

**STUDENT GOVERNMENT ASSOCIATION**  
**TRIP POLICY**  
**2009-2010**

1. The club advisor and a faculty or staff member must accompany the trip in the ratio of 1 faculty or staff member to 20 students.
2. The following materials must be submitted to the Director of Student Activities at least 24 hours in advance of the trip.
  - a. A list of people who will be on the trip.
  - b. Signed releases, to include emergency phone numbers, from all persons who will be on the trip.
  - c. A specific itinerary including route to be taken, time of departure and return and places to be visited.
  - d. A request, if appropriate, to open the trip up to the public and/or to non-students. I
  - e. If this trip is a fund raiser, appropriate Request To Collect Money form must be attached to the request.
3. All trips must be approved by the Student Government Association and Director of Student Activities. All trips must be sponsored by a recognized Student Government Association club or organization.
4. If the trip is being opened to non-Student Government Association members and is approved by SGA and Student Activities:
  - a. All must sign trip request form and be in agreement with policies.
  - b. Children must have signed permission to attend and one parent/guardian must be with the child(ren) at all times during the trip.
5. No alcoholic beverages or controlled substances may be taken on the trip or consumed anytime before or during the trip.
6. Generally, no overnight trips will be approved unless they are for conferences or conventions.
7. Trip participants must go and return on the same vehicle. There are **NO** exceptions. All participants must follow the itinerary of the trip. The bus will leave no later than 30 minutes from departure times.
8. The Student Government Association **will fund no more than one half the cost** of the vehicle expense up to \$200.
9. Any irregularities that occur on the trip must be reported in writing by the club advisor to the Director of Student Activities the next school day following the conclusion of the trip.
10. Failure to adhere to the above rules and regulations will result in automatic denial of future trips of said club or organization by the Student Government Association, and trip participants may be subject to disciplinary action by the College.

**NOTE:** Guests may not benefit from any costs or changes subsidized by the Student Government Association.