



Club/Organization Code of Conduct for Travel and Attending Off-Campus Events/Activities

Club/Organization Name: _____

Clubs/organizations receiving temporary or permanent recognition at St. Cloud Technical and Community College (SCTCC) must comply with the established Code of Conduct.

Any club/organization that does not adhere to this criteria is subject to review by the Campus Life Director, Student Senate, and the Student Conduct Officer with the possibility of suspension or revocation. All students participating in off-campus events must be in good academic and behavioral standing.

1. The purposes for travel and related activities of both local and affiliated clubs/organizations are not in conflict with College or State regulations.
2. The travel activities should contribute to the overall positive development and welfare of club/organization officers and/or members. Any situation inconsistent with the club/organization's constitution or SCTCC college policies will not be permitted.
3. The Campus Life Director and Division Dean should approve all in-state travel plans and activities no later than two weeks prior to the trip.
4. The Campus Life Director, Division Dean, Vice President, and President should approve all out-of-state travel plans and activities no later than two months prior to the trip and final arrangements and trip budgets should be approved by the Division Dean no later than one month prior to the trip.
5. The Club/Organization Advisor(s) or their delegate(s) will travel with and attend all scheduled activities where possible. The Club/Organization Advisor's role is to coordinate all trip related activities and report any Code of Conduct violations to the Student Conduct Officer immediately upon the group's return to campus.
6. Prior to leaving campus, all delegates traveling with the club/organization will provide the club's/organization's advisor with emergency medical information and emergency contact information including contact names and phone numbers.
7. Prior to leaving campus, a trip itinerary, including travel and lodging information as well as a schedule of activities, will be filed with the advisor's Division Dean.
8. Prior to leaving campus, delegates should be made aware of all out of pocket expenses they are responsible for while traveling to and from and during the scheduled activities.
9. Illegal narcotics shall not be possessed, transported or consumed by any delegate at any time.
10. Alcohol shall not be possessed, transported or consumed on any vehicle used to transport delegates.
11. Alcohol beverages shall not be possessed, transported or consumed at any scheduled activity or function.
12. The club/organization and its delegates are representing St. Cloud Technical and Community College (SCTCC) at all times. Delegates should uphold the highest moral and ethical practices and dress appropriately at all times during the trip.
13. The club/organization and/or its delegates will be held accountable for any damages done to property, personal or real, from point of trip origin to point of trip return.
14. Minor students (under 18 years of age) will be required to have parents sign an authorization form before they can participate in any club activities requiring club travel because they cannot legally enter into contracts.
15. All delegates will attend all scheduled activities in a prompt and timely manner.
16. Any proposed changes to the trip itinerary must be approved by the trip coordinator(s) (Club/Organization Advisor (s)) prior to enactment.

I have read, understand and will abide by the aforementioned Code of Conduct.

Club Advisor(s) Signature(s)

Date

Club/Organization Member Signature

Date