Registered Student Organizations Travel Policy

If you are traveling over 30 miles on behalf of a registered student organization of Michigan Tech, regardless of mode of transportation, each participating member must read and abide by each of the following:

- All behavior of traveling members must comply with Michigan Tech’s Board of Control Policy 7.5.3, “Expect that accepted standards of good taste and University policies be observed in the social conduct of an organization.”

- Use or influence of alcohol and/or drugs is strictly prohibited while traveling in a vehicle on behalf of a registered student organization (Required medications that do not impair driving ability or cause drowsiness are permitted.)

- All drivers and passengers in vehicles must wear a seatbelt.

- If using a personal vehicle, the vehicle must be properly registered and insured.

- Drivers must have a valid license and a safe driving record.

- Before traveling, the organization members traveling should check ahead for weather conditions, and in the event of inclement weather, adjust their plans accordingly. Drivers are not to drive when conditions are hazardous. This includes but is not limited to fog, heavy rain, snow, or icy conditions.

- At least two days before travel departure, the organization must submit an itinerary to Student Activities, which includes scheduled activities, travel routes, and lodging accommodations.

- At least two days before travel, the organization must submit a list of all persons traveling, along with cell phone numbers and emergency contacts.

Completed Travel Policy Forms must be turned in to Maryann Wilcox in MUB 106 at least two days prior to travel. Organizations that do not comply with this policy risk the loss of future travel funding opportunities through the Undergraduate Student Government and will not be approved for future motor vehicle rental through the University. If you have any questions regarding travel for registered student organizations, please contact:

Maryann Wilcox
Coordinator, Registered Student Organizations
Memorial Union Building 106
906-487-2402
mawilcox@mtu.edu
Name of Student Organization: ________________________________
Name of Primary Contact for this event: _________________________
Name of Event: _____________________________________________
Location of Event: __________________________________________
Mode of Transportation: _____________________________________
Departure Date: _______________ Departure Time (estimated): ____________
Return Date: _______________ Return Time (estimated): ________________
Michigan Tech Staff/Advisor Contact: ___________________________
In the event that plans change or your organization needs assistance from the University, who will you contact?

To be completed by EACH member traveling:

By signing my name below, I am indicating that I have read and agree to the travel policy guidelines. I certify that I am at least 18 years of age and while participating in this event, I hereby release the sponsoring organization and Michigan Technological University from any liability and hold them harmless for any risk or danger that may occur during travel or while participating in scheduled and unscheduled activities.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Cell Phone Number</th>
</tr>
</thead>
</table>