

Travel Protocol

This protocol is to be observed for all official trips. Failure to do so may result in referral to the campus judicial system.

1. All ECSU rules, regulations, and policies are in effect while participating in official club or sports travel.
2. Cohabitation is prohibited.
3. The presence and/or use of alcoholic beverages is prohibited.
4. The use of profane language is prohibited.
5. When using State vehicles, you must have one staff advisor in each vehicle.
6. The staff Advisor(s) on each trip is the person(s) in charge and they are present to:
 - a. Maintain a proper educational environment.
 - b. Insure that all rules and regulations are followed.
 - c. Insure that people are assigned to each vehicle stay in that vehicle and do not switch from one to another. This is to insure that all people are accounted for.
 - d. Act as the person “in charge” in all situations including emergencies.
7. State vehicles are to be used only for the educational portion of the trip and not to shuttle people around for personal “free time”.
8. Please refer to other travel rules and regulations in the document “Business Procedures for Clubs and Organizations” and the student handbook.

This section is provided to inform you that we will be departing to ECSU from the following location and at the following time:

Location Departing from ECSU: _____ Time: _____

Location Departing from to return to ECSU: _____ Time: _____

Should you not be there, we will depart anyway and it will be your responsibility to get back to ECSU. Should you miss the departure, you must call the ECSU Campus Police Department at (860) 465-5310 to notify them of your return to campus. Please also let them know how you may be contacted prior to your return, if that is feasible. Collect phone calls will not be accepted.

A copy of this form must be distributed to all persons attending the trip at the time you depart from ECSU

Location Departing from ECSU: _____

Time: _____

Location Departing for ECSU return: _____

Time: _____

Purpose of trip (include date and club name):

<u>Full Time Student Participating</u> <u>Please Type and Alphabetize</u>	<u>Part Time Students Participating</u> <u>Please Type and Alphabetize</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	
12.	Non-student Guests of Students
13.	1.
14.	2.
15.	3.
16.	4.
17.	5.
18.	
19.	Non-student Guests of ECSU Staff
20.	1.
21.	2.
22.	3.
23.	4.
24.	5.
25.	