Student Travel Guidelines

2017-2018
Guidelines
For
Travel Involving Students

This document is intended as a guideline for faculty and other SDCCD staff when planning travel involving students. It will explain the documents and approvals required for the various types of travel that may involve students.

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**Step 1 – Board Approval**

- Determining when Board Approval is required

**Step 2 – Processing Required Forms**

- Processing required forms prior to travel

**Step 3 – Processing Final Paperwork**

- Processing final paperwork after trip is completed

**Guidelines for Transfer Student Visits to Colleges and Universities**

**Required Forms**

- Request/Authorization to Conduct Off-Campus Student Activity*
- Student Travel Permission/Release/Waiver*
- Minor (Under 18) Student Travel Permission/Release/Waiver*
- Travel Authorization with Expenses and Expense Reports (must be submitted online)
- Incident Report Form**
- Student Travel Medical Consent Form*
- Conference/Travel Student Contract of Understanding*

All forms are available in the Deans’ Office.

* These Forms are also available on the SDCCD Student Services website: [http://studentservices.sdccd.edu/index.cfm?action=form&link=admin](http://studentservices.sdccd.edu/index.cfm?action=form&link=admin)

** These forms are also available on Faculty Web Services: [https://faculty.sdccd.edu/facultygrade/](https://faculty.sdccd.edu/facultygrade/)
Step 1

Board Approval
Step 1 – Planning a Trip
Determining when Board Approval is required

Legend
- Co-Curricular
  - Intercollegiate Team Competition
  - Tournaments
  - Approved Out-of-Season Competition
  - Student Leadership & Related Activities
  - Academic Program Competition
- Not Co-Curricular
STATEMENT OF ISSUE/PURPOSE

1. Background and Purpose:

Title 5 of the California Code of Regulations authorizes student travel in connection with courses of instruction related to social, educational, cultural, athletic, and band activities.

The colleges encourage student participation in various co-curricular activities related to the instructional program, including athletics, speech and debate, dramatic and performing arts, journalism, and other academic program competition. Participation in these activities often includes tournaments, competitions, both in season, as well as approved out of season play, and other events requiring student travel. The students at the colleges and Continuing Education also participate in student leadership activities often involving student travel. All students who travel are required to sign a student release waiver, as well as the appropriate travel documents, prior to departure. In addition, all students who travel are accompanied and supervised by a District employee.

2. Cost and Funding:

The cost of travel will be paid by the college budget. There will be no additional cost to the District.

Motion & Voting

Recommend Approval of Consent Calendar as Developed.

Motion by Rich Grosch, second by Mary Graham.
Final Resolution: Motion Carries
Ayes: Mary Graham, Rich Grosch, Bernie Rhinerson, Maria Nieto Senour, Peter Zschiesche, Student Trustee
Step 2

Process Required Forms
Step 2 – Trip Preparations
Processing Required Forms Prior to Travel

Required Campus Field Trip
- Responsible Faculty or Advisor
  - Complete Request/Authorization to Conduct Off-Campus Student Activity Form (See Required Forms)
  - All Participating Students must complete the Student Travel Permission/Release/Waiver Form, and submit Travel Authorization with Expenses and Expense Reports online (process may vary at each campus) (See Required Forms)
  - Submit to School Dean
  - Verify Funds (If Needed)
  - Follow Advisor Travel Guidelines during trip (See Next Page)

Co-Curricular Travel
- Responsible Advisor
  - Complete Request/Authorization to Conduct Off-Campus Student Activity Form (See Required Forms)
  - Include approved minutes authorizing travel and expenditures
  - All Participating Students must complete the Student Travel Permission/Release/Waiver Form, and submit Travel Authorization with Expenses and Expense Reports online (process may vary at each campus), and the Conference/Travel Student Contract of Understanding (See Required Forms)
  - Submit to School Dean
  - Verify Funds (If Needed)
  - Follow Advisor Travel Guidelines during trip (See Next Page)

Authorized Student Clubs & Organizations
- Responsible Advisor
  - Complete Request/Authorization to Conduct Off-Campus Student Activity Form (See Required Forms)
  - Include approved minutes authorizing travel and expenditures
  - All Participating Students must complete the Student Travel Permission/Release/Waiver Form, and submit Travel Authorization with Expenses and Expense Reports online (process may vary at each campus), and the Conference/Travel Student Contract of Understanding (See Required Forms)
  - Submit to Dean of Student Affairs
  - Verify Funds (If Needed)
  - Follow Advisor Travel Guidelines during trip (See Next Page)
Advisor Travel Guidelines  
Faculty and Staff Chaperoning Student Travel

1. In the event of a possible emergency, call 9-1-1. Do not make assumptions or take matters into your own hands.

2. Advisors must travel with students to and from activities (if out of San Diego County).

3. Students are not to be transported in employees’ personal cars.

4. Overnight stays for students and advisors are limited to the hotel and not personal residences.

5. Students are not permitted to stay in the same hotel room as advisors.

6. Hotel rooms must be limited to authorized students from the District. Individuals who are not District students are not permitted to stay overnight in the same hotel rooms as District students.

