



# Checklist for Club Travel

Name of Club \_\_\_\_\_

## **Due to the Office of Student Activities at least 30 days prior to the trip**

- \_\_\_ Copy of Club minutes authorizing the Trip
- \_\_\_ Activity Request Form (*include location, time and brief description*)
- \_\_\_ Travel Authorization Request filled out by the Chaperone (*advisor*)

## **Due to the Office of Student Activities at least 7 days prior to the trip**

- \_\_\_ List of all persons attending the trip
- \_\_\_ Release and Indemnification Agreement from all participants
- \_\_\_ Detailed itinerary for the trip. Include locations, addresses, approximate times of activities
- \_\_\_ Chaperone Guidelines Form filled out by each chaperone and signed by them.

\_\_\_\_Travel Guidelines for student behavior signed by all students attending the trip

## **MANCHESTER COMMUNITY COLLEGE GENERAL TRAVEL REGULATIONS AND GUIDELINES**

All MCC trips require a high degree of responsibility to protect the student, college and its reputation. This is especially true when overnight accommodations and public transportation are involved. It is, therefore, necessary to have specific regulations for the planning and implementation of all student group travel. Consequently, the following regulations and guidelines have been developed:

1. All student travel programs involving the name of the College will be administered by the Division of Student Affairs through the Student Activities Office. This includes a Student Activity Request form with proper signatures, the tentative selection of a travel agency, collection of liability waivers/monies, on-campus advertising and approval of chaperone (also see role of chaperone). The SAO will assist with the verification and eligibility of prospective participants.
2. Eligible participants include full/part-time students, faculty and staff, former students, graduates and their spouses, and dependent children. Each eligible participant may bring one guest.
3. Only the Director of Student Activities and the Dean of Student Affairs may commit the College to a travel program and approve the event chaperone. No other individual is authorized to confirm or make final arrangements or commitments for travel programs with any agency or advisor using the name of the College.
4. Travel proposals may be "initiated" by students or faculty. The Student Activities Office will assist interested groups in formulating travel proposals and arrangements.
5. Travel proposals should be submitted with an Activity Request Form to the Student Activities Office, at least (30) days prior to date of departure to ensure arrangements are completed in a timely manner. A travel agreement (contract) has to be signed by the travel agent.
6. Travel arrangements must include a chaperone at all times. During the trip, the chaperone acts as an agent of the College and must be a full time professional employee, i.e., MCC Faculty or Administrator. The approved chaperone must complete a "State Authorization to Travel Form" (CO112) and submit it to the College Business Office at least 30 days prior to departure.
7. Persons under age 18 must be accompanied by an adult. Room accommodations for overnight stays will be made with person(s) of the same gender or family members.
8. A program itinerary and travel roster, including the trip participants' name, address, banner number, home phone number, and if they are a student, alumni, or guest. This information must be submitted to the Student Activities Office a minimum of seven (7) days BEFORE departure.
9. Liability waivers MUST BE SIGNED by each participant and witnessed by a member of the group sponsoring the trip, prior to the event and left with the Director of Student Activities.

10. The trip should be planned for as diverse a population as possible, i.e. physically challenged, older adults, international students, etc. It is highly recommended that these groups be involved in the planning whenever possible.
11. SAF cannot be used to subsidize tickets or other expenses for non-students.
12. No seats will be sold in excess of capacity.
13. Refunds will not be issued unless cancellation of the trip is effected by the College. The College also reserves the right to change the itinerary, if necessary.
14. Participants should inform the event chairperson, in writing, if they do not intend to return with the group. A written release form from liability must also be submitted to the chairperson. Additional costs will be the responsibility of the individuals and no refund will be given in full or in part of their original payment.
15. The use of car pools is discouraged. MCC will contract the bus vendors or travel agents. An original certificate of liability insurance on chartered vehicles must be on file at least one week before the commencement of the leasing period and should provide coverage for the total period the presenter occupies the rented vehicle. The certificate of insurance must provide a minimum coverage in the amount of \$100,000 per person with \$300,000 each occurrence and property damage of \$500 each occurrence. MCC and the State of Connecticut shall be named as co-insured (certificate holder).
16. An outside travel agent and persons/students representing same who wish to promote their own travel programs on College property may do so through paid advertisement in the student's MCC Live Wire Newspaper along with a disclaimer stating, "This event is not sponsored by MCC or the State of Connecticut". Except as noted above, MCC prohibits promoting to its students, on State property, any travel program that is not sponsored by the College.
17. All travel requests for out-of-state trips or programs require the signature of the Dean of Student Affairs.
18. Students and guests must abide by the laws of the State of Connecticut and all other jurisdictions going to, coming from, and while at the destination(s) of the trip.
19. All checks for travel must be made payable to "MCC". Telephone reservations will not be accepted. Only receipt of a required deposit and/or full payment confirms your reservation on the official travel program roster.
20. Club advisors should be sensitive to, and are discouraged from, scheduling trips which significantly interfere with class time.
21. Beer, wine and other alcoholic beverages are prohibited ON or OFF campus during student sponsored events. This includes staff and students.

