

## COLLEGE LED GROUPS PROCEDURES & GUIDELINES

### Definition

A group of students organized by the College for educational, professional, social and recreational purposes and is “not” a recognized student organization or club (i.e., ABO, TRIO, etc.).

### Representing Office and/or Department

Office of Student Life and Conduct

Phone: (616) 234-4160

Email: [studentlife@grcc.edu](mailto:studentlife@grcc.edu)

### **Employee Procedures & Guidelines**

- A. The travel coordinator(s) must complete the Employee Leave of Absence form as soon as possible in advance of the anticipated absence and it must be approved before any travel arrangements can be made and in accordance to the 11.4 Employee Travel policy.
- B. The travel coordinator(s) will inform their supervisor of the travel experience 1-week prior to departure.
  1. Information provided should include:
    - a. travel date(s),
    - b. travel location(s) and a description of your vetting process,
    - c. number of students participating,
    - d. student and employee costs as well as a general ledger account number to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
- C. The travel coordinator(s) are responsible for ensuring the safety of participants and exercising reasonable precautions to avoid risk or injuries. Participants disregarding the directives of the group advisor, and/or violating the Student Code of Conduct, may be sent home at the participant’s expense and/or subject to disciplinary action through the college judicial system.
- D. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- E. The travel coordinator(s) must submit the GRCC Off Campus Student Travel Form to Campus Police no less than two-days prior to departure. This form along with the following information is required to be submitted:
  1. an itinerary
  2. list of field trip participants
  3. Emergency Contact form for each student
  4. Assumption for Risk and Release
- F. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

## **Student Procedures & Guidelines**

- A. All students traveling must be currently GRCC enrolled students.
  - 1. If travel happens over the Summer semester the student traveling must be enrolled for Summer or that following Fall semester.
- B. Students must work with their travel coordinator(s) to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.
- C. Students must complete and submit the following forms to the travel coordinator(s) prior to departure:
  - 1. Assumption for Risk and Release
  - 2. Emergency Contact Information
- D. When necessary, make all payments associated to the cost of the trip on time.
- E. Make arrangements with instructors as a result of your absence.
- F. Students are expected to adhere to the Student Code of Conduct at all times.