - No

4. Have all your participants turned in the appropriate travel forms?  
   - Yes  
   - No

### TRANSPORTATION

1. Are you requesting use of FSA Vans?  
   - Yes  
   - No

   **Note:** If yes, your club/organization will be responsible for paying all toll, fuel, & maintenance charges incurred while travelling.

   **Note:** If no to #1, how will you be arriving to your destination?_______________________________________________________________

   **Note:** Students/Faculty are only allowed to use their personal vehicle for single full day travel when transporting themselves to a local airport, train station or other mass transit location.

2. If yes to #1, will you require an FSA driver?  
   - Yes  
   - No

   **Note:** If yes, your club/organization will be responsible for paying for the driver at an hourly rate of $11.50, providing an additional hotel room as well as the cost of meals for the driver.

   **Note:** *If no, please list the name of the driver. They must be a certified and registered FSA driver:____________________________________________

3. If yes to #1, please provide the following transportation details for your request:

   ![Departure Date and Time: ______________________  
   Return Date and Time: ______________________](image)

### APPROVAL

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<th>Director of Student Involvement:</th>
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<td>Adam Frank</td>
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<tr>
<td>Name</td>
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Westchester Community College
Office of Student Involvement
Off-Campus Travel
List of Travel Participants

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WESTCHESTER COMMUNITY COLLEGE
OFFICE OF STUDENT INVOLVEMENT

ADVISOR AGREEMENT

We appreciate our colleagues who volunteer their time to advise student groups.

1. There is no compensation for serving as an Advisor. The sponsoring group, however, covers all approved trip related expenses.

2. Advisors will escort the group to and from its destination, and will remain with the student group during all planned educational and travel activities, and reside in the same facilities as the students for the duration of trip.

3. Advisors are responsible for knowing the whereabouts of their group members during all planned educational and travel related activities.

4. Advisors will be available and accessible to students during the trip.

5. Advisors will ensure that all students sign and date all required forms ten business days prior to the trip, and that the original forms are filed properly with the Office of Student Involvement.

6. Advisors are responsible for filing a Vehicle Authorization Form if a SGA/FSA vehicle is needed or required.

7. Advisors are responsible for not allowing an unauthorized driver to sign off on any gas receipts when using a SGA/FSA vehicle.

8. Understanding that all WCC policies and procedures are in effect at all times (for example, Student Handbook, Faculty Handbook and Catalog).

9. If reimbursements are requested, Advisors are responsible for submitting all original receipts to the Student Involvement Office with the

10. For overnight and international travel, Advisors are responsible for all medical and emergency contact information being placed in the Office of Student Involvement at least one week before the commencement of travel. For international travel only: emergency information must include contact data for local emergency service providers and the US embassy, the name and on-site telephone number of the event sponsor and emergency information for all participants.

11. Advisors will take immediate and appropriate action to deal with emergencies, and reporting as soon as possible to the Office of Student Involvement. For non-emergency incidents, Advisors/Supervisors are responsible for taking appropriate action and reporting the incidents upon arrival to campus.

12. Advisors will carry out other responsibilities as assigned or required.

I have read the above and accept all responsibilities. I will fully execute all the above responsibilities to the best of my ability.

Advisor (Print Name): ___________________________ Signature: ___________________________
Date: ___________ Office Phone #: __________________________ Email Address: __________________________

Approval for Club/Organization Travel:
Director of Student Involvement
Signature: __________________________
Date: __________

OR

Approval for Academic/Class Travel:
Associate Dean of Academic Affairs
Signature: __________________________
Date: __________
WESTCHESTER COMMUNITY COLLEGE
OFF CAMPUS ACTIVITY
LIABILITY RELEASE AGREEMENT

Name:
Address:
City: State/Province: County: Zip:
Telephone(s):
Email:
Program Title: Program Duration:

1. I state that I am of lawful age (18) and legally competent to sign this document. I understand the terms herein are contractual and not mere recital. I have signed this document as my own free act.

2. I state that I am aware of all the inherent dangers of participation and the risks involved in this activity, including bodily injury and death. I hereby affirm my voluntary participation in this activity and agree to expressly assume and accept any and all risks of injury or death. I hereby release, now and in the future, Westchester County and its officers and employees, Westchester Community College ("WCC" hereafter), its Board of Trustees, employees and agents, Faculty Student Association and Westchester Community College Foundation, on behalf of myself and my heirs and personal representatives, from any claims or liabilities of any nature including, but not limited to personal injuries, damages, or death, sustained by me, during the course of my travel to or from or participation in this activity, including claims or liabilities resulting from their negligence. I understand that by signing this document, I am giving up my legal right to sue to recover damages for claims I might have.

3. I understand and agree that WCC does not have medical personnel available at the location of the trip. I grant the WCC representative in charge of the trip permission to authorize emergency medical treatment, if necessary. I understand and agree that WCC assumes no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

4. I understand that all participants are subject to WCC regulations, department guidelines, laws of the United States, and the laws of any state or country in which I may travel, and that in the event of violation of these, or behavior which is considered by WCC to be detrimental to the program, or other participants, WCC shall have the right to dismiss me from the activity. Even though WCC expects certain standards of conduct, I understand that as a participant, I am responsible for my own conduct. I further understand that there may be times during this activity where there will be no supervision, and during these times I alone am responsible for my personal safety including the risk of any kind that I may encounter. I understand that whatever activity I choose to engage in, I shall not bring shame, embarrassment or ridicule upon WCC or this program on account of my behavior.

5. I agree that WCC shall have the right at its discretion to enforce established rules of conduct and/or terminate my participation for failure to follow the established rules of conduct, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group and its program as a whole.

6. Please list at least 1 (one) Emergency Contact. Preferably 2 (two) in case one contact is unreachable.

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<th>Name:</th>
<th>Relationship:</th>
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<td>Day phone:</td>
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7. Medical Information (in case of emergency):
   List medications that you are currently taking: ________________________________
   List any allergies _______________________________________________________
   List any conditions that may affect your ability to participate in this event:
   ______________________________________________________________________
   I understand that this information will be kept confidential and will only be released in the event of a medical emergency.

8. I have read and understood the terms of this Agreement and agree to accept the risk. I also agree to all the terms and conditions contained in this document on behalf of my heirs, representatives, executors, administrators, and/or myself.

   **Code of Conduct Agreement**

   I, _________________________________, will honor the integrity and reputation of Westchester Community College at all times while participating in
   ____________________________________________________________________________
   I will not consume alcohol if I am under 21 years of age, and I will not consume any illegal substances at any time. I will not engage in any conduct unbecoming, and I understand that anyone doing so may be required to return home immediately at his or her expense.

   I further understand that I should dress appropriately on all occasions.

   I agree to participate in all activities and programs that are pertinent to the purpose of the event.

   The Westchester Community College Student Handbook contains the Student Code of Conduct. Any violation of the Student Code of Conduct may result in my immediate return at my own expense.

   I have read this agreement and I agree to sign below.

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<th>Print Name:</th>
<th>Signature:</th>
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<th>Guardian Name**:</th>
<th>Signature:</th>
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   **(Only for those students who are below the legal age of eighteen.)