

# MCC Student Organization Trip Checklist

Prior to travel arrangements being made by the Student Life Coordinator or CLEF Chair

- Meeting for travel arrangements. Please bring:
  - MCC Student Organization Trip Form
  - List of students traveling (first, middle, last name; MCC Student ID#, Date of Birth)
  - Medical Release Emergency Contact Form for each student
  - Code of Conduct for each student
  - Sexual Harassment Prevention Training Certificate for each student
- All travel arrangements are in place: transportation, hotel, registration, meals, etc.
- All confirmations and emergency information received
- Student Members/Officers who are paid for and do not attend – the money cannot be reclaimed. Clubs may not require Members/Officers to sign agreements to repay funds. Ensure that Members/Officers are committed to attending, be remember that life happens to the best of us.
- Student travelers orientation meeting held (expectations, dress, trip information for family, class absences, Code of Conduct)
- Advisor has all student cellphone number and they have the Advisors. At hotel, compile list of roommates and room numbers.
- Advisors attend scheduled activities and be present for the students. Have a plan on where you will meet or how you will conduct business for the safety of the students.
- All travel receipts are the responsibility of the Club Advisor/Chaperone. Receipts are to be turned in to the appropriate office (Student Life Center or CLEF Chair) within 7 days of returning from a trip.
- All club Members/Officers must travel with either the Club Advisor or Student Life Center approved and trained Chaperone. The Club must travel as a group with the Advisor/Chaperone. All students must be on the Club Member List in the Student Life Center before the Travel Form is turned in and must meet all requirements. Students cannot leave the group to ‘hang out’ with friends or family.
- Remind students that they are responsible for their own health insurance and we cannot reimburse a student or Advisor/Chaperone for monies paid out for health issues. Students must discuss class absences with their instructors, no one is excused by the Club/Advisor/Chaperone/Student Life Center.