DIVISION OF STUDENT AFFAIRS
OFF-CAMPUS TRAVEL GUIDELINES FOR STUDENT ACTIVITIES

To assist student organizations and student organization advisors with planning student activities that take place off-campus, the following guidelines apply to all student organization events involving travel and are intended to ensure a safe and worthwhile experience for students traveling as a representative of Woodbury University. These guidelines will be reviewed and revised if necessary by the Student Life Team per annum.

**Attendance**

When participating in an off-campus event, students are expected to attend all scheduled activities. A student is required to reimburse the University for fees and/or expenses should s/he fail to attend events as scheduled.

**Lodging**

Students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. A student is responsible for any damages or any expenses (phone calls, room service, etc.) incurred beyond the cost of lodging.

**Transportation**

When taking students on trips, it is the University’s recommendation to provide transportation so all students are in one place and driven by a trusted driver. Vehicles rented by the University should be driven in lieu of personal vehicles. Only a Woodbury University staff or faculty member is permitted to drive a vehicle rented by the University.

**Alcohol and Controlled Substances**

Students are expected to obey local, state, and federal laws regarding the use of alcohol and controlled substances. Additionally, students are expected to conform to policies of the University as well as the event itself. No University funds may be used for the purchase of alcohol.

**Conduct**

Students are expected to conduct themselves in a manner consistent with the policies of the University, as published in the Student Code of Conduct in the Student Handbook. Inappropriate behavior will be addressed through the University’s judicial process. Students who exhibit inappropriate behavior may be required to return to the University prematurely and at their own expense.

**Releases**

Students groups are required to submit the following to the Director of Student Life in the Office of Student Affairs at least 3 days prior to the departure from campus:

- Agreement and Release from Liability for Off-Campus Travel (1 per student)
- Medical Information and Release Form (1 per student)
- Group Travel/Trip Itinerary and Authorization Form (1 per group)

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Division of Student Affairs
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