

St. Petersburg College
CODE OF THE ROAD
Attending an Off-Campus Event

Congratulations! You've been chosen to travel and represent St. Petersburg College (**SPC**) because you are a student leader who is committed to making a positive difference for your club/organization. Representing the College takes time and commitment on your part. We encourage you to make this opportunity the best professional and personal experience possible. Take time to have fun and network with others.

Representing **SPC** at an off-campus event is a privilege. Because you are a formal representative of the College, there are certain rights and responsibilities that come with this unique opportunity. The CODE OF THE ROAD is to be used before, during, and after any trip you take on behalf of our College-sponsored event.

Before the Trip

Whether you're going for a day or a week, there is preparation that needs to be done.

Adopt a positive attitude.

- * Realize that attending an off-campus event as a representative of **SPC** is a privilege. Consider it an outside-the-classroom learning experience.
- * Remember, you represent **SPC** and your club/organization at all times. The College and your fellow students trust you. Represent them well.

Read agendas, booklets, and event materials before you travel.

- * Sign "Code of the Road and Commitment Contract" and "Release of Liability" forms and return them to your Advisor.
- * Attend any orientations prior to event required by your group and/or Advisor.
- * Provide family members with all pertinent travel information, including conference location, departure/arrival times, and hotel accommodations. You will be prohibited from making long distance calls from your room, so bring a personal cellular phone, a long distance telephone charge card or change for public phones.
- * In rare cases, you may be granted permission to travel separately to and/or from the event. If so, all details about your transportation must be submitted to and approved by your Advisor prior to departure. If you are the driver, you must provide your Advisor a copy of your driver's license and insurance card.
- * Get a "Request for Excused Absence" form from the Student Activities Coordinator or your Advisor. Have your instructors sign where appropriate.

Packing Tips

- * (*Bring Personal Photo I.D.*)
- * (*Bring Health Insurance Card*)
- * Bring snacks for bus trip and hotel room if you'd like them.
- * Appropriate attire should be worn based on the specific activity in which you will participate.
- * Other suggested items to bring:
Toiletries, notebook, pen, camera. Bring medicines if you have special medical needs. Let your Advisor know about any medications you will be carrying.

Rights and Responsibilities

You have the right to:

- * Become better acquainted with members from your college.
- * "Network" with other event participants.
- * Enjoy the personal and professional opportunities offered at the off-campus event.
- * The respect of peers and Advisors.
- * Seek and secure support of peers and Advisors.
- * Have good, clean fun!

You have a responsibility to:

- * Respect others, including hotel roommates, hotel staff and property.
- * Attend, on time, the workshops, seminars, etc. available at the event, and to present, if asked, your report to your club/organization, Advisor and/or Administration.
- * Wear appropriate attire for each activity as adopted/suggested by the event sponsor.
- * Follow college, hotel, state, and federal regulations/laws.
- * Stay onsite during the event (unless otherwise advised).
- * Eat meals with your group in order to de-brief, discuss, and confirm strategies and to gather support (as agreed upon with your Advisor).

- * Pace yourself and monitor your activities to ensure timely attendance at all commitments including trip departures.
- * Reside/sleep in hotel accommodations assigned to you.
- * Take reasonable precautions to ensure the safety of yourself and others.
- * Smoke only in designated smoking areas.
- * Abstain from possession and/or consumption of any type of intoxicants between event departure and return times, and remove yourself from the company of anyone indulging in intoxicants.

Consequences

Responsibilities listed above, if violated, may result in disciplinary procedures including (but not limited to) returning immediately from the event at your own expense, reimbursement to the college of funds expended on your behalf, possible removal from student club/organization and loss of scholarships. *(In addition, violations may be reported to your site Associate Provost for further disciplinary action.)*

Post-Conference

Prepare a typed report of your experience at the event (including any workshops, seminars, etc. you attended), and give a copy to your Advisor. If asked, prepare and deliver your report to your club/organization or Administration.

CODE OF THE ROAD COMMITMENT CONTRACT:

I, (print name/student number) _____, as a representative of SPC, agree to abide by this Code of the Road. I understand the responsibility I have taken on when traveling for SPC.

In Case of Emergency Contact

Primary _____ **Telephone** _____

Secondary _____ **Telephone** _____

Medical Information Required

Insurance Company _____ **Policy #** _____

Please note additional medical information for your Supervisor to understand

Allergies _____

Other _____

Signed _____ **Date** _____

St. Petersburg College is an Equal Access/Equal Opportunity institution.