

# Student Club Handbook

## 2018-2019

Summer 2018

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## Registration

Club registration is an annual process. New and continuing clubs must register each year in order to be recognized by the College.

In order to initiate the club registration process, the group must have at least 8 members, 4 of the 8 who will serve in the capacity of president, vice-president, secretary and treasurer, a club advisor (faculty or staff) who has verified advising intent, a current constitution submitted to Student Senate, and (if not a new group) appropriate representation at monthly Student Senate Club Council meetings in the year immediately prior to registration. Clubs who do not meet these requirements will not be eligible for final approval from Student Senate and the Vice President of Student Life.

The annual registration process is hosted on [jayweb.etown.edu](http://jayweb.etown.edu). Login using your normal username and password, and then click the 'Student' tab (top). On the left side of the web page there will be a heading titled 'Student Groups' and the form will pop up when the heading is clicked on.

The form asks for the first and last names of each officer and advisor, as well as the Etown usernames of each, please be sure to spell the usernames correctly. When the form is filled out and processed by ITS, these usernames will be given access to the group email account (any additional usernames that will require access should be processed through a help request to ITS). All fields with a red asterisk must be completed. If the club constitution is the same as the prior year, you are permitted to provide a link to the Senate website where your constitution is posted. Otherwise, upload a copy of the new club constitution.

**Primary registration begins on August 21<sup>st</sup> and ends on October 14<sup>th</sup>.** The Student Senate Student Groups Committee will send out reminders at the start of the registration period and in the weeks leading up to the closing date. If a continuing club does not register within this time period, all privileges that are associated with the existing email account (25live, agency account, etc...) are discontinued.

**Secondary registration will begin on January 15<sup>st</sup> and end on February 15<sup>th</sup>.** Clubs that did not register during primary registration, or have just recently formed will have an opportunity to register during this second, shorter window.

**In addition to club registration through Jayweb, each club advisor must verify advising intent prior to the registration deadline.** If this is not done, the group will not

be registered and all privileges associated with registration will be dropped until the following registration period.

The Student Senate reviews club registration requests as received. If the proposed club activities are duplicative, pose student safety concerns or conflict with the stated mission and values of the College, the application will be referred to the Vice President of Student Life. A club proposal may be rejected by the Vice President of Student Life.

Any club that continues or attempts to continue to use college resources but does not register will face consequences. If a club does not register for 2 academic years, and does not respond to notifications from Student Senate or the Vice President of Student Life the club will be considered INACTIVE and the funds will be reassigned to the Student Senate allocation account for redistribution to other clubs as needed.

## Club Council

Club Council convenes every month in Hoover 212. Email reminders are distributed by Student Senate. The Vice President of Student Senate, as well as the Student Groups Committee convenes these mandatory meetings. If the club is to remain in good standing with Student Senate, a representative must be present at each meeting, and attendance will be taken. **Repeated absences will be noted and official club recognition will be revoked if deemed appropriate by Student Senate.**

Guests often make presentations about different aspects of club leadership, event planning and college life. In the past, the Treasurer of Student Senate has spoken on budget requests; the Traditions chair has spoken on Homecoming, the Alumni Office has shared information on special events, etc. The purpose of the meetings is to assist the groups in planning and promoting events, as well as inform the groups of events they can participate in around the college. Suggestions are accepted at any point during the semester and can be emailed to [clubs@etown.edu](mailto:clubs@etown.edu).

## Club Privileges and Expectations

### Privileges

- Use of College facilities in accordance with college policy
- Sponsorship and promotion of campus activities, distribution of literature, flyers, posters, banners

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- Solicitation of funds through club fundraisers in accordance with College policy (NOTE: Raffles and any off-campus fundraising or sponsorships must be approved in advance by the Dean of Students.)
- Use of College services/resources such as purchasing, printing, computers, etc.
- The Activities Fair is held in September. Groups that would like to participate must send an email to [clubs@etown.edu](mailto:clubs@etown.edu) three days prior to the event to reserve a table. No last minute requests can be accommodated.

