

PLEASE READ ALL INFORMATION – STUDENTS MAY BE RESPONSIBLE TO REIMBURSE THE COLLEGE FOR ANY COSTS ADVANCED ON THEIR BEHALF.

CODE OF THE ROAD

Attending an Off-Campus Event for Pasco-Hernando State College

Congratulations! You have been chosen to travel and represent Pasco-Hernando State College (PHSC) because you are a student leader who is committed to making a positive difference for your club/organization. Representing the College takes time and commitment on your part. We encourage you to make this opportunity the best professional and personal experience possible. Take time to have fun and network with others.

Representing PHSC at an off-campus event is a privilege. Because you are a formal representative of the College, certain rights and responsibilities come with this unique opportunity. The **CODE OF THE ROAD** is to be used before, during, and after any trip that you take on behalf of our College-sponsored event.

Before the Trip . . .

Whether you are going for a day or going for a week, there is preparation that needs to be done.

Adopt a positive attitude.

Realize that attending an off-campus event as a representative of PHSC is a privilege. Consider it an outside-the-classroom learning experience. Remember, you represent PHSC and your club/organization at all times. The College and your fellow students trust you. Represent them as well.

Read agendas, booklets, and event materials before you travel.

Participate in the selection process of your group (if any) to attend the off-campus event. Attend any orientations before the event required by your group and/or Advisor. Provide family members with pertinent travel information, including conference location, departure/arrival times, and hotel accommodations. You will be prohibited from making long distance calls from your room, so bring a long distance telephone charge card or change for public telephones. In rare cases, you may be granted permission to travel separately to and/or from the event. If so, all details about your transportation must be submitted to and approved by your Advisor before departure.

Packing tips for a function.

Appropriate attire should be worn based on the specific activity. Bring snacks. Other suggested items to bring: toiletries, notebook, pen, camera, and calendar. Medicines, if you have a special medical need, let your Advisor know.

Rights and Responsibilities

You have the right

- To become better acquainted with members of your own college.
- To “network” with other event participants.
- To enjoy the personal and professional opportunities offered at the off-campus event.
- To have the respect of peers and Advisors.
- To seek and secure support of peers and Advisors.
- To have good, clean fun!

You have the responsibility

- To respect others, including hotel roommates, hotel staff and property.
- To attend, on time, the workshops, seminars, etc. available at the event, and to present, if asked, your report to your club/organization, Advisor and or Administration.
- To wear appropriate attire for each activity as adopted/suggested by the event sponsor.
- To follow college, hotel, state, and federal laws/regulations.
- To stay on-site during the event (unless otherwise advised).
- To eat meals with your group in order to de-brief, discuss, and confirm strategies and to gather support (as agreed upon with your Advisor).
- To pace yourself and monitor your activities to ensure timely attendance to all commitments including trip departures.
- To reside/sleep in hotel accommodations assigned to you.
- To take reasonable precautions to ensure safety of yourself and others.
- To smoke only in designated areas.
- To abstain from possession and/or consumption of any type of intoxicants between event departure and return times, and to remove yourself from the company of anyone indulging in intoxicants.

Consequences

Responsibilities listed, if violated, may result in disciplinary procedures including (but not limited to) returning immediately from the event at your own expense, reimbursement to the college of funds expended on your behalf, possible removal from student club/organization, and loss of scholarship.