**CHAPERONES**  
**GENERAL GUIDELINES**

1. Chaperones are required for all on-campus and off-campus events. A student committee should be charged with the responsibility of assuring appropriate conduct by all in attendance and for proper use of College facilities and equipment. (also see Travel Regulations)
2. A chaperone is defined as a full-time faculty member or administrative official of the College. Classified personnel cannot serve as a chaperone.
3. At least two (2) chaperones must be present at all times at any scheduled on- or off-campus event sponsored by a recognized student club or organization.
4. It is the responsibility of the Student Chairperson of each event to arrange for chaperones to cover their event.
5. Chaperones are to arrive at least one-half hour prior to the start of the scheduled event. Chaperones must remain until all persons leave the facilities and the building is secured.
6. Chaperones are responsible for assisting the Student Chairperson in the control of the following:
  - a. Abiding by College policies.
  - b. Loitering or trespassing in non-designated areas of the building.
  - c. Abuse of furniture.
  - d. Eating or drinking outside of assigned area.
  - e. Vandalism and/or disorderly conduct.

*Event Chairperson or Chaperones may choose to delegate specific responsibilities to students. These students will report and consult throughout the event with the chaperone about any problems before it becomes a crisis.*

7. If the required number of chaperones cannot be obtained within the specified period of time, it may be necessary for the Director of Student Activities to cancel the event.
8. Policies regarding the use of chaperones which all groups are expected to observe are as follows:
  - a. If the chaperone is married, the spouse should be included in the invitation. If the chaperone is unmarried, it is a courtesy to suggest that a guest of the chaperone's choice would be welcome.
  - b. It is a courtesy to inquire whether a chaperone has transportation to and from the event. If necessary, the sponsoring group should arrange for transportation.

- c. The Student chairperson should observe the courtesies a host extends to his/her students and these courtesies should be extended to them as well.
  - d. Thank the chaperone verbally at the conclusion of an event and follow up with a thank you letter a few days later.
  - e. Chaperones are expected to stay for the duration of an event; therefore, they should be advised of the hours of the event and its ending time should be strictly observed.
9. Chaperones are to report any internal emergencies to the Campus Police. The Campus Police will notify emergency services and appropriate administrative officials.
10. In the event of a health emergency of which an ambulance may be required, notify the nearest rescue squad by dialing 911.
11. If additional police are required, please notify head assigned officer or dial 911.
12. In case of a fire alarm, first evacuate the building and then notify the Fire Department by dialing 911.
13. Campus Police and the contracted local or state police are responsible for enforcing those rules, policies, and regulations set forth by the College to clear, lock, and to secure the entire building. (However, the Chaperone and Chairperson are in charge.)

Event: \_\_\_\_\_ Event Date: \_\_\_/\_\_\_/\_\_\_

Name of Chaperone: \_\_\_\_\_ Department: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Signature of Chaperone Date: \_\_\_/\_\_\_/\_\_\_

## **Manchester Community College Travel Guidelines for Students Behavior**

Manchester Community College sponsors field trips and special events for students as a means of providing a comprehensive and diverse learning opportunities. Field trip/event participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of Manchester Community College. All students are held to certain standards of conduct. Every student participating in the trip must abide by all of the rules and regulations stated below. Failure to follow operating guidelines, instructor/staff directives, and the behavior guidelines may result in disciplinary action. Each student understands that once the student has signed this contract, the rules and requirements will be in effect throughout the entire trip.

1. Students at Manchester Community College are expected to conduct themselves in a manner that will not discredit himself or herself or the school.
2. Drugs or alcohol are not permitted on the field trip/event. Possession, use, sale, distribution, and/or transportation of alcohol, any controlled substance, illegal drug, or drug paraphernalia is prohibited conduct.
3. No firearms, explosives (including fireworks), or other weapons are permitted on the field trip/event. Transportation, storage, possession or use of these items is prohibited conduct.
4. Sexual harassment, sexual misconduct, lewd or indecent behavior, or sexual assault is prohibited conduct.
5. Physical abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person is prohibited conduct.
6. Every student is responsible for making appropriate travel arrangements prior to and after the field trip/event.
7. Failure to comply with instructor directives, engaging in prohibited conduct, or violation of any laws may result in disciplinary and/or legal action. Students may be discharged from the field trip/event and be responsible for transportation home under these circumstances.
8. Interfering with normal university activities including studying, teaching, research and recreation is prohibited.
9. The College does not have liability or automobile coverage for students driving themselves or other students to College-sponsored events. Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
10. Anyone with a history of medical problems should consult with their physician prior to the field trip/event to be sure that they are in condition to make the trip or participate in the event. Any student with a medical problem and/or under the care of a physician may be required to provide a medical release prior to the field trip/event.

**I have read and understood** all of the above rules and requirements and agree to accept the consequences as stated. I further understand that the chaperones are in charge and I will accept their authority during the entire course of the trip.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date



any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

**I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.**

**Please check if you are a designated adult student driver to verify that you have appropriate automobile insurance.**

_____	____/____/____
Signature of Student	Date
_____	____/____/____
Signature of Witness	Date

\* I certify that I am the parent or legal guardian of the above named student who has applied for participation in the field trip program. I have read the Release and Indemnification Agreement and I understand it. Further, in consideration of being permitted to participate in the field trip program, I accept and agree to be bound by, on my own behalf and on behalf of the child, the terms and conditions set forth in the Release and Indemnification Agreement.