### Expectations

- Adhere to the Student Handbook as well as the Student Senate Constitution and Bylaws
- Adhere to the Club Handbook and registration deadlines
- Locker keys are distributed at the beginning of the academic year, and must be signed out by an officer. At the end of each academic year, keys must be returned to Student Senate Office. If keys are not returned your club funds will be frozen by the Student Club Officer.
- Open club meetings, events and programs for all students, in accordance with the College Statement of Non-Discrimination:

“Elizabethtown College does not discriminate on the basis of gender, race, color, religion, age, disability, marital status, veteran status, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, genetic information, possession of a general education development certificate as compared to a high school diploma, or any other legally protected status. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discrimination acts of any kind is strictly forbidden.”

- Clubs and their members should conduct themselves in a collegial and ethical manner in accordance with the Student Handbook and College values

## Club Organization

Leadership organization should be outlined in the group's Constitution. The hierarchy should be clearly described, with each officer's role defined. It is recommended that each officer keep a record of their duties for that year, ensuring when officers change at the end of the academic year no important information is lost. Secretaries should take minutes at each meeting, not a verbatim transcription, but major points and assignments of roles within the club should be noted so those members that are not present will be able to catch up.

### Suggested Roles:

- President
- Vice President
- Secretary (Recorder)
- Treasurer
- Club Rep (for Club Council)
- Event planner
- Marketing manager

Larger clubs, or those that plan multiple events at one time, might also consider the use of committees. They are an effective way to spread out work for an event or project while involving more club members, especially those who will be considering leadership positions later in time. Committees can also be disbanded when they are no longer necessary, and are much less formal than traditional leadership positions.

Hierarchy within clubs should be simple, and the majority of clubs do not need assistance in assigning leadership roles. If leaders become unable to fulfill their roles, club members should not hesitate to remove the leader and instate a new one for the sake of their club. Effective leaders are necessary for club success, and their roles should be taken seriously. Club members are encouraged to consult with the club advisor on issues related to leadership development and annual planning.

## Marketing

The Office of Student Activities is very helpful with marketing and advertising. They are responsible for the window markers in the BSC, as well as the banners and the student activities event calendar. The majority of the sign-ups for advertising can be done through the HUB, located on the first floor of the BSC next to Mail Services. The HUB is open 11am-7pm Monday through Thursday, and 11am-4pm on Fridays. The student assistant in the Hub office will be able to answer questions about specifics, but

generally for each service they provide there is a request form for all the necessary information (date and time of event, location, registration if applicable, club sponsoring event etc...). Railing banners stay up for a maximum of two weeks, the concourse banner stays for a maximum of a week, and window markers are limited to five days for an event. Banner spots typically fill quickly, as do the window art advertisements so flexibility may be necessary. At least three business days' notice is required for any request, and OSA reserves the right to not fulfill your request on time or at all if this is not followed. For the calendar, please send all inquiries to [osaevents@etown.edu](mailto:osaevents@etown.edu) while keeping in mind that the calendar is posted bimonthly.

#### OSA Contact Information-

1. OSA: [osa@etown.edu](mailto:osa@etown.edu)
2. OSA Calendar: [osaevents@etown.edu](mailto:osaevents@etown.edu)
3. OSA Publicity: [osapublicity@etown.edu](mailto:osapublicity@etown.edu)
4. Website- <http://www.etown.edu/offices/osa/index.aspx>

Posters are a great and simple way to get the word out. Clubs are limited to 7 posters in the BSC- bring the posters to the HUB and the student will stamp them, and you or the student can hang them. Each club's email account is linked to the printers on campus, so whoever has access to the club email can print from that account. Print Services is also a great resource for large print jobs. They are located behind Myer Hall, adjacent to the Susquehanna Room. Print Services is able to create color posters of varying sizes, as well as brochures and banners, and can laminate posters as well. Club accounts can be charged through the Business Office. There is a form on their website for all print requests, and turnaround time is around 3 days so be sure to give the office enough time to process your request.