7. Use, possession or distribution of alcohol or illegal drugs is not permitted on campus or at district/campus sponsored events and activities, including district sponsored travel. See the District Drug and Alcohol Abuse and Prevention Program at sdccd.edu/DAAPP.

8. Student Code of Conduct applies at all times (Reference: BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process).
   - In the event of a serious violation of the Student Code of Conduct, advisors should:
     ➢ Document the incident
     ➢ Send the student home
     ➢ Report the matter to the dean responsible for the travel, as well as the Dean of Student Affairs
   - All Student Code of Conduct violations should be reported to the Dean of Student Affairs after the trip and the Incident Report form completed. Violations can also be reported online at https://publicdocs.maxient.com/incidentreport.php?SanDiegoCCD or using the paper form.

9. All incidents involving gender-based violence should be reported to the college Title IX Coordinator immediately:

   District Title IX Coordinator  
   Christopher May  
   619-388-6805

You may also contact College Title IX Deputies:

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<th>City</th>
<th>Vice President, Student Services</th>
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<tr>
<td>City</td>
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<tr>
<td>Marciano Perez</td>
<td>619-388-3498</td>
<td>Gerald Ramsey</td>
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<tr>
<td>Dean, Student Affairs</td>
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<td>Vice President, Student Services</td>
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<td>Ashanti Hands</td>
<td>619-388-2678</td>
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10. Advisors should maintain emergency information for all students and relevant campus departments, at all times, including:
   • Medication (if any)
   • Phone Numbers
   • Medical Conditions
   • Medical Insurance (if any)
   • Emergency Contact Information
   • Dean’s Emergency Contact Number (to be obtained by advisor before travel)

11. Minors who travel must have a FERPA release from a parent or guardian (Reference: Minor [Under 18] Student Travel Permission/Release/Waiver Form 3125.2).

12. All expenditures submitted for reimbursement must be applied for and approved in advance with the exception of unforeseen expenditures and emergencies.

13. Students are not permitted to participate in activities or sightseeing that are unauthorized.

14. Students must participate in all required events and activities.
Step 3

Process Final Paperwork
Step 3 – After Trip is Completed
Processing Final Paperwork

If Student Does Not Attend the Authorized Student Club or Organization Trip
- If the student does not attend the trip and the college has incurred an expense
  - Student Affairs will work with student to make arrangements for reimbursement of funds, as appropriate

Student Code of Conduct Violation
If a Student Code of Conduct violation occurs on a trip:
- Report to Dean of Student Affairs immediately after the trip or during the trip if immediate attention is needed
- Complete the Incident Report Form (See Required Forms)
- Violations can also be reported online at https://publicdocs.maxient.com/incidentreport.php?SanDiegoCCD
- Incidents involving sexual violence should be reported to the Title IX Coordinator immediately (See Page 5)
Guidelines for Transfer Student Visits to Colleges and Universities
Guidelines for Transfer Student Visits to Colleges and Universities

Background

Transfer to four-year institutions is an important mission of the community colleges. The District transfers more than 6,000 students each year to colleges and universities in the state and throughout the country. In addition, the colleges closely monitor students’ progress through their transfer pathway each year to ensure students meet their transfer goals.

Transfer Centers were established in the California Community Colleges in 1985 to strengthen the transfer function and increase the number of California Community College students prepared to transfer, with an emphasis on students underserved in higher education. Among the many services and support provided by the Transfer Centers is facilitating student visits to prospective transfer institutions. These visits are intended to allow students to learn more about a particular institution and determine fit for their needs and interests. The following are guidelines for scheduling and conducting visits to college and universities for transfer students.

1.0 Selection of Universities

- The goal of university visits is to provide prospective transfer students with options to transfer and complete a bachelor’s degree.

- The selection of colleges and universities to visit each year is the responsibility of the Transfer Center Directors, both individually and collectively. The selection is based upon student interests, historical transfer patterns, and impaction at the local public universities.

