



Glendale Community College – Student Life & Leadership

**Responsibilities of Advisors on Trips with Students**

Traveling with students is a wonderful way to get to know them in new settings, introduce them to new locations and situations, and contribute to their learning. However, it also carries additional responsibilities.

**Preparation for the Trip**

1. Oversee all travel arrangements, adhering to the established district and college travel rules and regulations.
2. Hold an orientation meeting for all students to explain the program and expectations. Discuss also with the students what is appropriate dress for the various functions and/or host institution.
3. Discuss the participation agreement and secure student signatures.
4. Have the students complete medical information section of the Student Participation Agreement.
5. Have the students complete the required travel forms.
6. Give students written information about the transportation, hotels, etc. so they can leave that information with their families.
7. Collect and carry with you the students' Travel Participation Agreements, the Assumption of Risk Forms, and College Accident Insurance Information.
8. If students are missing classes, have them complete the Official Absence Excuse form before they leave on the trip.
9. After arriving at the site, review emergency procedures with students and give them information for contacting you at all times, i.e., room number and/or cell number. In addition, collect the room and cell phone numbers of the students so you can contact them if needed.
10. Attend scheduled activities and be present for students for the duration of the trip.

**Personal Behavior**

Remember that you are responsible for the safety and well-being of all the students during this college-sponsored trip. Please monitor student behavior, and model appropriate behavior.

I have read the above provisions and agree to follow them.

Employee Printed Name	Title	College

Signature	Date