#### Print Services Contact Information-

- Print Services website: <http://www.etown.edu/offices/print-services/>
- Email: [copy@etown.edu](mailto:copy@etown.edu)

#### Where to hang posters:

- Eshenshade 3<sup>rd</sup> Floor: Jean Dietrich administrative Assistant OT Department: Closet doors, glass panels but please remove signs as soon as event is over.
- Steinman: Carrie Chapman Administrative Assistant Communications Department: Bulletin boards near exit doors.
- Musser: Michele Herndon Administrative Assistant Chemistry Department: Bulletin Board labeled "Announcements/Summer Research Programs"

- High Library: Sarah Penniman Director of Library: Bulletin board just inside library's front entrance, can place pamphlets on reference desk. The flyers need to be approved by OSA before they are placed in the library.
- Thompson Gym: Cheri Way, Office Manager, Athletics: One community bulletin board, all flyers can be brought to athletic department office and they will post them.
- BSC: Office of Student Activities: Bring 7 copies of your flyer to OSA Hub and they will post them for you, NOT allowed to post any flyers yourself in the BSC.
- Hoover: Business Department: One community bulletin board at entrance of building.

Other advertising ideas include: chalk drawings on the pavement outside the BSC, tweeting from a club or personal account, Facebook updates/events from club accounts, email blasts to classes and of course, good old fashioned word of mouth. Talk up your club's events to friends and have them help you spread the word.

## Business Office Processes and other Purchasing Requirements

- **Accounts Payable Information**- Requests for payment and reimbursements are submitted to the Business Office by completing a purchase requisition or a purchase order. Original receipts and/or documentation of prices from the vendor must be submitted with all payment and reimbursement requests. Required signatures must be present on the purchase requisition. See the approval limits below. The College does not reimburse for sales tax due to our tax-exempt status. Please see the Business Office to request a tax-exempt form if needed. Reimbursement requests for \$75.00 and under will be paid with cash. Cash for reimbursement requests is issued at the front desk in the Business Office. Reimbursement requests for over \$75.00 will be paid with a check.
- **Online Forms**- These forms are available on the [downloadable forms page](#) of the Business Office website.
  - Purchase Requisition- completed for purchase and reimbursement requests
  - Purchase order- completed for requests \$5,000.00 and over or if needed by the vendor
  - Travel Voucher- completed to receive an advance or reimbursement of travel related expenses such as mileage and meals
  - Transfer Request Form- completed to transfer funds from one budget account to another

- **Purchase of clothing or other items with artwork**-If your purchase includes clothing, jewelry, mugs or other items that will have words or other artwork on them, the wording and/or artwork must be **approved by your club advisor**. Approval is indicated by your club advisor's signature on a printed image of the design. Please consult with the Office of Marketing and Communications to ensure proper representation of any college logo. [OMC STYLE GUIDE](#). Similarly, the Athletics Department (Matt Heffelfinger) must sign off on any representation of the Blue Jay.
- **Approval Limits-**
  - Up to \$498- Purchase requisitions and purchase orders up to \$498 must be approved and signed by the club advisor and treasurer.
  - \$499 or more- **Purchase requisitions and purchase orders of \$499 or more must be approved and signed by the club advisor, club treasurer and Vice President for Student Life.**
- **Credit Card Payments**-The use of a department's purchasing card (PCard) is highly encouraged. If a vendor accepts credit card payments and you are unable to do so with a department card, please contact Josh, ext. 1214, to make arrangements for the use of the Business Office's purchasing card. Sales tax WILL NOT be reimbursed. Call Josh, ext. 1214 for the required information.
- **Processing Deadline**- All requisitions and purchase orders should be submitted to the Business Office by 10 a.m. Wednesday morning. Bills received after 10 a.m. Wednesday morning will be paid the following week. Checks are produced every Friday, except during holiday weeks.
- **Fast Checks**- These checks can be ready for mailing within 3 hours. Use of this type of check is to be reserved for emergencies only. Abuse of this system will result in your club not being able to use them. The approval process is the same as for regular checks.
- **How can our club pay another club or department?** Send a transfer request form to Jayma Reaggs indicating the account to charge and the account to credit.
- **How does Petty Cash work?** If an employee or student is due a reimbursement under \$75, petty cash will be given instead of a check. Advances for under \$75 are also given in cash. A signed requisition, along with an original receipt, must be presented to the business Office to receive petty cash.

