



TRAVEL ADVISOR EXPECTATIONS

- Complete all required paperwork in a timely manner.
- Be present, attentive, informed and actively concerned for the welfare of the students with whom you are travelling.
- Be a role model of appropriate behavior. You should set the tone with behaviors appropriate to the club/program experience.
- Encourage your students to represent the College professionally, modeling appropriate leadership behaviors and care for one another.
- Ensure you are available to participants and aware of situations that would impede your ability to respond.
- Any accident occurring on an S&A sponsored trip needs to be reported immediately. The advisor will then need to complete the Bates Technical College Injury/Accident Reporting Form within 24 hours of returning to campus. Copies of this form should be sent to the Health & Safety Director following ALL accidents and/or health incidents.
- The Code of Student Conduct applies to off-campus College-sponsored activities just as it would to on-campus. Therefore, if you observe behavior that would violate the Code of Student Conduct, you are required to report it.

You have the responsibility to:

- Respond immediately to a situation and request an appropriate modification of behavior or restrict the student(s) activities, if deemed appropriate;
- Inform the student they have violated the Code of Student Conduct (or campus policy) and that further action will be taken when they return to campus;
- Follow-up with appropriate campus officials.

Expectations specific to alcohol and marijuana use:

- Students, including those over the age of 21, shall not possess, sell, distribute or consume alcohol during the trip.
- No student shall engage in the illegal use of drugs. The Drug Free Schools and Campus Act and WAC 495A-121-041 shall have precedent over local law and custom. Marijuana is a controlled substance, and is prohibited, regardless of local law or custom. Students using prescription medicine shall have the prescription bottles or written prescription(s) with them. Medical use of marijuana, even if prescribed, is not permitted.

Please initial here that you have read and understand the above information and agree to the policy as stated above. X_____

GENERAL TRAVEL GUIDELINES

- Students participating in official ASG and S&A funded events that take place off-campus are subject to all the rules and regulations outlined in Bates Technical College's Student Code of Conduct (WAC 495A-121-040).
- All travel regardless of cost must be pre-approved and authorized by the appropriate Bates Technical College Administrator.
- An Authorized Advisor must travel with the students when travel is required (such as Field or Related Trips) or funding for travel transportation is requested. If the travel is not a required activity (optional) and funding for transportation is not requested, an Authorized Advisor is not required.
- When required, the Authorized Advisor must be present during the entire length of the program/activity. When transportation is provided by the College, the advisor and participants must travel together and are not allowed to extend their stay and/or travel separately from the group.
- For activities requiring an Authorized Advisor, the following ratios of Authorized Advisor to students is one (1) advisor for every thirty (30) students on a day trip or one (1) advisor for every fifteen (15) students on an overnight trip.
- All students traveling on S&A sponsored trips must have a minimum cumulative or previous quarter GPA of 2.0 with the exception of first quarter college students and be currently enrolled in five (5) credits (previous quarter registration will be used for travel during breaks).
- The Authorized Advisor must stay in the same facility as the students and provide their contact information so students can reach the advisor at all times during the event.
- Students who share a room are required to room with someone of the same gender identity unless otherwise approved by the Vice President of Student Services or designee.
- No participants shall share a bed.
- No employee or agent of the college may room with a student.

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.

Travel Advisor Signature

Date