

STUDENT ACTIVITIES

FK
(REGULATION)

EXPENSES	All student travel expenses must be pre-approved in writing by the area dean/vice president. Expenses are paid using the student field trip form.
LIABILITY WAIVERS	Each student participating in student travel must complete a liability waiver form/athletic liability waiver form [Exhibit-C and -D]. A list of all attendees and copies of each waiver must be on file with the custodian of records as defined below three working days prior to departure. Responsible parties must have copies of each student's waiver in their possession throughout the trip.
CUSTODIANS OF RECORDS	The area dean is the custodian of all liability waivers for academic student travel. The athletic director is the custodian of all athletic liability waivers for athletic travel. The director of student life is the custodian of all liability waivers for student organization travel. In compliance with the State Retention Schedule 1000-42 GR, liability waivers will be kept three years from the date of the travel.
TRAVEL MEETING	Students traveling on overnight trips must meet with a representative from the dean of student's office once per academic year for student travel orientation. Before traveling for the first time each academic year, students will contact the dean of student's office to schedule a meeting time. Students who have not completed the required student travel orientation meeting prior to their departure date will not be permitted to travel.
RESPONSIBLE PARTIES	A College District employee, designated as a responsible party, will travel with students. Responsible parties will check travel meeting records prior to the departure to ensure each student has attended a travel meeting. Responsible parties will also keep copies of each student's waiver in their possession throughout the trip. Any additional compensation, class release time, class coverage, etc. for the employee must be requested in writing to the area dean before travel is approved. If no College District employee is available to travel with students, an advisor of record (as defined below) may be appointed to travel with the students. Special, written approval must be obtained from the appropriate vice president prior to the event, if an advisor of record is traveling with students.
ADVISOR OF RECORD	A professional from a different institution of higher education or company attending the same event who agrees to act as the responsible party for the students may, subject to restrictions and policy provided herein, serve as an advisor of record. Advisors of record must meet with a representative from the dean of student's office and go through training on the College District's policies prior to the event. Advisors of record will not have their expenses covered by the College District.

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DAILY MEETINGS/
PARTICIPATION

Responsible parties/advisors of record are required to meet with the students as a group at least once per day during the period of travel. These meetings give the responsible party/advisor of record an opportunity to touch base with the students, address any issues, and communicate information. Responsible parties/advisors/students are expected to arrive to programs/events on time and attend all sessions. Attending optional activities is at the discretion of each individual.

Students traveling together in a College District-sanctioned trip in a College District-owned or -leased vehicle or in a common carrier will use the same mode of transportation for traveling to, and returning from, the designated activity.

Students/responsible parties/advisors of record who need to leave the trip early, stay late, or travel in a different manner must execute and submit the release of liability via alternative transportation form [FK(EXHIBIT)-A and -B) to the appropriate dean/vice president at least five working days prior to the date of the event.