Single Half 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
2012 - 2013

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 between 1 – 4 hours in the certain surrounding counties of the College. 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.

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
Westchester Community College
Office of Student Involvement
Single Short-Day Off-Campus Travel Procedures

What is a single half day trip?
A half day trip for clubs/organizations is an off-campus excursion that: (1) utilizes student activity fees or FUF (fundraising) monies; (2) occurs within Westchester, Putnam, Rockland, Dutchess or Orange Counties; and (3) lasts 1-4 hours in duration. Personal vehicles may be used for single-short day trips.

Single Half 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 with a club/organization is required to have their name appear on the List of Participants Form. 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 Adam Frank in the Office of Student Involvement (Student Center, Room 109) for review and approval. All paperwork must be received ten (10) business days prior to the requested trip’s departure date.

6. Once 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 or designee 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 trip, a hold will place on their academic record for any monetary value that the Faculty/Student Association was not able to be reimbursed for as a result of their non-participation on the trip, i.e. airline tickets. 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:
   a. Advisor(s): Advisor/Chaperone Agreement.

____Step 4:
Fill out and sign Purchase Order(s) and attach your travel invoice(s).

____Step 5:
Submit the Purchase Order(s) with the travel invoice(s) and all completed forms to the Office of Student Involvement (STC 109).*

____Step 6:
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 Half Day Request

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<th>Date of Requested Travel:</th>
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<th>Destination Name and Address:</th>
<th>Advisor name:</th>
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<th>Student Contact name:</th>
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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

## 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 permitted to use their personal vehicles for single half-day trips.

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

   **Note:** If yes, your club/organization will be responsible for paying 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: ___________________________

## APPROVAL

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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  
Office of Student Involvement  
Off-Campus Travel  
List of Travel Participants

Club/Organization Name: ____________________________________________

Date(s) of Requested Travel: _________________________________________

Destination: _________________________________________________________

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