

## CODE OF THE ROAD

### Attending an Off-Campus Event for the Office of Student Affairs at Bainbridge College.

Congratulations! You've been chosen to travel and represent Bainbridge College because you are a student leader who is committed to making a positive difference for your club or 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 Bainbridge College 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 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 traveling for a day or for a week, there is preparation that needs to be done.*

- Adopt a positive attitude.

Realize that attending an off-campus event as a representative for Bainbridge College is a privilege. Consider it as an outside-the-classroom learning experience.

Remember, you represent Bainbridge College and your club/organization at all times. The College and your fellow students trust you.

- Read agendas, booklets, event materials before you travel.
- Sign "Code of the Road Commitment Contract" and "Release of Liability" forms and return them to your faculty advisor or to the Office of Student Affairs.
- If applicable, attend any orientations prior to the event required by your group and/or faculty advisor.
- Provide family members with pertinent travel information, including conference location, departure/arrival times, phone/fax numbers, and hotel accommodations. You will be prohibited from making long distance telephone charges to the room account.
- 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 faculty advisor prior to departure. If you're the driver, you must provide a copy of your driver's license and insurance card to your faculty advisor.

- Please advise all of your instructors that you will be traveling and unable to attend class. It is **your** responsibility to inform your instructors of your travel plans.

Packing tips for a Function:

- Bring snacks for the bus and hotel room.
- Appropriate attire should be worn based on specific activity.

Other suggested items to bring:

- Toiletries, notebook, pens, camera, and calendar. Medicines; if you have special medical need, let your faculty advisor know.

### ***Rights and Responsibilities***

*You have the...*

***Right*** to become better acquainted with members of your own college.

***Right*** to enjoy the personal and professional opportunities offered at the off campus event.

***Right*** to have the respect of peers and Faculty Advisors.

***Right*** to expect Faculty Advisors to adhere to the same responsibilities expected of students.

***Right*** to have good, clean fun.

***Responsibility*** to respect others, including hotel roommates, hotel staff and property.

***Responsibilities*** to attend, on time, the workshops, seminars, etc. available at the event, and to present, if asked, your report to your club, Faculty Advisor and/or Administration.

***Responsibilities*** to wear appropriate attire for each activity as adopted/suggested by the event sponsor.

***Responsibility*** to follow College, hotel, state, and federal regulations/laws.

***Responsibility*** to stay on site during the event (unless otherwise advised).

***Responsibility*** to eat meals with your group in order to de-brief, discuss, and confirm strategies and to gather support (as agreed upon your faculty advisor).

***Responsibility*** to pace yourself and monitor your activities to ensure timely attendance at all commitments including trip departures.

***Responsibility*** to reside/sleep in hotel accommodations assigned to you.

***Responsibility*** to take reasonable precautions to ensure safety of self and others.

***Responsibility*** not to smoke or only in designated areas.

***Responsibility*** to abstain from possession and/or consumption of any type of intoxicants or illegal substances between event departure and return times and to remove yourself from the company of anyone indulging in intoxicants or partaking of any illegal substances.

### **Consequences**

**Violations of the “Responsibilities” listed above, may result in disciplinary procedures including (but not limited to) returning immediately from the event at your own expense, reimbursement to college of funds expended on your behalf, possible removal from student club/organization, and loss of scholarship.**

### **Post Conference**

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

### **Code of the Road Commitment Contract:**

I, \_\_\_\_\_, as a representative of \_\_\_\_\_,  
(print name)

agree to abide by this Code of the Road. I understand the responsibility I have taken on when traveling for \_\_\_\_\_.

Signed: \_\_\_\_\_

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