

## Travel Policies for Academic and Student Affairs

### A. Travel Policies/Procedures

Any activity requiring off-campus travel (even for local travel) requires following the processes and procedures as stated below. This includes submission of hold harmless/liability release forms within 15 days of the trip.

All MCC field trips are considered official college events, and are therefore subject to the Student Code of Conduct.

If a College van is used, the designated driver(s) must review and sign the “Rules and Procedures for Using College Vehicles”. The completed form should be submitted to Rita Dubas, Business Services Office, A-248. The college requires trip facilitators and students to adhere to those rules and procedures in order to minimize the risk to students and to minimize liability exposure.

Any MCC student attending any event or excursion at which they are a representative of MCC will be bound to the following terms of travel and procedures. “Student” is defined by the MCC Student Code of Conduct and Disciplinary Process, “as any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College.” Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

Funds for the trip may be provided for through an Activity or Course Fee incurred at registration or arrangements may be made on the part of the student. Trip facilitators will notify students of necessary financial arrangements in advance.

### B. Prior to Travel

1. 15 business days prior to leaving on the trip, the trip facilitator shall provide the Executive Dean with the following forms completed:
  - Off-Campus Student Field Trip/Event Form
  - Off-Campus Event Attendee List
  - Field Trip Agreement Form
  - Waiver
  - Expense Expenditure Form
2. The trip facilitator and student participants must be familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.

### C. Travel Arrangements

1. For any **overnight** trips, all trip facilitators and students traveling as part of a college-related activity are required to carry a medical insurance card valid for any medical emergencies incurred while on the trip, including hospitalization. The trip facilitator(s) and student participants are to obey all local, state and federal laws. If they do not, appropriate action should be taken.
2. Preferred priority for transporting students is as follows:
  - a. Public transportation (bus, train, airplane) if financially feasible.  
Arrangements for air travel may be made by the trip facilitator through an agent or online only after the event and travel have been approved through the appropriate approval process.
  - b. College owned vehicle. MCC owns several vehicles, holding 7–15 passengers. To check availability and/or reserve a vehicle, contact Rita Dubas in the Business Services Office, A-248 at ext8770. Students cannot drive college vehicles.
  - c. Rented vehicle. If this occurs, the trip facilitator can recommend local vendors. Driver(s) must be employed by the college and at least 21 years of age; MCC covers the insurance in this case. Students cannot drive rented vehicles.

### D. Responsibilities of Trip Facilitator During Travel

1. The trip facilitator must attend all off-campus activities, excursions, conferences, etc. and is expected to travel with the student group.
2. The trip facilitator shall carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only.
3. In case of medical emergency, the trip facilitator shall notify 9-1-1 (or the equivalent via cell phone carrier in that area) immediately. The trip facilitator should accompany the student to the hospital emergency room, if at all possible.
4. Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.

\*NOTE: Due to liability, risk and insurance reasons, use of personal cars for college sponsored travel will generally not be approved. Please see immediate supervisor for parameters.

#### E. Travel Responsibilities of Students

1. It is advised that students should not participate in a special activity or an excursion if they are experiencing academic difficulty.
2. Students must remember at all times that they are representing McHenry County College. They are expected to behave with decorum, upholding and maintaining MCC's reputation through appropriate professional behavior and respecting each other and others.
3. Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
4. For all officially sanctioned conferences, workshops, etc. students are expected to participate in all seminars, lectures, presentations, or any other happening for which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the student organization advisor and/or Coordinator of Student Life.
5. Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor) approved by the advisor. Any absences (excused or unexcused) will likely result in the student reimbursing the student organization and/or MCC for any pre-paid costs of the travel.
6. Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
7. When traveling as part of a MCC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
8. For all officially sanctioned college conferences, workshops, etc., no student may consume alcohol, regardless of age.

Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended the advisor contact/notify local authorities. Consequences and/or punishment could include anything from possible expulsion from the activity to criminal charges.

Additionally, this is a Student Code of Conduct violation which will be discussed with the Dean of Students as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the student organization and/or by the Dean of Students.

