

## 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.

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Advisor Name (print)

Advisor Signature

Date