

Student Organization Off-Campus Event Packet

Student clubs and organizations participating in off-campus events and activities using College funds (including club funds and funding from the Inter-Club Council and Student Senate) or under the auspices of College of San Mateo must complete the included forms. All forms are required unless otherwise noted.

We recommend downloading this packet and filling it out using [Adobe Acrobat](#) (other applications may cause problems with formatting and/or signature collection). Please be aware that once you start the signature process, the document will become locked and no further changes to the form fields will be allowed. If you need to make edits, you will have to start the signature process over again.

FORMS AND REQUIREMENTS CHECKLIST

Off-Campus Event Authorization Form

Information about the event, including when, where, and which group(s) will be participating. Must be submitted to the Center for Student Life prior to any funding being requested by from ICC and the Student Senate. If no funding is being requested from ICC and the Student Senate, form must be submitted at least three (3) weeks prior to the event start date.

Advisor Off-Campus Travel Agreement Form

Must be completed by the club's advisor (or designated CSM faculty or staff) who will be attending the off-campus event. One form must be submitted for each advisor (or designated CSM faculty or staff) attending. At least one form must be turned in with the initial Off-Campus Event Authorization form (see above).

Release from Liability, Behavior Standards, Medical Consent Form

To be completed by **each** student attending. Must be submitted to the Center for Student Life at least three (3) business days prior to the event start. Participants under the age of 18 must submit signature of their parent or guardian.

Drive Authorization Form

This form is to be submitted by any student driving themselves or other students via personal or rental vehicle. Copies of a valid driver's license and current auto insurance are required.

Student Code of Conduct Training

Each student participant must attend a Student Code of Conduct training with Center for Student Life staff. Trainings are scheduled in groups and may be held in-person, online, or hybrid. Please contact Student Life staff directly to schedule this training.

Title IX Training

Each student participant must take the Title IX training provided through WebSMART. See the included document for instructions on how to access the training. Copies of certificates showing proof of completion must be submitted in conjunction with the student's Liability, Behavior Standards, and Medical Consent form (see above).

If there are any questions regarding this packet or any of the required documentation, please contact the Center for Student Life.

Student Organization Off-Campus Event Authorization

Instructions This form must be submitted to the Center for Student Life at least four (4) weeks prior to each off-campus event being sponsored or participated in by a recognized student organization. Travel arrangements, including transportation, lodging, or registration, may not be made until authorized by the Student Life and Leadership Manager. Any costs incurred prior to approval are the responsibility of the individual and may not be reimbursed from College or A.S. funds. In addition, each participant must submit a Liability, Behavior & Medical Consent form at least three (3) business days prior to departing for the event.

Event Name _____	Sponsoring Organization _____
Event Location _____	City _____ State _____
Event Start Date _____	Approximate Event Start Time _____
Event End Date _____	Approximate Event End Time _____

Number of Students Participating in Event _____	Chaperone Cell Phone Number (required — for emergencies only) _____
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Will you be flying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, flight itineraries must submitted with Liability, Behavior & Medical Consent forms
Will you be needing College vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Requests for College vehicles must be made at least 2 weeks in advance through the Center for Student Life and are based on availability
Will private vehicles, including rental vehicles, be used to travel to this event or at any time during the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, a Driver Authorization form must be submitted to the Center for Student Life with Liability, Behavior & Medical Consent forms

Description of Event—Be as detailed and specific as possible. Attach additional information, including programs or promotional materials, to this sheet if it will help clarify the nature of the event.

In addition to this form, we understand that the following are also required at least three (3) days prior to the event:

- Travel Consent forms for each participant
- Title IX Training
- Driver Authorization forms (if applicable)
- Student Code of Conduct Training
- Flight itineraries (if applicable)

The undersigned confirm that they will be present at the above referenced event for the entirety of the activity in a coordinating and advising capacity, and agree to abide by all College and District rules and regulations with respect to off-campus activities.

Student Coordinator _____	Date _____	Faculty Advisor/Chaperone _____	Date _____
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For Center for Student Life use only:

SLL Manager Approval _____ Date _____ VPSS Approval (if needed) _____ Date _____

- Travel Consent forms
- Driver Authorization forms (if applicable)
- Flight itineraries (if applicable)

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 District/College Student Code of Conduct for the duration of the travel and report any violations to the Student Life and 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 applicable).

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

Off-Campus Event Name _____

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

- Ensure that all required paperwork is submitted for approval to the Center for Student Life prior to any off-campus travel.
- Arrange with the Center for Student Life for a Student Code of Conduct training for all student participants.
- Ensure that all students participating in the event have completed the required Title IX training.
- Understand the advisor's role in off-campus travel and enforce the Student Code of Conduct. Report any violations of the Student Code of Conduct or the Off-Campus Behavior Agreement to the Student Life and 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, including travel to and from the event (if applicable).
- Insure receipts for all travel related expenses that require reimbursement are saved and submitted to the Center for Student Life 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 and Leadership Manager prior to travel.

