

# Travel Advisor's Role & Responsibilities Form

As the Travel Advisor, you are responsible for overseeing the conduct, safety and behavior of the students. As an agent of the College, you represent the institution. In case of emergency you must act on the College's behalf to intervene appropriately. As the Travel Advisor, you are responsible for supervising the students you have agreed to accompany. You must be available in person to advise students in case of emergency, and are responsible for notifying both SAC officials and student emergency contact when students are ill, injured or in possible danger. You are expected to conduct yourself and those who accompany you in a manner deemed appropriate by the College. The students who accompany you must abide by the Student Conduct Code as specified in the current SAC Student Handbook and adhere to all rules as if the students are on an on campus event regardless of their location.

You are responsible for contacting the Director of Student Life to advise of proposed travel at least forty five days to a semester in advance and scheduling a presentation time with the Office of Student Life, and supervising the timely completion of paperwork both before and after the trip. You are ultimately responsible for all communications with, and paperwork for, the Student Life Office. Any group or individual that does not complete the appropriate paperwork after traveling will not be funded for up to one full year.

**The focus of all trips is to educate and enrich the student so that they may return to the campus and share their experiences with their peers. It is your sole responsibility to ensure that each student attends the conference/events/meetings for which they have been funded and abide by the current Student Conduct Code. This is to include overseeing the return dissemination process approved by the Office of Student Life. As a Travel Advisor, your responsibilities are to enhance the educational experience of the students, ensure institutional responsibility and participation of the students, oversee proper conduct of the students, and handle any emergencies that may arise while at the off-campus event.**

By signing below, you as the Travel Advisor agree to all the conditions stated above and indicate that you have read, completely understand, and will abide by all aspects of the agreement.

X \_\_\_\_\_  
Signature (Traveling Advisor) & Date

X \_\_\_\_\_  
Director, Office of Student Life

Advisor's Printed Name: \_\_\_\_\_

Department: \_\_\_\_\_