## Making a Budget Request with Student Senate

Before beginning a budget request, make sure the following are true for your club:

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- You are a registered student group
- You have at least 8 members. Groups with under 8 members are not eligible for funding from Student Senate.
- You have attended the Treasurer’s Seminar run by the Executive Treasurer in the fall semester. If this is not true, make sure to contact the Executive Treasurer to receive any information that was given out to student groups.

### Steps to Creating a Successful Budget Request

1. Go to [etownsenate.com](http://etownsenate.com). Under the “Student Groups” tab, select “Budget Requests.”
2. Review the relevant [Finance Committee Guidelines](#) that have been made available for students to review on this webpage. This will provide clubs with any information they may need to know regarding the Budget Request Process.
3. Complete a budget request by filling in the online form on this webpage.
4. Send all supporting documentation to [senate@etown.edu](mailto:senate@etown.edu) as soon as possible once your request is complete.
5. If your purchase includes clothing or other items with artwork, slogans or other images, supporting documentation must include a copy of the artwork and your club advisor’s signature showing approval of the artwork. Groups must adhere to copyright law. Consult with High Library if you have a question about using a protected image. **Note: Films and videos may not be shown without a special license. Please consult with the Vice President of Student Life Office.**

### Steps Regarding the Decision on a Budget Request

1. A club’s budget request is reviewed by Finance Committee. This Student Senate committee is comprised of seven Senators- six voting members and a non-voting chair, the Executive Treasurer of Student Senate. Deliberation will occur during a closed meeting and the decision regarding a club’s budget request will be made.
2. This decision will be presented to Student Senate at the following meeting. Student Senate will have the opportunity to overturn the decision (for both approvals and denials) if a motioned vote reaches a 2/3 majority, if they feel that Finance Committee’s decision was not sound.
3. Once the Student Senate meeting has ended, the Executive Treasurer will contact the group to let them know of the decision has been made.
4. If a decision to deny a club’s budget request has been made, clubs have one additional opportunity to send a request for the same item(s). Therefore, this process can be done for a total of two times per request. The Executive Treasurer will send each club feedback as to why their request was not approved, so that they are able to edit the request as they find necessary.

## Things to Keep in Mind Regarding a Budget Request

- Try to provide accurate budget information. Rough estimates and rounding are not always acceptable when Finance Committee reviews a request.
- You cannot request more money than the total cost of your activity/event total cost. Additionally, if the cost for your request ends up being less than was allocated to your club, the updated, lesser amount will be the total funding that your club receives.
- It is imperative to submit supporting documents. While smaller costs (i.e. “pizza for \$50) are not material costs to document, most are. Receipts, online confirmations, and even screenshots of price quotes online are all acceptable forms of documentation. Remember that Finance Committee is looking to confirm the cost of each item requested, not that it is simply taking place.
- Event contracts, t-shirt designs, and other requests must be approved by the Vice President of Student Life office. While Finance Committee is able to fund for all of these items, we cannot transfer funds into your account until the item you are requesting funds for are approved. Please try to have these approved before submitting a budget request in order to keep the process flowing smoothly.
- Club sponsored trips must use [the trip approval process](#) on Jay Web. The form is found under online forms in the student tab. Please fill out the form **at least 4 weeks** prior to the trip to allow the VP of Student Life’s office ample time to consider the request. After the trip is approved your members can register for the trip.
- Club members are always welcome to attend a Finance Committee meeting to explain their request and answer any questions that the committee may have regarding their submitted form. This may be more helpful if a club is submitting a request for the second time.
- If there are any questions regarding a budget requests, clubs are encouraged to email the Executive Treasurer at [senate@etown.edu](mailto:senate@etown.edu).