Advisor Name (print)

Advisor Signature

Date

San Mateo County Community College District
Release from Liability, Behavior Standards, Medical Consent Form

Event Name _____ (the "Event")

Sponsoring/
Participating Group _____

Event
Location _____

Event
Address _____

City _____ State/Zip _____

Event Starts (Day/Time) _____ Events Ends (Day/Time) _____

Participant's
Name _____

Participant's
G-Number _____ Participant's
Age _____

Address _____

City _____ State/Zip _____

Email _____ Phone _____

1. I acknowledge that the risk of injury from the activities involved in the Event is significant, including the potential for a broken limb, paralysis and fatal injury, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury still exists;
2. I understand and acknowledge that the activities connected with the Event have inherent dangers that no amount of care, caution, instruction or expertise can eliminate and I expressly and voluntarily assume all risk of death or personal injury sustained while participating in the Event, whether or not caused by the San Mateo County Community College District, and its colleges, trustees, officers, officials, agents and/or employees, other sport participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessors of premises used to conduct the event or activity (the "Released Parties").
3. I knowingly and freely assume all such risks, both known and unknown, and assume full responsibility for my participation;
4. I willingly agree to comply with the stated instructions and policies and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately;
5. I agree that I will not sue or make a claim against the Released Parties for damages or other losses sustained as a result of my participation in the Event;
6. I agree to defend, indemnify and hold the Released Parties harmless from all claims, judgments, and costs, including attorneys' fees, incurred in connection with any action brought as a result of my participation in the Event;
7. I will take full responsibility for, and hold harmless the Released Parties, for any injury that I may suffer or inflict upon others or their property as a result of my participation in the Event;
8. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and waive all my legal rights with respect to the Released Parties in connection with any and all injury, disability, death, or loss or damage to person or property, to the fullest extent permitted by law. I further agree that if, despite this Agreement, I, or anyone on my behalf, makes a claim for liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such liabilities which any may be incurred as the result of such claim.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE RELEASED ANY AND ALL CLAIMS AGAINST THE RELEASED PARTIES RESULTING FROM PARTICIPATION IN THE EVENT BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature (if Participant is under the age of 18, parent/legal guardian signature)

Date

Revised 3/23/2018

STANDARDS OF BEHAVIOR FOR OFF-CAMPUS ACTIVITIES

Students of the San Mateo County Community College District are expected to conduct themselves admirably and with respect for others, as the actions of one individual can affect the reputation of the college and the campus organization participating in any off-campus event. During the entirety of the event, the San Mateo County Community College District Policies and Procedures regarding Student Conduct, including Sections 7.69, 7.69.1, 7.69.2, and 7.69.3, and as listed in each college's catalog, shall be observed.

Rules of Conduct and Behavior include but are not limited to:

1. Alcoholic beverages or controlled substances are prohibited.
2. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
3. Fighting is prohibited.
4. Participants are expected to comply with any and all instructions by the advisor/chaperon.
5. Unless otherwise authorized, attendees are not to leave the Event premises without permission or being accompanied by an advisor or their designee.

The full Student Code of Conduct may be found online at https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/Procedures/7_69.1.pdf

Consequences of Unacceptable Conduct and Behavior:

1. Use of alcohol and/or controlled substances may result in removal from the Event and referral to the College Disciplinary Officer as stated in the San Mateo County Community College District Student Conduct policy.
2. Failure to comply with directions of College/District officials, faculty, staff, continued and willful disobedience or open persistence and defiance may result in removal from the event.
3. In the event that a student is sent home, said student shall be required to either cover the expense or reimburse the sponsoring campus organization for the cost of travel, including changing the time and/or day of tickets.

I have read the Standards of Behavior listed above and agree to abide by them.

Signature of Student

Date

MEDICAL CONSENT

I understand, agree and acknowledge that some activities may be of a hazardous nature and/or include physical and/or strenuous activity. Understanding this, I state that I have no medical condition or impairment that might inhibit my safe and active participation in the above listed activity. In addition, I understand that the College/District does not provide medical insurance coverage for activity participants and that any applicable medical insurance must be provided individually by such participants. In the case of injury or medical emergency and in the event participant, or their parent or guardian, cannot respond at the time of the emergency, the San Mateo County Community College District, acting through its employees or agents, has permission to seek, administer, or have administered whatever first aid or emergency medical care deemed necessary for participant's welfare, and it is understood that participant, and not the San Mateo County Community College District, shall be responsible for any and all charges for such health care services regardless of whether participant's medical insurance would cover such charges.

