

OFFICE OF STUDENT ACTIVITIES  
PALM BEACH STATE COLLEGE – Boca Raton Location

STUDENT CLUB/ORGANIZATION  
**POLICIES GOVERNING OFF-CAMPUS TRAVEL AND EVENTS**

Students, clubs, or organizations that are funded by the college to travel or hold off-campus events in the name of the College are expected to adhere to the rules, regulations, and the Student Code of Conduct of the College. With all travel, students assume a certain amount of risk. Students should consider the assumption of risk before agreeing to travel or participate in any College-sponsored event.

The minimum expectation for travel or off-campus events include, but are not limited to the following:

1. Club/Organization advisors are expected to travel and attend all off-campus functions. This includes staying with and supervising students when staying away from the campus overnight.
2. Consumption of alcohol or illegal drugs is prohibited when traveling or at on/off campus events. College/Club funds are not to be used for the purchase of alcohol.
3. When traveling overnight or attending on/off campus events, students are expected to follow the directions and rules set forth by their advisor, including but not limited to:
  - a. Reasonable curfews
  - b. Staying with their group
  - c. Assuming responsibility for their own safety, security, and behavior (including property damage).
  - d. Attending all events/workshops for which the travel was intended
  - e. Complete all requirements as specified by the advisor or organizations.

Students traveling or attending off-campus events should remember that they are representing the College and should conduct themselves in a professional manner.

**Consent/liability forms are required of all students prior to travel.**

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_