



Stony Brook University
Undergraduate Student Government
Off-Campus Trip Form

Level A _____ Level B _____ Mode of Transportation _____

All off-campus trips must meet the following criteria:

- Related to the mission of the club/organization.
- Level A Off-Campus Trips must be submitted to the USG Administrative Director **THREE** weeks prior to the trip.
- Level B Off-Campus Trips must be submitted to the USG Administrative Director **TWO** weeks prior to the trip.
- In order for an off campus form to be approved, all parts of the form must be completed in its entirety.
- An event sponsored by clubs and organizations that are scheduled to take place outside of the Stony Brook University Campus.
- Practices for sports clubs are not events, therefore, are not considered to be off-campus trips.

Club Name: _____ Date Submitted: _____

Trip Coordinator: _____ Trip Coordinator Cell Phone #: _____

Trip Destination: _____ Date of Trip: _____

Destination Address: _____ Purpose of Trip: _____

Destination Phone: _____ Web-Site: _____

TRIP ITINERARY

Departing From Stony Brook: _____ Arrival at Off-Campus Site _____

Date & Time: _____ Date & Time: _____

Return Trip

Departure from Off-Campus Site _____ Arrival at Stony Brook _____

Date & Time: _____ Date & Time: _____

LODGING

If this is an overnight trip, please provide the following lodging information.

Lodge Name: _____

Address: _____

Phone Number: _____

APPROVALS

Campus Recreation/Program Advisor Signature: _____ Date: _____

USG Administrative Director Signature: _____ Date: _____

Revised August 2012

Driver's Name (First & Last)

Previously Submitted LENS Check
Yes No

| Driver's Name (First & Last) | Yes | No |
|------------------------------|-----|----|
| | | |
| | | |
| | | |
| | | |

**PLEASE READ AND COMPLETE THIS PAGE IF YOU ARE DRIVING YOUR PERSONAL VEHICLE OR A RENTAL CAR.
(Each driver must complete one)**

In consideration of participating in the _____ on
Name of Event

_____ and any related events and activities pertaining to driving other students,
Date of Event

I, _____, acknowledge, appreciate, and agree that:
Print Student's Name

1. The risk of injury from driving the students in any car is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce the risk of serious injury does exist; and,

2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for the passengers in the automobile I am driving; and,

3. I willingly agree to comply with the stated and customary terms and conditions for driving a car. If however I observe any unusual significant hazard during my presence or participation, I will remove myself and the passengers in the car from participation and bring such to the attention of the nearest official immediately; and,

4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, indemnify, and hold harmless Stony Brook University, the Undergraduate Student Government, its officers, officials, agents and/or employees, clubs, and organizations ("Releases"), With respect to any and all injury, disability, death, or loss or damage to person or property, to the fullest extent permitted by law; and,

5. I understand that if injury or property damage occurs as a result of an accident, I will have to look first to my own personal automobile liability insurance for liability coverage.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

I have provided the Undergraduate Student Government with a copy of my automobile insurance card, my driver's license, insurance declarations page with appropriate limits and affirm that the insurance is in effect.

It is understood that I am not acting as an agent, partner, or sub-contractor for either USG or Stony Brook University. It is mutually agreed that no contractual relationship exists between the parties, either expressed or implied.

Participant's Signature

Participant's Age

Participant's Phone Number & E-Mail Address

Date

Emergency Contact Name & Relationship

Emergency Contact Phone #

Revised August 2012

OFF CAMPUS TRIP CHECKLIST

| Level A (Items to be completed 3 weeks out) | | | Level B (Items to be completed 2 weeks out) | | |
|---|-----------------------------------|-----------------------------------|---|--|-------|
| | | Check | | | Check |
| Air | Vouchers | | Buses | Vouchers | |
| | Meeting with USG Fiscal Agent | | | Invoices, Registration, Admission | |
| | Invoices, Registration, Admission | | LIRR | Vouchers | |
| | | Invoices, Registration, Admission | | | |
| Hotel | Vouchers | | Personal Cars | Vouchers | |
| | Meeting with USG Fiscal Agent | | | LENS Check (for drivers) | |
| | Invoices, Registration, Admission | | | License and Auto Insurance Declaration | |
| Rental Cars | Vouchers | | Invoices, Registration, Admission | | |
| | Meeting with USG Fiscal Agent | | | | |
| | LENS Check (for drivers) | | | | |
| | Copy of Driver's License | | | | |
| | Invoices, Registration, Admission | | | | |
| Amtrak | Vouchers | | | | |
| | Meeting with USG Fiscal Agent | | | | |
| | Invoices, Registration, Admission | | | | |

**STONY BROOK UNIVERSITY
CLUBS AND ORGANIZATIONS
CODE OF CONDUCT**

The purpose of a student club/organization is to enhance the University’s educational mission and adhere to all University policies and procedures. Clubs/Organizations are to conduct themselves in a manner that is a credit to the University. Clubs and organizations should add to the positive image of Stony Brook University and therefore any behavior that serves otherwise will be handled appropriately. Clubs/Organization are responsible for the actions of their members on and off campus and any liability that is associated with these actions.

- As a Stony Brook University club/organization, adherence to the highest principles, integrity, and dignity is expected
- Hazing, harassing, threatening, degrading language or actions, or any practice by a group or individual that degrades a student or club member, endangers health, jeopardizes personal safety, or interferes with a student’s duties or with a student’s class attendance or a person’s education pursuits is **STRICTLY PROHIBITED**. Voluntary participation in initiation activities and other traditions still constitutes hazing. No club/organization member shall engage or participate in any form of these actions.
- Clubs/organizations are expected to be drug and alcohol free during the duration of trip/event while representing Stony Brook University. This includes a practices, competitions or events. Using team funds for the purchase of alcoholic beverages is prohibited.
- Clubs/Organizations represent Stony Brook University both at home and when traveling. When traveling, it is expected that club members behave appropriately and respectfully. The Student Conduct Code is applicable on and off campus.
- Please inform University Police immediately of any accidents, injuries or illnesses that require hospitalization. (631-632-3333)