## 25live/Event Planning Tips

All campus room/space reservations are filled in the order received. Preference is given to academic courses as scheduled by Registration and Records, then to departments, then to the general student population, friends of the College and lastly Special Events and Summer Programs. All non-academic events are scheduled through the Campus Event Scheduling Office, and requests must be submitted through the Office at least *five days* in advance of the date requested. Submitted requests are not considered approved until the requestor receives a confirmation from the Scheduling

Office.

When submitting requests, it is important to fill out the form correctly and completely. The description box should be used to describe the meeting or event on a public level, as it will be published for the general public. The comment section should be used to include details for setup, catering, media services, etc... this information is *not* public and will be shared with the appropriate service providers. However even though the comment box is present, you still **MUST** contact the appropriate departments to confirm these details. Please be certain to check in with the departments.

Any cancellations must be emailed or called into the Campus Event Scheduling Office at least *three business days* prior to the event. A snow date may not be scheduled for events. If a snowstorm occurs on the date of an event, the event will be cancelled and can be rescheduled. One rain date or rain location may be scheduled for outdoor events.

If you have any questions please do not hesitate to email the Office.

General Scheduling Assistance: [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)

Login/Password Assistance: Jill Petronio, [petronioj@etown.edu](mailto:petronioj@etown.edu)

Assistance with Event Setup: Joe Hudzick, [hudzickj@etown.edu](mailto:hudzickj@etown.edu)

Assistance with Catering: Samantha Brant, [catering@etown.edu](mailto:catering@etown.edu)

Assistance with Media Services: KAV/Leffler- Barry Fritz, [fritz@etown.edu](mailto:fritz@etown.edu); All other spaces- [mediaservices@etown.edu](mailto:mediaservices@etown.edu)

### Step 1: Schedule Event in 25Live

Before beginning the planning process for your event, you must make sure that any locations/services that you require for your event are scheduled through the campus scheduling system, 25Live. If you require training or need assistance accessing 25Live, please contact the Scheduling Office.

- Phone – (717) 361-3660
- Email – [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)
- 25Live website - [schedule.etown.edu/25live/](http://schedule.etown.edu/25live/)

By properly scheduling your event, you will ensure the following:

- Facilities will be notified to have the heating/air conditioning on for the event.
- The requested services (catering, event setups, technical support, etc.) will be notified of your event request. The service providers will review your request and approve or deny with the Scheduling Office.

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- The requested locations will be reserved for your event only.

\*Note – Academic classes take priority over campus events. Your event will be “bumped,” if the location you have chosen needs to be used for an academic class.

#### Tips for submitting a scheduling request in 25Live:

- Proofread all required fields prior to submitting your request.
- Provide as much detail as possible in the Comments field to expedite the confirmation process.
- Provide accurate start/end times for your event. If you require additional setup/teardown time before and after your event, make those notations in the Comments field. The Scheduling Office will add in the appropriate setup/teardown times.
- If you need to make changes to a required field, email the Scheduling Office with your event reference number (which can be found on the event confirmation sent to your club email account).
- Provide a contact name/email in the Comments field for easier communication with the Scheduling Office and service providers.
- Your club email account will receive a confirmation from the Scheduling Office indicating that your event has been confirmed. Until you receive the event confirmation from the Scheduling Office, the location & resources for your event are not confirmed. The Scheduling Office may require up to three business days to process and approve/deny your request.

#### Step 2: Marketing for your Event

See the [Marketing](#) section of the Club Handbook for tips on advertising an event.

#### Step 3: Contact Event Service Providers

As you finalize the details for your event, you will need to reach out to the service providers that you need assistance from to ensure that all proper arrangements are in order. Two weeks prior to the event is when final details should be sent to the required service providers. This allows for time to address any questions/concerns.

#### **Catering**

The catering department will be able to assist your club with any food & beverage needs for your event. Samantha Brant is the Catering Manager, and oversees catering services and will be your main contact for any questions/concerns that you have requiring food & beverage for the event.

