



HCC Student Organization Student Guidelines For Overnight Travel

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

Hagerstown Community College may allow student organizations to travel overnight for special events as a means of providing comprehensive and diverse learning opportunities. All attendees are expected to conduct themselves in a professional and positive manner as representatives of HCC. By initialing and signing below, the participant understands and agrees to the rules and regulations that will be in effect through the entire trip.

Name (please print): _____ Date of Birth: _____

Student ID Number: _____ Student Organization: _____

Name of Activity: _____

Purpose of Activity: _____

Dates of Activity: _____

Location of Activity: _____

Name & Address of the Hotel: _____

Phone Number of the Hotel: _____

Please Initial:

- _____ 1. I am in good academic standing and have asked permission from my instructors to be excused from class to attend this event (if applicable).
- _____ 2. I am in good physical and mental condition and do not suffer from any medical condition that would prevent or limit my voluntary participation in this activity.
- _____ 3. As a representative of Hagerstown Community College, I will conduct myself with dignity, professionalism, and decorum.
- _____ 4. I will adhere to the HCC Code of Student Conduct, venue regulations, and state laws at all times.
- _____ 5. I will sleep in the room I am assigned and understand that co-ed rooming is not permitted unless there are extreme circumstances and I have prior permission from the Dean or Athletic Director.
- _____ 6. Guests/visitors are not allowed to attend/participate in HCC-sponsored activities and cannot stay overnight in my room.
- _____ 7. I will participate in all activities for which the purpose of the event or excursion is intended.

- _____ 8. I will not leave the premises without prior approval from the student organization advisor.
- _____ 9. I will not consume alcohol or drugs, or condone such behavior from others, at any time during the trip, regardless of my age.
- _____ 10. I am over 18 years of age, or have gotten special permission from the Dean of Students to participate in this activity and my parents/legal guardian have signed this form indicating their permission for me to attend.
- _____ 11. Should I become injured during this activity, my permission is given to provide or obtain necessary medical attention.
- _____ 12. I will carry my health insurance card (or a copy) and a photo ID with me at all times.
- _____ 13. I understand that the College does not have liability or automobile coverage for students driving themselves or other students during College-sponsored trips. Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
- _____ 14. Additional guidelines specific to this activity include: (curfew, means of transportation during trip, safety issues, etc.)

As an active HCC student, I understand these expectations for student travel and agree to abide by the rules set forth here and in the student handbook. Also, if I have evidence that other students on any HCC sponsored trip are violating the rules, I know I have an obligation to inform the advisor(s) and to also notify the Dean of Students' office immediately upon my return to campus. I further understand that the student organization advisor is in charge of decision making throughout the off-campus trip; I will accept his/her authority during the entire course of this trip. I have read and signed HCC's Waiver of Liability form for my participation in this activity.

Student Signature

Date

If participant is under 18 years of age:

Parent / Guardian Name (print): _____

Contact Phone Number(s): _____

Signed _____ Date _____

Parent or Guardian

For Office Use Only:

Birthdate and active status verified Name: _____ Date: _____