

VANCE-GRANVILLE COMMUNITY COLLEGE

REQUEST FOR FIELD TRIP FORM

1. Travel Policies/Procedures

- a. All VGCC field trips are considered official college events, and are therefore subject to the Student Code of Conduct.
- b. Any VGCC student attending any event or excursion at which they are a representative of VGCC will be bound to the following terms of travel and procedures. "Student" is defined by the VGCC Student Code of Conduct and Disciplinary Process, "as any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College." Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

2. Prior to Travel

- a. The trip facilitator and student participants must be familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.

3. Responsibilities of Trip Facilitator During Travel

- a. The trip facilitator must attend all off-campus activities, excursions, conferences, etc. and is expected to travel with the student group.
- b. The trip facilitator shall carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only.
- c. In case of medical emergency, the trip facilitator shall notify 9-1-1 immediately. The trip facilitator should accompany the student to the hospital emergency room, if at all possible.
- d. Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.

*NOTE: Due to liability, risk and insurance reasons, use of student's personal cars for college sponsored travel will generally not be approved.

4. Travel Responsibilities of Students

- a. It is advised that students should not participate in a special activity or an excursion if they are experiencing academic difficulty. Students must have a 2.0 cumulative GPA at the time of the trip.
- b. Students must always remember that they are representing Vance-Granville Community College. They are expected to behave with decorum, upholding and maintaining VGCC's

reputation through appropriate professional behavior and respecting each other and others.

- c. Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
- d. For all officially sanctioned conferences, workshops, etc. students are expected to
- e. Participate in all seminars, lectures, presentations, or any other happening for which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the student organization advisor.
- f. Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor) approved by the advisor.
- g. Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
- h. When traveling as part of a VGCC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
- i. For all officially sanctioned college conferences, workshops, etc., no student may consume alcohol, regardless of age.

Name of Student Organization: _____

Name of Trip Facilitator: _____

Purpose of Trip: _____

Date(s) of Trip:

Leaving VGCC (date, time) _____

Return to VGCC (date, time) _____

Trip Location (Be as specific as possible and give contact information): _____

Method of Transportation: _____

Number of Students: _____

Number of Advisors: _____

Names of Advisors: _____

Advisor Signature

Date

Department Chair Signature

Date

Dean Signature

Date

Off-Campus Trip Attendee List

Trip: _____

Trip Facilitator: _____

Date(s) of Trip: _____

	Student Name	Emergency Contact	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

STUDENT OFF-CAMPUS FIELD TRIP AGREEMENT FORM

Student Name (please print) _____ Age _____

Address _____ City _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

In Case of Emergency, contact:

Name _____

Address _____

Home Phone (____) _____ Cell/Business phone _____

PLEASE READ CAREFULLY BEFORE SIGNING FORM

In order to safeguard my physical health and safety and that of my fellow students, and to protect the reputation of Vance-Granville Community College while on any field trip, I agree to:

1. Observe all public laws and ordinances, including traffic laws as well as the usages and customs of good citizenship, decorum, and courtesy.
2. Observe all rules of the host institution or college that apply to visitors or the general public.
3. Observe all Vance-Granville Community College rules and regulations including the Student Code of Conduct and represent the college in a professional manner.
4. Refrain from the purchase, distribution, or consumption of alcoholic beverages and/or illicit drugs.

I HAVE READ AND UNDERSTAND THE RULES OF THIS FORM, AND I AGREE TO ABIDE BY THEM. (If student is under 18 years of age, parental approval is necessary.)

Student's signature

Date

Parent's signature (if student is under 18 years of age)

Date