Procedures regarding Trips and Transportation for Student Programs

Each year, the Director of Student Activities will maintain and publish a set of guidelines for those organizations wishing to sponsor a trip or provide transportation to other students for an approved College event. This set of guidelines may be published as a separate document or may be found on the College’s website.

Any recognized student organization wishing to conduct or sponsor a trip must obtain prior approval from the Director of Student Activities, or designee. It is expected that student trips will be planned so as not to interfere with classes. The recognized student organization must provide a list of students going on the trip, must be submitted to the Information Desk before the trip leaves campus.

A student representative from the recognized student organization must accompany the trip. Pending the nature of the trip and corresponding activity, a College representative may be required to accompany the group. The sponsoring student organization must consult with the Office of Student Activities to determine the need of having a College representative present. A College representative must be present on overnight trips. The recognized student organization is responsible for recruiting a full-time faculty or administrative staff member willing to serve as a College representative. The name, address and telephone number of the College representative must be submitted to the Director of Student Activities, or designee, a minimum of 10 days prior to the anticipated departure date. Exceptions to the timeline may be made on a case-by-case basis with approval from the Director of Student Activities.

Student groups needing to book a school or coach bus must reserve it through the Office of Student Activities. All groups must have the necessary approved funding for costs associated with the bus before any reservation can be made.

For use of College vans by student groups, please refer to those policies and guidelines.