**Off-Campus Field Trip Form**  
McHenry County College

Today's Date: \_\_\_\_\_

Name of Student Organization: \_\_\_\_\_

Name of Trip Facilitator: \_\_\_\_\_

Name of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date(s) of Trip:

Leaving MCC (date, time) \_\_\_\_\_

Return to MCC (date, time) \_\_\_\_\_

Trip Location (Be as specific as possible and give contact information): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Method of Transportation: \_\_\_\_\_

\_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Advisors \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

**This completed form, along with the Off-Campus Event Attendee List  
must be turned in to Student Life prior to trip.**

**Off-Campus Trip Attendee List**  
McHenry County College

Trip: \_\_\_\_\_

Trip Facilitator: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

	Student Name	Emergency Contact	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
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16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

**This completed form, along with the Off-Campus Event Form must be turned in to Student Life prior to trip.**

**The facilitator will keep a copy of this form with him/her during travel.**

**STUDENT OFF-CAMPUS FIELD TRIP AGREEMENT FORM**

Student Name (please print) \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**In Case of Emergency, contact:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell/Business phone \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING FORM**

In order to safeguard my physical health and safety and that of my fellow students, and to protect the good name and reputation of McHenry County College while on any field trip, I agree to:

1. Observe all public laws and ordinances, including traffic laws as well as the usages and customs of good citizenship, decorum, and courtesy.
2. Observe all rules of the host institution or agency that apply to visitors or the general public.
3. Observe all McHenry County College rules and regulations including the Student Code of Conduct and Judicial Process at all time and represent the college in a professional manner.
4. Refrain from the purchase, distribution, or consumption of alcoholic beverages and/or illicit drugs.

**I HAVE READ AND UNDERSTAND THE RULES OF THIS FORM, AND I AGREE TO ABIDE BY THEM. (If student is under 18 years of age, parental approval is necessary.)**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature (if student is under 18 years of age)

\_\_\_\_\_  
Date

This organization requires more than one field trip throughout the semester and this Agreement Form covers all trips pertaining to this course.

## Code of Conduct for Extracurricular Travel

All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog. The following rules and regulations also apply to all MCC students participating in extracurricular travel that is either sponsored or co-sponsored by a recognized MCC student organization, or in which the name of the college is used in conjunction with the event.

1. Participants' behavior traveling to or from, or during the event, should be such that it begets credit to the group/organization, the school and the individual at all times. This also applies to participants' conduct during social activities or at times when no formal activities or meetings are scheduled, such as late evening and early morning hours.
2. Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group, or detrimental to the group's event aims and purposes.
3. Identification badges will be worn by each participant at all times as required if available.
4. Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).
5. Participants are expected to attend ALL business meetings, workshops, and other scheduled event programs, including scheduled social events. Please be prompt and prepared for all sessions.
6. Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.
7. Alcoholic beverage consumption will not be tolerated at any official event/program.
8. The use and/or possession of illegal drugs will not be tolerated.
9. Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.
10. Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant.
11. Participants should stay on conference/hotel property unless specifically given permission by the group advisor or head delegate to leave the site.

The advisor(s) to the student organization or group participating in the extracurricular travel that accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor's decisions and judgments and afford him/her the common courtesy and respect due by virtue of his/her position as the official representative of McHenry County College. In the absence of an advisor, the head student delegate will act as the official representative and spokesperson.

Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

I have read the Code of Conduct for extracurricular travel and agree to abide by these established rules.

Student Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Conference Delegate Contract

I, \_\_\_\_\_, hereby agree to fulfill all the terms listed below as a delegate to the \_\_\_\_\_.

1. I understand that as a representative of McHenry County College that I will stay with the delegation at the conference hotel, and return with the delegation, via transportation provided by McHenry County College.
2. I will attend pre-conference, on-site, and post conference delegation meetings as my schedule allows. Furthermore, I will obtain prior approval to be excused from such meetings if I have a conflict.
3. I will attend and participate in all aspects of the conference to the best of my ability.
4. I realize that I am a representative of McHenry County College and \_\_\_\_\_, and that I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at the conference will negatively or positively affect opinions of others about \_\_\_\_\_ and McHenry County College.
5. As a delegate, I will engage in behaviors which are responsible and mature. The use of illegal substances, abusive or inappropriate behavior may result in breaking conference, hotel, or McHenry County College delegation rules and may result in dismissal from the delegation and the conference. If I am asked to leave, I understand that I must reimburse \_\_\_\_\_ & McHenry County College for any expenses they incurred for my participation in the conference.
6. If I decide I do not want to attend, I will make every effort to find a replacement delegate that meets its requirements. However, I understand that if all fees have been paid and a replacement delegate is unable to be found, that I must reimburse \_\_\_\_\_ and McHenry County College for any and all costs that are non refundable (i.e. hotel, meals, conference registration, airfare, etc).
7. I understand and accept the inherent risk associated with travel to and from various destinations as well as the risk associated with being in a major metropolitan area.

\_\_\_\_\_  
Delegate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date