

Advisor Agreement for Off-Campus Travel

Off-campus travel can be an exciting part of a student's experience as part of a club. However, there are certain guidelines and requirements that must be followed during off-campus travel. Advisors accompanying students on off-campus travel are required to enforce the College's Student Code of Conduct for the duration of the travel and report any violations to the Student Life & Leadership Manager. In addition, advisors are required to remain with their students for the duration of the off-campus event or activity, including travel to and from the event or activity.

If you have any questions about off-campus travel, or the requirements for advisors, please contact the Center for Student Life & Leadership Development (CSLLD) immediately.

Off-Campus Event Name _____

I agree to **(please initial next to each item)**:

_____ Insure that all required paperwork is submitted for approval to the CSLLD prior to any off-campus travel.

_____ Inform the students traveling that they are subject to the Student Code of Conduct during the entire duration of off-campus travel. This includes any time before or after formally scheduled activities, such as a conference or competition, and any travel time to and from the off-campus activity that originates from CSM.

_____ Report any violations of the Student Code of Conduct or the Off-Campus Behavior Agreement to the Student Life & Leadership Manager within 2 business days after returning from any off-campus travel.

_____ Enforce a zero-tolerance policy for the possession or use of any drugs or alcohol for the duration of the off-campus travel.

_____ Remain on-site for the duration of the event or activity.

_____ Insure receipts for all travel related expenses that require reimbursement are saved and submitted to the CSLLD in a timely manner.

_____ Travel to and from the off-campus event or activity with the students unless other arrangements are approved by the Student Life & Leadership Manager prior to travel.

Advisor Name (print)

Advisor Signature

Date