



## STUDENT ORGANIZATIONS TRAVEL CONDUCT CODE

The following rules and regulations apply to all Fox Valley Technical College students participating in extracurricular travel which is either sponsored or co-sponsored by a recognized student organization or in which the name of the college is used in conjunction with the event.

- 1-Participants' behavior traveling to or from, or during the event, should be such that it reflects positively on the group or organization, college and the individual at all times. This also applies to participants' conduct during social activities or times when no formal activities or meetings are scheduled, such as late evening and early morning hours. Behavior will follow the college's Student Code of Conduct and the Student Organizations Code of Conduct.
- 2-Participants are expected to refrain from taking positions that are contrary or in conflict with the interest and/or positions of the group or detrimental to the group's event aims and purposes.
- 3-At all times, participants will show respect and courtesy toward others. Because sleeping and travel arrangements will often be shared, tolerance for individual differences and needs will be practiced.
- 4-Participants will dress appropriately for each situation (e.g. no jeans, T-shirts, sweats, etc. at formal get-togethers and/or banquets) and will adhere to any dress code asked of by the advisor.
- 6-Participants are expected to attend ALL business meetings, workshops and other scheduled event programs. Students are expected to be prompt and prepared for all sessions.
- 7-Participants are to report any accidents injuries or illness to the advisor or staff member leading the delegation.
- 8-Alcoholic beverage consumption will not be tolerated at any official event/program unless specifically designated (e.g. dance, mixers). Underage drinking will result in local law enforcement being called a immediate dismissal. Inappropriate behavior as a result of alcohol will follow the Student Life Alcohol Policy for College Sponsored Activities.
- 9-The use and/or possession of illegal drugs, handguns or weapons is not tolerated and will result in disciplinary action.
- 10-Participants responsible for theft and/or vandalism during the course of the event will be held financially liable and subject to disciplinary action.
- 11-Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant. Participants having expenses covered by the organization must keep all receipts for the purpose of verification and reimbursement. If a student needs to return home during a school function/trip for any reason, it is the students' responsibility for transportation and cost of such action.
- 12-The advisor(s) or staff to the student organization who accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor's decisions and judgments and accord him/her the common courtesy and respect due by virtue of his/her position as the official representative of Fox Valley Technical College.
- 13-Participants who disregard or violate these rules or the Student Organizations Code of Conduct will be subject to disciplinary action through the college disciplinary process. Such action may also include disciplinary action in Student Life and/or Student Government Association activities.

### PARTICIPANT AGREEMENT

I have read the Code of Conduct for extracurricular travel and agree to abide by these established rules.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

\*\*I must also complete the Student Extracurricular Travel Conduct Code Addendum regarding insurance coverage.

