

Travel Acknowledgement Form

Group Name: _____ Travel Advisor: _____
Activity Name: _____ Activity Location: _____
Departing: _____ at _____ Returning: _____ at _____
(Month/Day/Year) (Time) (Month/Day/Year) (Time)

PERSONAL INFORMATION

Travelers must read and complete each section to attend travel and/or off-campus activities sponsored by Bates Technical College.

Name (Print): _____ Email: _____
Student ID #: _____ Phone: _____

COMMITMENT TO ATTEND S&A FUNDED TRAVEL

I, _____, understand that by agreeing to this statement I commit to participate in the _____ trip to _____ on _____. In order to be eligible for S&A funded travel I know I must maintain a 1 credit minimum enrollment and 2.0 minimum cumulative or previous quarter GPA with the exception of "first quarter college students". In the event that I do not fulfill this agreement, with the exception of catastrophic health related matters or death in the family, I agree to reimburse the Associated Student Government of Bates Technical College \$____, my per person portion of the trip.

Please initial here that you have read and understood the above information and agree to the terms as listed in the above Commitment to attend and S&A Funded Travel. X_____ Parent initial if student is under 18. X_____

ACKNOWLEDGEMENT OF RISK AND ASSUMPTION OF RISKS

I understand that by participating in this activity, I am subject to the possibility of injury, which can include a direct physical and crippling injury, the emotional injury experienced as a result of witnessing the injury to another. I understand that Bates is not responsible for matters that are beyond its control, and I hereby release Bates from any injury, loss, damage, accident, delay or expense arising from participating in this activity. It is my responsibility to be alert to matters of personal safety and security of personal property. I have carefully read this Assumption of Risk and Release Form before signing. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. I represent that I am able, with or without accommodation, to participate in this activity. I also agree to assume all risks of personal trips or activities undertaken at my own initiative during travel to and from or during the course of the travel. Physical activities to be undertaken include

long periods of sitting, walking, other: _____

Risks inherent in this field trip include bodily injury due to mechanical failure, fire, accidents related to transportation, acts of nature, physical activity, dehydration, violence, theft, terrorism, large crowds, behavior of others, exposure to allergens and pathogens,

other: _____

Please initial here that you have read and understood the above information and agree to the terms as listed in the above Acknowledgement of Risk and Assumption of Risks. X_____ Parent initial if student is under 18. X_____

ACKNOWLEDGEMENT OF STUDENT CONDUCT

Students traveling as part of a Bates Technical College activity are seen as representatives of the college and their conduct during the course of travel is of utmost importance. The student therefore agrees to conform to the Bates Technical College Code of Student Conduct (WAC 495A-121) and to all applicable rules, regulations and policies of Bates Technical College and the State of Washington. The student further agrees to regular attendance at all scheduled events for which the travel/conference/event entails and to the following terms:

- Attendance at all planned group activities and events associated with this travel activity is required.
- If leaving the activity site, student must be accompanied by at least one other student from the group and/or an advisor.
- Travel to and from the conference/event/activity with the college travel group is required. Students are not allowed to extend their stay and/or travel separately from the group.
- Not opening a hotel room door for on-site advisor, conference or hotel staff is considered non-compliance.
- Students will be liable for any charges made to their hotel rooms.
- Any damage done to hotel rooms or other property shall be paid for by the responsible students.
- Students are prohibited from inviting non-registered persons in their hotel room. Exceptions must be submitted in writing and have preapproval from the Dean of Student Services in advance of travel.
- There is zero tolerance on alcohol and controlled substances. It is a violation of the student code of conduct for any participant, regardless of age, to consume alcohol, marijuana or use illegal substances for the duration (from departure to return) of the off-campus activity.

For the purposes off-campus activities, possession of a sealed, open or empty alcohol container (including kegs) is a violation of the student code of conduct. If alcohol consumption is observed, heard, or smelled it is also considered a violation of the student code of conduct. Attending a party or gathering where alcohol is present, being present in any public space (bar, lounge) or private space (hotel room or home) with any amount of alcohol or assisting others in obtaining alcohol is strictly prohibited.

- Student may be immediately sent home at their own expense if in violation of ANY part of the student code of conduct as determined by the on-site advisor. This includes but is not limited to: use of alcohol, use of controlled substances, concealment, harassment, violation of staff direction, and/or possession of a weapon.
- If arrested or expelled from the off-site activity, student bears full responsibility for all associated costs.
- The student understands that they are traveling as a representative of Bates Technical College. As such a representative, they understand that any actions they take at the conference will positively or negatively affect opinions of others about Bates Technical College.

I accept all responsibilities and understand that behavior inconsistent with this agreement may result in disciplinary action which may include reimbursement to the Associated Student Government of Bates Technical College for all fees and associated travel lodging and meal costs (this includes the cost(s) for any arrangements made by the College which the College is unable to recover the cost of as a result of my cancellation).

Please initial here that you have read and understood the above information and agree to the terms as listed in the above Acknowledgement of Student Conduct. X_____ Parent initial if student is under 18. X_____

EMERGENCY MEDICAL INFORMATION

Emergency Contact: _____	Phone: _____
Insurance Company: _____	DOB: _____
Group Number: _____	Policy: _____

Should I require emergency medical treatment as a result of accident or illness arising during the field trip/activity, I consent to such treatment. I acknowledge that Bates Technical College does not provide health and accident insurance for field trip/activity participants and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. **I will notify the travel advisor in writing if I have medical conditions about which emergency medical personnel should be informed.**

Please initial here that you have read and understood the above information and agree to the terms as listed in the above Acknowledgement. X_____ Parent initial if student is under 18. X_____

By signing below, I acknowledge I have read and understand this form in its entirety, agree to the procedures as listed and all sections are complete.

Participant Signature	Date
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Parent signature (if participant is under 18 years old)	Date
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