



CODE OF THE ROAD

Attending an Off-Campus Event for

El Paso Community College

A Travel Advisory Handbook and Commitment Contract for Students

Congratulations! You have been chosen to travel and represent El Paso Community College (EPCC) because you are a student leader who is committed to making a positive difference for your club/organization/society. Representing the College takes time and commitment on your part. We encourage you to make this opportunity the best professional and personal experience possible. Take time to have fun and network with others.

Representing **EPCC** at an off-campus event is a privilege. Because you are a formal representative of the College, there are certain rights and responsibilities that come with this unique opportunity. The **CODE OF THE ROAD and COMMITMENT CONTRACT** is to be used before, during and after any trip you take on behalf of our College-sponsored event.

Before the Trip...

Whether you are going for a day or going for a week, there is preparation that needs to be done.

➤ **Adopt A Positive Attitude**

Realize that attending an off-campus event, as a representative for EPCC, is a privilege. Consider it an outside-the-classroom learning experience.

Remember, you represent **EPCC** and your club/organization/society at all times. The College and your fellow students trust you. Represent them well.

➤ **Read Agendas, Booklets, Event Materials Before You Travel**

Sign “The Code of The Road Commitment Contract”, “Release of Liability” and “Medical Release Form” and return them to your Advisor.

Participate in the selection process of your group (if any) to attend the off-campus event.

Attend any orientations prior to event required by your group and/or Advisor.

Provide family members with all pertinent travel information including conference location, departure/arrival times, and hotel accommodations. You will be prohibited from making long distance calls from your room, so bring a long-distance telephone charge card or change for public phones.

In rare cases, you may be granted permission to travel separately to and/or from the event. If so, all details about your transportation must be submitted to and approved by your Advisor and Director of Student Leadership and Campus Life prior to departure. If you are the driver, you must provide a copy of your driver’s license and proof of insurance to your Advisor.

➤ Packing Tips for A Function

- Bring snacks for van trip and hotel rooms.
- Appropriate attire should be worn based on specific activity.
- Other suggested items to bring:
 - Toiletries; notebook; pen; camera, and calendar. Medicines; if you have a special medical need please let your Trip Advisor know. If you are staying in dorm rooms you will need bedding materials, radio, towels, toiletries, shower shoes, etc.

Rights & Responsibilities

You have the ...

Right to become better acquainted with members of your own College

Right to “network” with other event participants

Right to enjoy the personal and professional opportunities offered at the off-campus event.

Right to have the respect of peers and Advisors.

Right to seek and secure support of peers and Advisors.

Right to expect Advisors to adhere to the same responsibilities expected of students.

Right to have good, clean fun!

Responsibility to respect others, including hotel roommates, hotel staff and Property; there will be no profanity and/or inappropriate sexual behavior in the hotel room.

Responsibility to attend (on time), workshops, seminars, etc; available at the event, and to present, if asked, your report to your club/organization/society, Advisor and/or administration.

Responsibility to wear appropriate attire for each activity as adopted by the event sponsor.

Responsibility to follow College, hotel, state, and federal regulations/laws.

Responsibility to stay on-site during the event (unless otherwise advised).

Responsibility to eat meals with your group in order to de-brief, discuss, and confirm strategies and to gather support (as agreed upon with your Advisor).

Responsibility to pace yourself and monitor your activities to ensure timely attendance at all commitments including trip departures.

Responsibility to reside/sleep in hotel accommodations assigned to you.

Responsibility to take reasonable precautions to ensure safety of self and others.

Responsibility to smoke only in designated smoking areas.

Responsibility not to possess and/or consume any type of intoxicants between event departures and return times, and to remove yourself from the company of anyone indulging in intoxicants.

Consequence

Responsibilities listed on previous pages, if violated, may result in disciplinary procedures including but not limited to:

- returning immediately from the event at your own expense
- reimbursement to College of funds expended on your behalf
- possible removal by Director of Student Leadership & Campus Life and /or Vice President of Student Services from association/student club/organization/society
- inability to future travel with El Paso Community College
- possible suspension and loss of scholarships
- three substance abuse course completion

Unable to Make the Trip

If you fail to make the trip without a legitimate emergency (death or illness), you will need to submit supporting documentation to prove the urgent situation or you will be liable for reimbursing the institution of all fees incurred. Fees will include travel and hotel fares, per diem and conference registration. All efforts will be made to have someone else travel in your place. However, you will still be responsible for any remaining fees.

Post-Conference

Prepare a typed report of your experience at the event (including workshops, seminars, etc..., you attended), and give a copy to your Advisor. If asked, prepare and deliver your report to your club/organization/society, or Administration.

