

Student Travel Contract

I, _____, hereby agree to fulfill all of the terms listed below as a
Name
 representative of the _____ at _____
Club/Group Event
 on _____ to _____
Depart Date Return Date.

1. I understand that as a member of the above club or group, I will stay with the group at the hotel and return with the group if transportation is provided by the college/university.
2. I will attend all meetings.
3. I will attend and participate in all those aspects of the event that are required by my institution.
4. I realize that I am a representative of Fond du Lac Tribal and Community College (FDLTCC), and that I have been chosen by my organization to represent it and its interests. As a representative, I understand that any actions I take at the event will positively or negatively affect the image and perception of my organization and my college.
5. As a delegate, I will engage in behaviors that are responsible and mature. Intoxication, use of illegal substances, and abusive or inappropriate behavior may result in breaking of conference, hotel, or college rules and may result in dismissal from the event. If I am asked to leave, I understand that I must reimburse the organization and FDLTCC for any expenses incurred for my participation in the conference. Students violating the FDLTCC Student Conduct Policy while attending off-campus activities will be excluded from attending further off-campus activities and may be subject to additional disciplinary sanctions.
6. I will submit a written evaluation within 10 days of the event to the Student Activities Coordinator.
7. Students are responsible for all personal costs and must pay the vendor directly at the time of purchase.
8. I hereby certify that I am a duly enrolled student in good academic standing at FDLTCC, and, I release my cumulative grade point average to the Student Activities Coordinator and/or Club Advisor for verification of academic standing.
9. **In the event that I have to cancel this trip, I will notify the club advisor and/or the purchasing office (879-0860) so appropriate notifications can be made to the vendor(s). If this is not done, and the college incurs any costs, I realize I may be responsible for payment of those expenses back to the college.**

If a travel advance is received, I will prepare and submit the appropriate return paperwork within 7 days of return. If this is not done, the charges will be placed on my account and a hold placed on my records until paperwork is completed.

Attendee Name(Print) _____ Attendee Signature _____

Club/Organization Advisor _____

Dean of Student Services _____ Date _____