

RECOGNIZED STUDENT ORGANIZATION AND CLUB TRAVEL PROCEDURES & GUIDELINES

Definition

Recognized Student Organizations and Clubs must be in “current standing” with the Office of Student Life. These organizations and clubs contribute to the vitality of student engagement and are not directly connected to a credit-earning course or academic program.

Representing Office and/or Department

Office of Student Life and Conduct

Phone: (616) 234-4160

Email: studentlife@grcc.edu

General Guidelines

- A. Student Organization travel is defined as off campus travel beyond the boundaries of College property. Travel experiences include, but are not limited to, conferences and participation in professional organizations or association meetings.
- B. There is a 12:1 student to advisor ratio that the student organization and advisor must follow.
- C. All students traveling must be currently enrolled GRCC students.
 1. If travel happens over the summer semester, the student traveling must be enrolled for Summer or for that following Fall semester.
- D. Allocated and Extra Allocated funds can only be used on currently enrolled students who pay the Student Activities Fee.
- E. Participants are allowed to drive personal vehicles as long as all participants are 18 or older.
 1. The student driver(s) must submit the Student Transportation Waiver two days prior to departure (especially those students participating in Athletic Department activities).
 2. Purchasing of gas may be reimbursed with a receipt and prior approval from Student Life.
- F. All college policies and rules are in effect during trips. Students and staff can be held liable for violations.
- G. Advisors and students are required to report any violation of the Student Code of Conduct to a Student Life and Conduct staff member immediately.
 1. A Student may be sent home early, at their own expense, if there is a substantial violation.
- H. Under no circumstances are students allowed to bring alcohol and other legal and illegal drugs on a college sponsored trip. They are also not allowed to consume alcoholic beverages and other legal and illegal drugs on the trip, even if they are of legal age.
- I. 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.

Employee Procedures & Guidelines

- A. Advisors must complete the Employee Leave of Absence form and it must be approved before any travel arrangements can be made and in accordance to the 11.4 Employee Travel policy.
- B. Advisors should help create a budget and roster for the travel experience.
- C. Student Organization members must work with their Advisor or Student Life and Conduct staff to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.
 - 1. Student Organization Advisors and/or students may purchase flights, hotels, conference fees, food, etc. using personal credit cards.
 - a. Advisor reimbursement procedures (see page 15, I).
 - b. Student reimbursement procedures (see page 17, G).
 - 2. If Student Life and Conduct staff is arranging travel, student organization members must come to the office with hotel, flight, and all participant's information for appropriate travel arrangements to be purchased.
- D. At least Thirty (30) days prior to travel, Student Org Advisor must submit the College Sponsored Travel Approval Form in Raider Connect.
 - 1. A roster and itinerary is required to be submitted with this form.
 - 2. While making arrangements, keep in mind the following policies:
 - a. Advisors have up to \$1,000 to help support their travel costs
 - b. Advisors must travel with students (on the same flights, trains, etc.)
 - c. Advisors must stay in the same facility/hotel as the students
 - d. Advisors are not permitted to stay in the same room as students
 - e. Students are to determine room assignments, but all parties must agree to room assignments. No students should feel forced or unsafe to share a room with other students.
- E. The Advisor and Student President should get a cell phone number of a Student Life and Conduct staff member in case of emergency.
- F. College personnel are responsible for ensuring the safety of participants and exercising reasonable precautions to avoid risk or injuries. Participants disregarding the directives of the college employee/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.
- G. Advisors and students are required to report any violation of the Student Code of Conduct to a Student Life and Conduct staff member immediately.
 - 1. A Student may be sent home early at their own expense if there is a substantial violation.
- H. 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.
- I. Advisors may receive reimbursements for food and other conference related expenses based on funding and purchasing policy in the Student Organization Manual and in accordance to the 11.1 Employee Reimbursement Policy.

1. Itemized receipts are required in order to receive reimbursements for purchases. This includes purchases at restaurants and fast food businesses.
 2. Upon return to GRCC, all advisor reimbursements must be submitted within thirty (30) days. College Staff and Faculty must complete an Employee Reimbursement form and submit it to the Student Life and Conduct Office Manager for further processing. Non-GRCC advisors must use the check request/reimbursement form in Raider Connect to receive a reimbursement for any purchases.
- J. 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 Dean of Students and/or the Administrator on Call.

Student Procedures & Guidelines

- A. All students traveling must be currently enrolled GRCC students.
1. If travel happens over the Summer semester, the student traveling must be enrolled for Summer or that following Fall semester.
 2. Allocated and Extra Allocated funds can only be used on currently enrolled students who pay the Student Activities Fee.
- B. Identify funding source for travel. Students may use one or several of the following funding sources:
1. Allocated Funds
 2. Fundraised Funds
 3. Extra Allocations
 - a. An Extra Allocation proposal must be submitted sixty (60) days prior to departure. Extra Allocations proposal can be submitted using the Extra Allocations form on Raider Connect.
- C. Student Organization members must work with their Advisor or Student Life and Conduct staff to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.
1. Student Organization Advisors or students may purchase flights, hotels, conference fees, food, etc. using personal credit cards.
 - a. Advisor reimbursement procedures (see page 15, I).
 - b. Student reimbursement procedures (see page 17, G).
 2. If Student Life and Conduct staff is arranging travel, student organization members must come to the office with hotel, flight, and all participant's information for appropriate travel arrangements to be purchased.
- D. At least forty-eight (48) hours before departure, the Student Organization must submit the Emergency Contact form and the Risk and Release for each participant, along with the Trip Information Cover Sheet, to the Office of Student Life and Conduct.
- E. Have all medical forms in case of emergencies - All students are responsible for their own health insurance. Participants should bring necessary information to prove their coverage.

- F. Advisor and President should get a cell phone number of a Student Life and Conduct staff member in case of emergency.

- G. Students may receive reimbursements for food and other conference related expenses based on funding and purchasing policy in the Student Organization Manual and in accordance to the 11.1 Employee Reimbursement Policy.
 - 1. Itemized receipts are required to receive reimbursement for purchases. This includes purchases at restaurants and fast food businesses.
 - 2. Upon return to GRCC, all student reimbursements must be submitted within thirty (30) days. Students must use the Check Request/Reimbursement form in Raider Connect to receive a reimbursement for any purchases.

- H. Students are expected to adhere to the Student Code of Conduct at all times.