- The following selection process will be followed:
  
  o Transfer Center Directors will establish a Transfer University schedule with approval of the President at the beginning of each semester;
  o The schedule will be brought to Chancellor’s Cabinet for approval by the Vice Chancellor of Student Services prior to any visits;
  o Changes to the schedule are inevitable. As changes occur, an updated schedule will be brought to Student Services Council (SSC) in accordance with the guidelines, and to Chancellor’s Cabinet for approval.

- Selection of the universities will be based upon the following principles:
  
  o Public California universities will be first priority;
  o Visits to all regional universities will be supported due to proximity and the place-bound nature of transfer students;
Proposals for overnight trips must be approved by the President and brought to the Vice Presidents, Student Services and Vice Chancellor, Student Services team for review.

Board approval is required for all overnight travel.

The proposal shall include:

- Number of students planned for visit
- Student Selection Process
- Cost of Travel
- Funding sources for travel
- Purpose of visit
- Supervision
- Justification for the selection of this college/university to visit

Select out-of-state and out of region visits will be permitted subject to the Vice Presidents/Vice Chancellor Student Services approval as described, and prior approval of the Chancellor’s Cabinet.

College-sponsored visits to for-profit institutions will not be considered.

2.0 Selection of Students

Students will be permitted to attend on a first-come, first-served basis, based upon the following parameters:

- First priority will be provided to students who are disproportionately under-represented in transfer outcomes;
- Visits will be widely publicized;
- Students will individually sign up for visits.

If visits are college-specific and space is available, the Transfer Center Directors will reach out to other colleges for interested students.

Colleges will be permitted to require a nominal fee to reserve a spot, provided the fee is refunded when the student attends.

- All fees collected must be carefully recorded and accounted for in coordination with the College Business Office.

Transfer Center Directors will conduct targeted outreach to students they have worked with and who are interested in transferring to the particular institution being visited.

3.0 Cost and Funding

- All university visits must include a college chaperone.
• The student-chaperone ratio will be no greater than 15:1; the student-chaperone ratio for overnight trips will be no greater than 10:1.

• The college will pay for staff participation.
  o Staff time is included in regular assignment/load.

• Costs for travel will be arranged in accordance with one of the following models:
  1) Colleges pay full cost of student travel from existing allowable funds;
  2) Colleges share travel costs with host college/university;
      ▪ Written agreement will be constructed;
  3) Host college/university pays full student travel cost;
      ▪ Written agreement will be constructed.

Note: Funding source will be included in the proposal for overnight travel.

4.0 Summary Evaluation of Benefits/Outcomes

• The Transfer Center Director will prepare a brief summary report at the conclusion of each visit to include the following components:
  o Number of students who attended
  o Student evaluation of visit
  o General observations
  o Lessons Learned

• The report will be shared with the Student Services Council at the end of each semester. A summary report will be prepared for the Chancellor’s Cabinet at the end of each academic year.
Required Forms
San Diego Community College District

Request/Authorization to Conduct
Off-Campus Student Activity

Campus:  □ City  □ Mesa  □ Miramar  □ Continuing Education (Specify Campus): _______________

Course/Organization: ___________________________  Instructor/Advisor: ___________________________

Title and Number or Name

CRN: ___________________________

Type of Activity: (see Board of Trustees Policy, BP 3120 Off-Campus Student Activities)

- Field Trip, Excursion, Class Convened Off Campus
- Optional Visit
- Associated Student Body Activity
- Co-curricular Activity - part of previously Board-approved season schedule
- Co-curricular Activity - not a part of previously Board-approved season schedule

- Is the Activity:
  - Outside California  Yes □  No □
  - Overnight  Yes □  No □

- Will an advance of funds be requested as a part of this activity?  Yes □  No □

(If the answer to any statement above is yes, and the activity has not been previously Board-approved, the Dean responsible for travel will prepare a Board agenda item requesting advanced Board approval.)

Time and date of activity: ___________________________

Location where activity is to be conducted: ___________________________

Brief description of the activity/purpose: ___________________________

Transportation*: (Select One)

- Will be the responsibility of each individual
- Will be provided by the District

*See restrictions in Board of Trustee Policy, BP 3125 Transportation of Students

I have read Board of Trustees Policy, BP 3120 Off-Campus Student Activities, and certify that to the best of my belief the activity for which authorization is requested is in consonance therewith.