_____	____/____/____
Signature of Parent or Guardian	Date



## Student Activities Accident/Incident Report

Date of Report: \_\_\_/\_\_\_/\_\_\_ Date of Incident: \_\_\_/\_\_\_/\_\_\_ Time of Incident: \_\_\_\_\_ AM  PM

Place where incident occurred \_\_\_\_\_

### Information on Person Assisted *(Complete a separate form for incidents involving more than one person)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Age: \_\_\_\_\_ Male  Female  Phone Number: \_\_\_\_\_

Family Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Incident Data

Location of incident: \_\_\_\_\_

Did an injury occur? Yes  No  If yes, describe the type of injury: \_\_\_\_\_

What was person doing at the time: \_\_\_\_\_

Provide description of incident/accident: \_\_\_\_\_

### Care Provided

Did victim refuse medical attention by staff? Yes  No  Did facility provide care? Yes  No

Describe in detail the care provided: \_\_\_\_\_

Were emergency medical services (EMS) personnel called? Yes  No

Was the victim transported to an emergency facility? Yes  No

If yes, where? \_\_\_\_\_ If no, person returned to activity? Yes  No

If the victim is a minor, were the minor's parents contacted *(if not present)*? Yes  No

### Witnesses

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

### Report Prepared By:

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

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

# Student Senate Event and/or Travel Funding Request

Clubs or Organizations Sponsoring Event : \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time From: \_\_\_\_:\_\_\_\_ A.M. P.M. To: \_\_\_\_:\_\_\_\_ A.M. P.M.

Event Location:  On Campus  Off Campus (Specify): \_\_\_\_\_

Event Purpose & Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Minutes Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Attach promotional materials, proposal, and authorizing minutes.**

**Type of Program:**(Check all that apply)

Conference/Workshop       Lecture/Speaker       Minority/Ethnic       Performing Arts

Recreation     Travel       Visual Arts       Other (Specify) \_\_\_\_\_

**Primary Population (s) to be served:**       Club Members       MCC Students       Entire College

Community      (specify) \_\_\_\_\_

**How will the MCC Student Body benefit by funding this event?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount Requested from SS:** \$ \_\_\_\_\_      **Amount your club or organization is contributing:** \$ \_\_\_\_\_

**Approximate Costs:** \$ \_\_\_\_\_ (include all outgoing funds)

**If applicable:**

**Anticipated Income Source(s):** (tickets, raffle, etc.) \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

**Amount requested from other sources:** \$ \_\_\_\_\_ **List of Other Sources:** \_\_\_\_\_

**Other information pertaining to your funding request:**

\_\_\_\_\_

\_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Applicant's Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Advisor or Chair: \_\_\_\_\_

Applicant: \_\_\_\_\_

Signature

Signature

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Denied       Approved

SS Minutes of: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount: \$ \_\_\_\_\_

SS President: \_\_\_\_\_

SAO Director or

Designee: \_\_\_\_\_

## Proposal Guidelines

The purpose of the Student Senate is to support those activities contributing to student development and to provide diverse programs of high quality for the MCC student body. Requests may be made for funds that will be used to benefit only members of the requesting club; however, priority consideration will be given to events open to the student body as a whole.

The following rules should always be followed; failure to do so may result in a denial of funding.

1. SAF funds must only be used to directly benefit currently enrolled students taking credit courses unless the event is jointly sponsored/funded by a non-Student Senate organization.
2. This form should be completed in full and must be submitted with a written proposal (which will be distributed to interested individuals) and authorizing minutes.
3. This form must be submitted no less than 30 days prior to the event for which funds are requested, and all funding requests over \$500 must be proposed to the Student Senate no less than two meetings prior to the event date. Note: there are no regularly scheduled meetings during intercessions.
4. Funding is limited for special events; therefore, requests may be denied solely on the availability of funds.
5. Priority funding will be given to new events and to groups that request funds well in advance.
6. Any group that requests funds must have student representatives present the proposal at any SS meeting where the funding request is reviewed. It is the responsibility of these representatives to distribute proposals to all attendees—it is advised that no less than 25 copies of the proposal be made.
7. The named applicant will be considered the event coordinator, must make themselves available for any questions and concerns prior to the event, and is responsible, if funded, for preparing and processing all paperwork per state Comptroller regulations.
8. Any monies earned during an event, less expenses and up to the amount funded by the SS, is the property of the SS and must be deposited into the SS account.
9. Any event that receives funding from the SS must list the SS as a co-sponsor on all promotional materials.
10. To be eligible for any funds over \$500 for a single club event, a club must have perfect attendance at SS meetings, must not have received funds for any single event over \$500 in the preceding academic year, and must provide a list of activities and volunteer work completed in the current academic year and the current balance of the club accounts with a list of income and expenditures.
11. Funding Requests should not exceed \$1000.00 during the academic year.
12. Please note: This form does not take the place of the standard activities request form or forms.

