

## SECTION IV: Policy

### Off Campus Travel Policy of Student Groups

#### Policy:

All off campus travel to an activity or event involving students shall be conducted in accordance with United Tribes Technical College (UTTC) policies and procedures.

#### Definitions:

Off – Campus Student Travel means any off-campus overnight travel, other than internships, to an activity or event involving use of a United Tribes Technical College vehicle or UTTC chartered vehicle which is organized or sponsored by:

- A specific academic unit (such as a class) or
- A UTTC group (such as a Career Development tour) or
- A UTTC student club (sponsored or advised by UTTC) or
- UTTC athletics.

#### Standard of Conduct:

Students representing UTTC are subject to UTTC's Student Conduct Policy. Among other requirements, use of alcohol or illegal drugs is strictly prohibited while attending or participating in or traveling to or from such events.

To travel, students must be a "Student in Good Standing" as defined under the Registrar section of the UTTC College Catalog.

#### Procedure:

1. Student athletes will follow the National Junior College Athletics Association bylaws.
2. The travel manager will instruct students to request an email be sent by their advisor to the manager indicating they are a "Student of Good Standing" as defined under the Registrar section of the UTTC College Catalogue and are able to travel.
3. Students will sign the Student Travel Contract found on the UTTC Website and give it to the travel manager prior to departure.

## United Tribes Technical College Student Travel Contract

This contract is between United Tribes Technical College and  
(print student name) \_\_\_\_\_  
as a member of the United Tribes Technical College (group/club/organization) \_\_\_\_\_

to attend (event) \_\_\_\_\_ at  
(location) \_\_\_\_\_  
from (date of departure to return) \_\_\_\_\_.

### Financial Obligations:

I understand financial obligations exist when agreeing to participate in this trip. Should I sign this contract and arrangements are made for me to travel and I do not travel for any reason, I understand that I will be obligated to reimburse the college for any money spent on my behalf that cannot be recovered.

\_\_\_\_\_ (student signature)

### Participant Obligations:

I understand this trip is a privilege that can and will be immediately revoked if I violate any of the following standards. *Read and initial the following statements indicating you understand and agree.*

\_\_\_\_\_ I understand that as a member of the above named organization, I will conduct myself in a professional, safe manner during the trip and will strive to represent the organization and United Tribes Technical College well.

\_\_\_\_\_ I will attend all events listed on the itinerary for this trip unless ill. I understand that I must seek permission to deviate from the listed itinerary and that the designated chaperone ruling is final.

\_\_\_\_\_ I understand that United Tribes Technical College strictly prohibits the use of alcohol or illegal drugs while participating in United Tribes Technical College sponsored travel. From the point of departure until return from this trip, I am accountable. Also, I may not arrive for departure under the influence of alcohol or illegal drugs. This includes those students that are of the legal age to consume alcohol.

\_\_\_\_\_ I understand if any issues should arise, I will seek the help of the designated UTTC chaperone(s) immediately.

\_\_\_\_\_ In the event that a UTTC designated chaperone determines that I should be sent home for misconduct; I understand that I am responsible for all expenses involved in returning to Bismarck, ND. I would be required to reimburse the College for monies lost (travel, transportation, attendance fees, hotel room charges etc.) should this happen.

\_\_\_\_\_ I acknowledge that there is always risk when traveling on public roads and highways and any risk of injury or inherent danger is understood and voluntarily assumed.

\_\_\_\_\_ I agree to hold harmless and indemnify United Tribes Technical College from any judgement or expense legally incurred by me while participating in this trip (unless said expense has been previously approved by UTTC).

\_\_\_\_\_ I understand and agree that I am liable for any claims that arise out of strict liability or my ordinary negligence during the course of this trip and release UTTC from such liability.

\_\_\_\_\_ I understand that I am a representative of United Tribes Technical College and the state of North Dakota. I agree to behave in a manner that is respectful of everyone involved. I understand that I am bound by the Student Conduct Policies of United Tribes Technical College and expected to adhere to them.

**By signing this form, I agree to the above stated conditions for participation in this trip.**

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Contact Information

Name(s): \_\_\_\_\_ Relationship \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Address: \_\_\_\_\_