

St. Petersburg College

**CODE OF THE ROAD
AND STUDENT AGREEMENT**

Attending an Off-Campus Event

Congratulations! You've been chosen to travel and represent St. Petersburg College (SPC) because you are a student leader who is committed to making a positive difference for your club/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 enjoy the experience and network with others.

Representing SPC 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 unique 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 going for a day or a week, there is preparation that needs to be done.

Adopt a positive attitude

- * Realize that attending an off-campus event as a representative of SPC is a privilege. Consider it an outside-the-classroom learning experience.
- * Remember, you represent SPC and your club/organization at all times. The college and your fellow students trust you. Represent them well.

Read agendas, booklets, and event materials before you travel

- * Sign this "Code of the Road and Student Agreement" and the "Release of Liability" form, **LE 403**, and return them to your advisor.
- * Attend any orientations before the event required by your group and/or advisor.
- * Provide family members with all pertinent travel information, including conference location, departure/arrival times, and hotel accommodations. You will be prohibited from making long distance calls from your room, so bring a personal cellular phone, a long distance telephone charge card or change for public phones.
- * 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 advisor before your departure. If you are the driver, you must provide your advisor a copy of your driver's license and insurance card.
- * Get a "Request for Excused Absence" form from the Student Activities coordinator or your advisor. Have your instructors sign where appropriate.

Packing tips

- * *(Bring personal photo I.D.)*
- * *(Bring health insurance card)*
- * Bring snacks for bus trip and hotel room if you wish.
- * Appropriate attire should be worn based on the specific activity in which you will participate.
- * Other suggested items to bring:
 - Toiletries, notebook, pen, camera, medicines (if you have special medical needs), etc.
 - Let your advisor know about any medications you will be carrying.

Rights and Responsibilities

You have the right to:

- * Become better acquainted with members from your college.
- * “Network” with other event participants.
- * Enjoy the personal and professional opportunities offered at the off-campus event.
- * Seek and secure support of peers and advisors.
- * Enjoy the enriching experience.

You have a responsibility to:

- * Respect others, including your advisors, fellow students, and hotel roommates, as well as hotel staff and property.
- * Attend, on time, the workshops, seminars, etc. available at the event, and present, if asked, your report to your club/organization, advisor and/or administration.
- * Wear appropriate attire for each activity as adopted/suggested by the event sponsor.
- * Abide by the college’s Board of Trustees’ Rules and Procedures as found on SPC’s website at www.spcollege.edu., as well as any hotel or conference center regulations.
- * Stay on site during the event (unless otherwise advised).
- * Eat meals with your group in order to de-brief, discuss, and confirm strategies, and to gather support (as agreed upon with your advisor).
- * Pace yourself and monitor your activities to ensure timely attendance at all commitments including trip departures.
- * Reside/sleep in hotel accommodations assigned to you. (If you feel that you need to request an alternative accommodation or room assignment, please see your advisor.)
- * Take reasonable precautions to ensure the safety of yourself and others.
- * If you smoke, be sure to smoke only in designated smoking areas.
- * Abstain from possession and/or consumption of alcohol or any type of intoxicants between event departure and return times, and remove yourself from the company of anyone indulging in intoxicants.
- * Notify your advisor of any particular assistance you may need or accommodation you may be requesting in advance of your trip.

Consequences

Violations of the student code of conduct may result in disciplinary action including (but not limited to) a reassignment of housing or accommodation, immediate dismissal from the event at your own expense, reimbursement to the college of funds expended on your behalf, possible removal from student club/organization and loss of scholarships. In addition, violations may be reported to your site Associate Provost for further disciplinary action pursuant to the Board of Trustees’ Rules 6Hx23-4.33 and 6Hx23-4.35, or in the case of sexual harassment, sexual misconduct, or discrimination, Rules 6Hx23-2.011, 6Hx23-4.332 and 6Hx23-2.010 respectively. Such discipline may also include, but is not limited to, suspension and dismissal from the college.

Post-Conference

Prepare a typed report of your experience at the event (including any workshops, seminars, etc. you attended), and give a copy to your advisor. If asked, prepare and deliver your report to your club/organization or administration, and attend any debriefing meetings as requested.

Student's name _____ Student's I.D. _____
Home or cellular phone _____
Advisor: _____

In case of emergency, contact:
Primary contact _____ Phone _____
Secondary contact _____ Phone _____

Medical information required:
Insurance company _____ Policy # _____
Please note additional medical information:
Allergies _____
Other _____

CODE OF THE ROAD AND STUDENT AGREEMENT

I, _____, as a representative of SPC, agree to abide by this
(print name)
Code of the Road and Student Agreement.

I have read the above, and hereby state that I am in full agreement with the rights and responsibilities pertaining to student travel as provided herein, agree to abide by the same, and so signify by my signature. I further agree to sign the college's Release of Liability, Assumption of Risk and Indemnity, form **LE 403**.

Student's signature Date

Parents or legal guardians of student/participant under 18 must complete the following:

I, _____ of
(Parent/Guardian)

Address: (Street) (City) (State) (ZIP Code)

the mother/father/guardian of _____ have reviewed the
(Student)
provisions above and do agree with the same.

Parent's/Guardian's signature Date

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida rules Educational Equity Act and all other relevant state and federal laws, and regulations. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at eaao_director@spcollege.edu.