



CODE OF THE ROAD

Attending an Off-Campus Event for

El Paso Community College

A Travel Advisory Handbook 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** 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 “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 prior to departure. If you are the driver, you must provide a copy of your driver’s license and insurance card 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 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.

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/suggested 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 to abstain from possession and/or consumption of 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 SGA advisor and or Vice President of Student Services from association/student club/organization/society
- inability to travel with El Paso Community College
- possible suspension and loss of scholarships
- 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 proof 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

TJCSGA Meeting

San Antonio, TX

June 5-6, 2010

CODE OF THE ROAD COMMITMENT CONTRACT:

I, _____, as a representative of El Paso Community College Student Government Association, agree to abide by this Code of the Road. I understand the responsibility I have taken on when traveling for El Paso Community College.

Student's Signature

Date

Student Initials and Date: _____

Rev. 6/7/10