

Student Travel Responsibility Contract

I, _____, a member of _____,
(Name and Tech ID#) (Group/Club/Organization)

on this ___ day of _____, 20___, with approval from the Anoka-Ramsey Community College Coon Rapids Campus Student Senate, hereby referred to as CSG, am responsible for abiding by the laws of the State of Minnesota, the ARCC Student Code of Conduct, and the following conditions (please read and initial each condition below):

_____ I will attend all activities or events as outlined in the itinerary approved.

_____ Each student submits a typed reflective paper to the Student Activities Coordinator (Coon Rapids Only).

_____ I am responsible for the prompt return of any funds not used on approved event by my group.

_____ I will provide receipts for expenses I incur and I will be responsible for any expenses that are greater than the amount approved.

_____ If requested, I will provide reasonable proof of my attendance through notes, handouts, photos, etc.

_____ In the event that I am unable to attend approved event, I am solely responsible for paying back any and all funds approved to be spent on my behalf and all cancellation fees regardless of illness, accident, conflict of schedule or any other reason at the discretion of decision makers.

_____ Although I have the ability to find an approved replacement to attend planned event in my stead, it is to the decision maker's discretion the conditions of such a replacement, the time frame I have to find a replacement and my release from this contract.

_____ I hereby waive my right to appeal the decision as to amount owed in the event of not meeting the requirements named above.

_____ I authorize the ability to enforce returning said funds by any means within the decision maker's power that includes but is not limited to putting a hold on my transcripts and registration.

_____ I hereby acknowledge I will abide by the overnight travel guidelines, including:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Men and women may not share rooms.
- Whenever possible, an advisor should accompany students on school-related functions.
- All out-of-state travel must be accompanied by a club advisor.

Signature

Date

Submit completed form to the Student Activities Coordinator.