

Club Sponsor/Trip Chaperone Agreement For Off Campus Travel:

This form shall be signed by all chaperones accompanying a student club/organization on an off-campus field trip.

Campus Life appreciates your service and support to students. The following is a list of expectations for all chaperones. Each chaperone is required to complete one chaperone agreement per trip. If you have any questions or concerns, please contact the Manager of Campus Life.

Trip chaperones are expected to:

1. Represent St. Louis Community College (the “College”) and its mission at all times.
2. Review and adhere to all College policies and procedures at all times (e.g., Code of Conduct, Civility Policy, Nondiscrimination Policy, Sexual Harassment Policy).
3. Conduct themselves in an appropriate and professional manner at all times.
4. Avoid the consumption of alcohol, tobacco, or illegal drugs during the trip.
5. Abide by the College’s prohibition of weapons, including lawfully obtained firearms.
6. Refrain from using offensive or inappropriate language.
7. Engage in age-appropriate conversations while in the presence of participants.
8. Dress in appropriate attire (e.g., no midriffs, miniskirts, halter tops, bikini tops, etc.)
9. Adhere to and avoid deviation from the approved itinerary.
10. Provide to students written information concerning transportation, hotels and activities.
11. After arriving at the site, review emergency procedures with the students and exchange contact information (e.g., room number and cellphone number).
12. Have accessible a list of cellphone numbers for all chaperones.
13. Be accessible to students during the trip at all times.
14. Properly supervise assigned students and be aware of their whereabouts at all times.
15. Ensure that all students sign and date all required travel forms ten (10) business days before the field trip and that original forms are filed with the Office of Campus Life.
16. Allow only authorized drivers to transport students.
17. Collect, maintain, and provide to Campus Life all medical and emergency contact information for participants.
18. Take immediate and appropriate action to address emergencies and follow all reporting requirements by reporting such emergencies to the Office of Campus Life, Campus Police, or VPSA as soon as possible. For non-emergencies, take

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appropriate action and report incidents upon arrival on campus.

19. Sleep in assigned rooms, not entertain members of the opposite sex in rooms, and not enter the rooms of students except in cases of emergency.
20. Not be alone with any participant at any time.
21. Perform other responsibilities as assigned or required

Student Club/Org Sponsoring Trip

Destination and Dates of Trip

Printed Name of Advisor

Printed Name of Club

Advisor Signature

Date

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