Further, the undersigned hereby certifies that he/she has sufficient personal health insurance to cover any activity related injury or illness.

In the event of any medical emergency, **participant does** _____ (initials) authorize and consent to any x-ray examination, anesthetic, medial, dental or surgical diagnosis or treatment and hospital care that the College program supervisor(s) deems necessary for the safety and protection of the Participant.

Name of Health Insurance Carrier _____ Policy Number _____

Are you currently under a physician's care for any illness or injury, or do you have any allergies (circle one): YES NO

If yes, please explain: _____

Are you currently taking any prescription drugs (circle one): YES NO

If yes, please explain: _____

Person to be contacted in an emergency: _____ Phone: _____

Printed Name of Participant

Participant Signature

Printed Name of Parent or Guardian of Participant is under 18

Signature of Parent or Guardian if Participant is under 18

Revised 3/23/2018

Driver Authorization and Release from Liability Form

Instructions This form must be submitted to the Center for Student Life and Leadership Development for any off-campus event for which personal or rental vehicles will be utilized for transportation. This includes travel to, from, and during the event. Only the drivers and vehicles listed may be utilized for the event.

Event Information

Event Name _____

Event Location _____ City _____ State/Zip _____

Starting Date _____ Ending Date _____

Driver Information – Copies of current driver license and proof of insurance are also required

Name _____ G-Number _____

Address _____

City _____ State/Zip _____

Driver License # _____ License Plate _____

Car Make _____ Car Model _____

Auto Insurance Carrier _____ Policy Number _____

Release from Liability

The undersigned driver agrees to save and hold harmless the SMCCCD, its officers, agents, and employees from any and all costs, liability, damages or expenses (including the cost of suit and expenses of legal services) or, by reason of any injury or damage to persons or property of any kind whatsoever, including even severe injury or death, arising as a result of this activity. Passengers assume any and all risk of accompanying the undersigned driver in his or her personal vehicle. Further, the undersigned verifies that all information is correct and true.

Driver Signature Date Advisor Signature Date

For Center for Student Life Use Only

Student Life and Leadership Manager Date



JANUARY 2023

TO: CSM CLUB OFFICERS AND ADVISORS

FROM: CSM CENTER FOR STUDENT LIFE AND LEADERSHIP DEVELOPMENT

SUBJECT: STUDENT CODE OF CONDUCT TRAINING FOR OFF-CAMPUS TRAVEL

Beginning with the Spring 2023 semester, all students participating in off-campus travel must complete training regarding the District/College Student Code of Conduct. This applies to all student travel that utilizes College funds (including funds from the Inter Club Council and the Student Senate and the club's own funds) and any event taking place under the auspices of the San Mateo County Community College District and/or College of San Mateo (e.g., participation in a competition or similar event using the District and/or College's name).

Trainings will be conducted by the staff of the Center for Student Life, and will be offered for groups in-person, online, or hybrid. The training will last approximately 20 to 30 minutes. All student participants must have taken the training prior to participating in the off-campus event or activity.

Please contact the Center for Student Life at csmstudentlife@smccd.edu, (650) 574-6141, or by visiting Building 17, Room 112 to schedule a training.

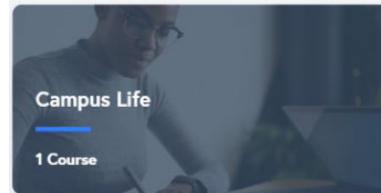
Title IX Training for Off-Campus Events and Activities

Students participating in off-campus travel as part of a club or student organization must complete the online Title IX training prior to the event or activity. Proof of completion must be submitted to the Center for Student Life and Leadership Development when the student's Release from Liability, Behavior Standards, and Medical Consent Form is turned in. Any student who has not completed the online Title IX training will not be allowed to participate in the off-campus event or activity.

ACCESS INSTRUCTIONS



1. Navigate to <https://smccdstudents-keenana.safecolleges.com/training/home> or scan the QR code. You may need to login with your OneLogin information.
2. Click *Extra Training* in the left-hand sidebar.
3. Click the *Campus Life* button.
4. Click the *Title IX Rights and Protections* button.
5. Click *Full Course*.
6. Click the Accept button and begin the training.
7. Complete the Final Assessment with an 80% score or better to pass.
8. Print out the Certificate of Completion and submit it to the Center for Student Life with your Release from Liability, Behavior Standards, and Medical Consent Form.



If you have any questions about this training, please contact the Center for Student Life at csmstudentlife@smccd.edu, (650) 574-6141, or by visiting Building 17, Room 112.