TRAVEL INFORMATION – CODE OF CONDUCT FORM

CLEVELAND STATE COMMUNITY COLLEGE
STUDENT ORGANIZATION TRAVEL
CONDUCT CODE

Rationale:
The following rules and regulations apply to all CSCC students participating in travel activity which is; 1) sponsored or co-sponsored by a recognized CSCC student organization, or 2) in which the name of the institution is used in any conjunction with the event, 3) the student is representing the institution, or 4) supported by College funds.

Specific Rules/Regulations

1. All participants in such travel are required to comply with all College policies/practices/rules, including all student disciplinary rules and Cleveland State Community College's Code of Conduct; as well as all local, state, and federal laws for the entirety of all travel and related activities.

2. Participants' behavior during any event, and during travel to and/or from the event, will be such that it reflects positively on the organization, the institution, and the individual.

3. The participants will act in the best interest of the student group/organization they represent as well as the college.

4. Identification badges will be worn by each participant during official business and when appropriate.

5. Participants will dress appropriately for each situation.

6. Participants will attend all business meetings, workshops and other scheduled event programs in accordance with the specifications established for each trip. Please be prompt and prepared for all sessions.

7. Participants will report any accidents, injuries, or illness to the advisor or head delegate immediately.

8. Alcoholic beverage consumption is not permitted. Students will refrain from the unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol. Students are required to report violations of this provision. Failure to report violations will be subject to disciplinary action.

9. 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 group/organization should keep all receipts to turn in for the purpose of verification and reimbursement per business office procedures.

10. All students will adhere to and abide by the advisor's decisions and judgments as the official representative of Cleveland State Community College. In the advisor's absence, this authority may be given to the ranking student delegate. If no ranking student delegate is available, a designee may be chosen prior to the event.

11. Participants will abide by all conference rules; Participants who disregard or violate rules may be subject to disciplinary action including re-payment of travel money provided by the College.

PARTICIPANT AGREEMENT
I have read the Code of Conduct and agree to abide by these established rules.

_____ _____
Title of Event **Sponsoring Organization (print)**

_____ _____
Name of Participant (print) Signature of Participant Date