Phone – (717) 361-1158

Email – [catering@etown.edu](mailto:catering@etown.edu)

Catering website - <http://www.etown.edu/offices/dining/catering.aspx>

\*The catering website will provide links to catering policies, and menu options.

\*Note – Samantha will require the name of the contact person for the event, as well as an account number.

### **Event Setups**

The event setup department will be able to assist your club with any furniture (tables, chairs, etc.) needs for your event. Joe Hudzick handles all event setups and will be your main contact person for any questions/concerns that you have regarding room setups.

Phone – (717) 361-1203

Email – [hudzickj@etown.edu](mailto:hudzickj@etown.edu)

### **Media Services**

The Media Services department will be able to assist your club with any technical needs for your event outside of the KAV or Musser Auditorium in Leffler Chapel.

Phone – (717) 361-3333

Email – [mediaservices@etown.edu](mailto:mediaservices@etown.edu)

### **Technical Operations**

The Technical Operations department will be able to assist your club with any technical needs in the KAV or Musser Auditorium in Leffler Chapel. Barry Fritz handles all Technical Operations requests and will be your main contact person for any questions/concerns regarding technical needs in the KAV or Musser Auditorium in Leffler Chapel.

Phone – (717) 361-1374

Email – [fritzbl@etown.edu](mailto:fritzbl@etown.edu)

Website - [www.etown.edu/offices/technical-operations/](http://www.etown.edu/offices/technical-operations/)

### **Step 4 (if necessary): Cancellation of an Event**

If your club decides to cancel an event for any reason, you must immediately do the following:

- Contact the Scheduling Office to cancel your reservation
- Email any service providers to ensure that they are aware of the cancellation and can make necessary staff changes

## Resources for Club Advisors

Elizabethtown students express high levels of satisfaction with co-curricular experiences, especially engagement in student-directed clubs and organizations. Students value the opportunity to creatively and collaboratively organize programs and events and to experience various leadership roles while positively contributing to campus and community life. As an advisor, you have a unique opportunity to cultivate contexts for learning outside the classroom through an intentional balance of challenge and support.

An advisor is a consultant not a hands-on manager of club or organizational activities. Students should set agendas, identify goals and priorities, develop budgets and work with other students to solve problems. The advisor should be a trusted consultant who provides feedback especially related to overall club effectiveness and leadership development, conflict resolution, the application of college policies and procedures and risk management.

### Role of Advisor

- Consultant
  - Guide students through goal setting, provide feedback on proposals, encourage critical thinking and creative problem solving
  - Encourage effective organizational structures and promote training and record management
  - Encourage learning and growth; help students connect to the college mission, values and learning goals through their club activities and events
  - Encourage professionalism through all club communication
- Partner
  - Support the group's activities when possible; encourage other faculty/staff involvement when appropriate
  - Attend club meetings and/or meet with club leaders on a regular basis
  - Be accessible via email, but set appropriate boundaries for phone/texting and social media
- Knowledgeable Resource Person
  - Provide accurate information about and ensure compliance with college policies and procedures
    - Advisors should be familiar with the [Student Handbook](#), [Title IX](#), [Clergy Act](#), [FERPA](#), [Alcohol and Drug Policy](#), [Hazing Policy](#), [Policy Regarding Minors on Campus](#), [Procurement Policy](#), [Copyright Policy](#), [Student](#)

[Travel guidelines](#), [Travel Protocol](#) and the [Vehicle Use Policy](#). If you have any questions about a college policy, please contact the Dean of Students.

- Budget Authority
  - Ensure appropriate use of college resources and adherence to procurement guidelines; authorize all budget transactions and seek approval from the VP for Student Life for any purchase \$499 and above. (see [BUDGET](#)).

## Advisor Appointment

**Any full-time faculty or staff member may advise a student group.**

A student group advisor should be appointed annually. Ideally, their role as a group advisor should be defined as part of their formal work at the College. Prior to making this commitment, please discuss the role of the advisor with club leaders and outline the expectations for the advisor. The Student Life office will email each advisor to confirm their agreement to be an advisor.