Trip Information

Type of Trip/Conference

Location

Dates

CODE OF THE ROAD COMMITMENT CONTRACT:

Name of Student: _____

Name of Student Group: _____

Position in Student Group: _____

Designated Trip Advisor / Chaperone: _____

1. I understand that I must be enrolled in six credit hours during the dates of the planned trip.
2. I understand that I must notify my instructors prior to departing and must arrange to make-up exams and submit assignments before leaving.
3. I understand that I must have my instructors verify by signing the Class Attendance form that I am passing their classes in order to travel. It is up to the instructor to allow excused absences. Academics come first.
4. I understand I must complete the Medical History Form. In case of an emergency, I will be taken to a hospital and will be responsible for incurred expenses.
5. If I am unable to attend or participate in the trip, I understand that I must notify the designated Trip Advisor two weeks in advance of the scheduled departure date.
6. I understand the College will demand reimbursement for registration fee, hotel accommodations and transportation cost if a replacement cannot be made. If incurred expenses are not made upon request, my student records will automatically be placed on hold.
7. I understand that I will not be permitted to possess or consume alcoholic beverages or illegal drugs while on this trip. Also, there will be no profanity or inappropriate sexual behavior while on this trip.
8. I understand that I must represent El Paso Community College, the college organization I belong to and myself in a positive image.
9. I understand that the college will not provide me with my own private room or bed unless special accommodations are required as prescribed by the American with Disabilities Act (ADA) or there is an exceptional case as determined by the Trip Advisor.

10. I understand that it is my responsibility to arrange transportation to and from the designated trip departure location.
11. I understand that it is my responsibility to arrive at the departure location and other designated location as scheduled.
12. I understand that I must inform the Trip Advisor if I intend to leave my personal vehicle at the departure location; and I understand that the college is not liable or responsible for any stolen property or vandalism that may occur to my personal vehicle if left at the departure location.
13. I understand that the designated Trip Advisor is the college official in charge during the duration of the trip and I must adhere to their direction and instruction at all times.
14. I understand that I must bring money to cover expenses not included in the registration fee, hotel accommodations, transportation or per diem arrangements.
15. I understand that I am required to participate in the officially sanctioned conference activities.
16. I understand that if I am leaving the conference property, I will garner permission from my Trip Advisor before I do so.
17. For safety purposes, I understand that I must inform the trip advisor of my whereabouts during leisure time.
18. I understand that EPCC is not responsible for injury, or problems that may arise in traveling to or from the site; including but not limited to traffic accidents, moving violations and catastrophic events.

I, _____, as a representative of El Paso Community College, agree to abide by this Code of the Road Commitment Contract. I hereby acknowledge that I have read, and understand the rules and regulations that govern El Paso Community College approved college-sponsored trip. I understand that I will be penalized if I do not adhere to the above rules. I understand falsification of any documents will result in automatic removal from the club/organization/society.

Student's Signature

Date

EL PASO COMMUNITY COLLEGE

Student Government Association



RELEASE FORM

I _____ hereby acknowledge that I am solely responsible for all consequences while traveling to _____

By signing this form, I represent to the college that I am of sufficient mental and physical capability and condition to participate in the above stated activity. I understand that my participation is not required by the College; that such activity is an optional and independent event conducted at an educational function sponsored by the College; and, that there may be a risk of bodily injury. I further understand that the College disclaims liability for any claims arising from this activity and I release, remise and discharge the El Paso Community College from the same. Sign Below.

Student Name

Date

SGA Advisor

Date



CLASS ATTENDANCE
EPCC SPONSORED ACTIVITY (IES)

I, _____, will be missing class for the period covering

_____ due to: (circle one)

college sponsored activity(ies); military duty; or emergency service. (If military, attach copy of official orders.)

 Student Signature

 Date

Approvals:

 SGA Advisor, Ext. 2712

 Faculty

 Print Name

Phone #: _____

Course Name: _____

Passing: _____ Failing: _____

This form must be submitted with Faculty to the Activity Advisor/Employer two weeks prior to sponsored activity(ies) with the exception of emergency notification. Activity Advisor/Employer will provide a copy of the completed form to the Faculty member.

NOTE: As stated in College Procedure 7.04.05.14, Section III. C.

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EL PASO COMMUNITY COLLEGE

Voluntary Only



Student Medical History*

(All Information is confidential)

Student Name: _____ ID No.: _____

Medical Insurance: No _____ Yes _____

If yes, Insurance Company: _____

Policy # Member ID: _____ Group #: _____

Please print clearly.

Medical Conditions

Do you have any medical condition(s) that requires medication*? No Yes

If yes, list medication: _____

Dosage: _____

Allergies: Please Circle Yes or No to Each

Animals No Yes Indicate: _____

Food No Yes Indicate: _____

Insect bites No Yes Indicate: _____

Medication No Yes Indicate: _____

*List medical conditions _____

In case of emergency contact:

Name: (PRINT CLEARLY) _____ Relationship: _____

Phone Numbers:

Home #: _____ Work #: _____ Cell #: _____

Address: _____ City: _____ State: _____ Zip: _____

Student Signature (I voluntarily agreed)

Date