



**HCC Student Organization
Advisor Guidelines for Overnight Travel**

NOTE: A copy of this form is due to Student Activities 48 hours before trip

1. In the event of a possible emergency, call **9-1-1**. Do not make assumptions or take matters into your own hands.
2. An advisor must travel with students to and from all activities.
3. Anyone driving an HCC vehicle must be approved and have his/her drivers license and insurance information on file with the Office of the VP of Administration and Finance.
4. Personal transportation should only be used if an HCC vehicle is not available, and with special permission from the Dean of Students. The College does not have liability or automobile coverage for advisors or students driving themselves or other students during College-sponsored trips. Automobile insurance policies held by the advisors/students are the only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
5. Overnight stays for students and advisors are limited to the hotel and not personal residences.
6. Students are not permitted to stay in the same hotel room as advisors.
7. If funded by HCC, guests are not allowed to stay in hotel rooms with students or advisors without special permission from the Dean of Students.
8. Use, possession and/or distribution of alcohol or illegal drugs by students or advisors, regardless of age, are not permitted on HCC sponsored trips
9. Student Code of Conduct and employee responsibilities as stated in the HCC Employee Handbook apply at all times. It is the advisors responsibility to enforce the Student Code of Conduct.
10. In the event of a violation of the Student Code of Conduct, or any incident involving violence or threat to student safety, advisor should document the incident and contact the Dean of Students immediately to discuss the best course of action.

Dr. Christine Ohl-Gigliotti
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Cell: 240-675-0863

11. All Student Code of Conduct violations should be documented after the trip by completing the *Student Code of Conduct Report* form: https://cm.maxient.com/reportingform.php?HagerstownCC&layout_id=3

12. **All expenditures must be approved in advance by the Dean of Students with the exception of emergencies.** Advisors should ensure that purchases using College funds are appropriate and that itemized receipts and documentation are submitted to the Student Activities Office.

13. Advisors must collect and maintain the following travel forms from each student:

- Copy of signed student travel guidelines
- Emergency contact information
- Signed HCC Waiver of Liability

Following the trip, this information should be turned in to the Student Activities Office.

14. Minors who travel must have a FERPA release from a parent or guardian.

15. Advisor must submit a list of attendees with ID #'s to the Student Activities Office before leaving campus.

16. Additional guidelines specific to this activity include: (curfew, means of transportation during trip, safety issues, etc.)

I understand the expectations for student and advisor overnight travel and agree to abide by the guidelines to the best of my abilities.

Employee Name (Printed)

Date

Employee Signature

Date

If any questions arise, please contact the Student Activities Coordinator:

Heather Barnhart
Office: 240-500-2225
Cell: 240-291-0966