Signature of Requester: ___________________________  Date of Request: ___________________________

OFFICIAL USE ONLY

☐ Approved
☐ Not approved (see remarks below)

Remarks: ___________________________

_____________________________

Signature of Dean: ___________________________  Date: ___________________________
San Diego Community College District
Student Travel Permission/Release/Waiver

INSTRUCTOR/ADVISOR MUST:
1. Ensure that students read the paragraph below
2. Duplicate this form if additional lines are needed
3. Attach form to approved *Authorization to Conduct Off-Campus Activity* form and submit to Dean responsible for this travel
4. Minor Students must complete *Minor Student (under 18) Travel Permission/Release/Waiver* form

Campus:  ☐ City  ☐ Mesa  ☐ Miramar  ☐ Continuing Education (Specify Campus): ________________

Course/Organization: ___________________________  Instructor/Advisor: ___________________________

Travel to: ______________________________________

Enter Destination or Attach Travel Schedule

Departing: ___________________________ on: ________________ via: ___________________________

Returning to: ___________________________ on: ________________ via: ___________________________

RELEASE/WAIVER: By my signature below, I understand and agree that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California and the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, or volunteers for injury, accident, illness, property damage, and death occurring during or by reason of the field trip or excursion. Further, I agree to hold harmless, defend and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney’s fees, related to or arising out of, or in connection with, my participation in the field trip or excursion.

STUDENT ROSTER

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Signature of Dean: ___________________________  Date: ___________________________

Distribution: Submit original to the Dean responsible for travel
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San Diego Community College District  
Minor (Under 18) Student  
Travel Permission/Release/Waiver

Campus: ☐ City  ☐ Mesa  ☐ Miramar  ☐ Continuing Education (Specify Campus): __________________________

Student Name: ___________________________________________ Student ID No.: ______________________
(PRINT) Last First MI

Course/Organization: _____________________________________ Instructor/Advisor: ______________________

Travel to: _______________________________________________

Enter Destination or Attach Travel Schedule

Departing: ____________________________ on: _____________ via: _________________________________________

Location Date District/Self

Returning to: __________________________ on: _____________ via: _________________________________________

Location Date District/Self

WAIVER: I understand and agree that all persons making field trips or excursions are deemed to have waived all claims
whatsoever against the State of California and the San Diego Community College District, its Board of Trustees, officers,
employees, agents, representatives, or volunteers for injury, accident, illness, property damage, and death occurring during
or by reason of the field trip or excursion. Further, I understand that of my own volition and insistence, I give permission for
my child/ward to depart from the scheduled activities or use transportation other than that provided by the District. It is fully
understood that the District is in no way responsible, nor assumes liability, for any injuries or losses resulting from my
child’s/ward’s departure from the scheduled activities and/or transportation.

I, __________________________________________, declare that I am the parent/guardian of the student identified in
this form. I have read and understand the above waiver and conditions of the scheduled trip. Further, I agree to
hold harmless, defend and indemnify the San Diego Community College District, its Board of Trustees, officers,
employees, agents, representatives, and volunteers from any and all claims, actions, suits, procedures, costs,
expenses, damages, and liabilities, including attorney’s fees, related to or arising out of, or in connection with,
my child’s/ward’s participation in this field trip.

☐ I hereby give permission for my child/ward to participate in the trip as scheduled.

Parent/Guardian Name: __________________________________________
(PRINT)

Parent/Guardian Signature: ____________________________ Date: _____________

NOTE: Submit completed authorization to instructor/advisor responsible for travel

Emergency Contact Information

Contact Name: ____________________________ Relationship: ____________________________
(PRINT)

Primary Telephone: _____________ Secondary Telephone: _____________

Instructor: Attach original to approved Request/Authorization to Conduct Off-Campus Student Activity form
TRAVEL AUTHORIZATION WITH EXPENSES AND EXPENSE REPORTS

MUST BE SUBMITTED ONLINE

https://myportal.sdccd.edu/psp/IHPRD/EMPLOYEE/EMPL/h/?tab=DEFAULT

CONTACT COLLEGE/CE BUSINESS OFFICE FOR INSTRUCTIONS AND GUIDELINES

Business Office Contact Information

San Diego City College
619-388-3428
Building R-109, First Floor

San Diego Mesa College
619-388-2771
Building A-102

San Diego Miramar College
619-388-7815
Building N-101

Continuing Education Headquarters (ECC)
619-388-4821
Room 109
Incident Report Form
Board of Trustees Policy 3100
Student Rights, Responsibilities, Campus Safety and Administrative Due Process

Violations can also be reported online at https://publicdocs.maxient.com/incidentreport.php?SanDiegoCCS

Please PRINT

Today’s Date: ____________ Campus/Location: ____________________________

Student Name: ___________________________ Student ID Number: ____________

Date/Time of Incident: ____________________________

Witnesses: ____________________________________________________________________

Description of Incident: (State Facts Only) ____________________________________________________________________

Police Contacted?  ☐ Yes  ☐ No  If yes, please indicate reporting officer’s name: ____________________________