**Advisors** - Please consult with your department chair or supervisor before agreeing to advise a student group.

## Important Topics for Advisors

### **Budget Oversight and Special Contracts**

The group advisor is not the group treasurer; however, the advisor must ensure appropriate use of college resources by carefully reviewing and approving all transactions in writing. Transactions up to \$498 may be approved with the club advisor's signature. Any transaction exceeding \$499 must be approved by both the advisor and the VP for Student Life **in advance** of the purchase or transfer. The advisor should be familiar with the [College Procurement Policy](#).

**Students and advisors may not authorize contracts on behalf of the College.** If the student group is planning a special event or trip that requires a contractual agreement with a third party, please submit the contract proposal to the VP for Student Life Office for review. This process may take up to 10 days depending on the type of activity under review. Some activities require special consideration by our insurance underwriter. In some cases a vendor or special contractor will be required to provide the College with a certificate of liability insurance naming Elizabethtown College as the additional insured party.

## **Student Travel**

Student groups often travel to off-campus events and programs. Individuals participating in off-campus travel must sign a [Student Activity Waiver](#) prior to departure. The waiver is incorporated into the JayWeb form students will complete as part of the trip registration process. The waivers are also available in PDF format on the Dean of Students' webpage. Note: Individuals under the age of 18 must have parental approval for off-campus travel. Students must uphold college policies while off-campus including the [Alcohol and Drug Policy](#). Please refer to the [Student Handbook](#) for more detail.

In order for your trip to be approved by the VP for Student Life, the advisor, trip leader or must complete the [Trip Request form](#) on JayWeb. The proposed trip will be reviewed by the Dean for approval.

Students will log into Jay Web in order to register student group travel. For each trip, student travelers will complete a waiver that includes emergency contact information. This information will generate a roster that will be available to the trip leader and Campus Security. On the date of departure, the trip leader will contact campus Security to communicate any last minute changes in the roster.

Please review the Travel Protocol on the Vice President for Student Life website for more details.

### *Travel guidelines:*

- The travel form must be completed for all domestic STUDENT GROUP TRAVEL sponsored by a club, organization, program or department.
  - Do not use the Jayweb form for INDIVIDUAL STUDENT TRAVEL such as community-based learning, service projects and fieldwork.
  - Individual travel should be documented by obtaining a project-specific waiver at the start of each semester, which should be maintained by the program director until the end of the project period. Waivers are available on the Dean of Students' webpage.
  
- Student groups must follow the [Vehicle Use Policy](#). Advisors must authorize the use of a college vehicle for club travel. Advisors or other qualified employees should be the primary drivers and approved student drivers should be the back-up drivers when the group is traveling a significant distance (more than 100 miles). The length

of the trip should be considered to maintain driver alertness and group safety. Please consult with the Vice President of Student Life when making arrangements for one-way travel exceeding 100 miles.

- Bus/coach transportation and related contracts must be authorized in advance by the Vice President of Student Life Office. The College is required to verify the safety rating of the transportation company and to request a certificate of insurance. Depending on the number of travelers and distance, the cost comparison of vans versus a bus/coach should be considered. Executive Coach is our preferred vendor for coach bus trips.
- Air travel for participation in an approved conference must be authorized by the advisor and Dean of Students. If more than 3 students are planning to travel by air to a conference or service site, the advisor should consult with the Dean of Students' Office to seek guidance for group reservations and special safety considerations for overnight travel and accommodations.
- Students and advisors may opt to use personal vehicles for voluntary group activities. However, they are encouraged to seek approval from the owner of the vehicle. Liability coverage/automobile insurance is for College owned, leased, rented and hired vehicles only.
- If the group travel requires overnight lodging, the advisor should review and approve the lodging location. Advisors **should always** have separate, secure sleeping accommodations. Advisors are encouraged to discuss any questions about overnight lodging with the Vice President of Student Life.
- Any international club travel must be coordinated 6 months in advance with the Director of Study Abroad and the Vice President of Student Life.