What Action was Taken: ____________________________________________________________________

Reporting Individual Name/Title: __________________________________________ (PRINT)

Signature: ____________________________ Telephone: ____________________________

Date: ____________________________ E-mail: ____________________________

NOTE: Send completed Incident Report Form to Dean responsible for Student Affairs/Disciplinary Officer.
San Diego Community College District
Student Travel
Medical Consent Form

In the event of any medical emergency, I grant San Diego Community College District, including City, Mesa and Miramar College, and Continuing Education, or any of its representatives the full authority (at my expense) to take any action deemed necessary to protect my health and safety. This includes, but is not limited to, placing me under the care of a doctor, in a hospital, or returning me to my home city if deemed necessary after consultation with medical authorities.

Name of Participant: ___________________________ Student ID Number: ________________

Please check one of the following statements:

☒ I am 18-years-of-age or older. My date of birth is: ____________________________

☒ I am the parent or legal guardian of the participant who is under 18-years-of-age to whom the above statement applies and for whose benefit I am executing this medical consent.

In case of emergency please contact: ___________________________ Name/Relationship

E-mail: ____________________________________ Telephone: ____________________________

Medical Insurance Carrier: ___________________________ Policy Number: ________________

Please list any prescription medication that you must take while at the off-campus activity:

________________________________________________________________________

Has your physician approved your ability to travel under this prescribed medication?

☒ Yes

☒ No

I have read this consent and I understand its terms. I execute it voluntarily and with full knowledge of its significance.

Signature of Participant or Parent/Legal Guardian: ____________________________

Name of Signatory: ___________________________ Date: ____________________________

E-mail: ____________________________________ Telephone: ____________________________

NOTE: Submit completed consent to the instructor/advisor responsible for travel
San Diego Community College District
Conference/Travel
Student Contract of Understanding

Name: ________________________ Student ID Number: ________________________
(Print) Last First MI

E-mail: ________________________ Telephone: ________________________

Activity: ______________________ Date of Activity: __________ Location of Activity: __________

I understand that I am attending the above entitled activity as a representative of the college and that my expenses are being paid out of San Diego Community College District funds. I acknowledge that I am expected to conduct myself in a responsible manner and agree to the following:

• **COMPLIANCE WITH POLICIES AND LAWS:** Adhere to all applicable Board of Trustees Policies and Procedures, particularly the Board of Trustees Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process, Section 3., Student Code of Conduct*, as well as federal, state and local laws. Failure to conduct myself in a manner consistent with said policies may result in being subject to disciplinary action.

• **ALCOHOL AND DRUG CONSUMPTION:** Consumption of an illegal substance of any kind, or the use of alcohol during the activity or en route to and from the activity is not permitted and will result in disciplinary action as provided for in Board of Trustees Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process*, and *Administrative Procedure, AP 3100.2 Student Disciplinary Procedures*.

• **INAPPROPRIATE BEHAVIOR:** Inappropriate behavior will not be tolerated, nor any behavior that will endanger the signatory or others. Any student who causes damages to a facility while on official travel is liable for replacement costs.

• **COMPLETION OF TITLE IX TRAINING:** Available at [http://www.everfi.com/register](http://www.everfi.com/register) using registration code 8ef36412. Please print and attach verification of your completion of the training.

• **PARTICIPATION:** Each participant is expected to actively participate in all required events and activities.

• **SUPERVISION OF STUDENT:** For the duration of the event, each participant is expected to keep the advisor/designee aware of their activities and whereabouts at all times, and to abide by the advisor's directions.

I understand that if I do not abide by this contract to attend this activity, and I do not provide proof of emergency or extenuating circumstance, I will be responsible for reimbursing the San Diego Community College District for the full cost of my participation (i.e., lodging, meals, etc.). Further, I understand that I may be ineligible to participate in any future sponsored events, and that my club/organization may also be penalized.

I understand that violation of this agreement may result in the following:

- Immediate return to my home at my own expense
- Disciplinary action by the college
- A hold placed on my student record

**WAIVER:** I acknowledge that I am attending the above-mentioned activity as an extra-curricular activity on a voluntary basis. I understand and agree that I shall **voluntarily release, discharge, waive, relinquish, and covenant not to sue** the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers from any and all liability, claims, causes of action, and demands related to or arising out of, or in connection with, my participation in this activity, including injuries, accident, illness, property damage, and death.

**INDEMNIFICATION AND HOLD HARMLESS:** I further agree to hold harmless, defend, and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees, related to or arising out of, or in connection with, my participation in this activity.

Student Signature: ________________________ Date: ________________________

Distribution: Student Affairs; Department Dean