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Associated Students of DACC



Student  
Club  
Handbook



NMSU | DOÑA ANA COMMUNITY COLLEGE

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# Advisor Section

## *The Faculty/Staff Role in Student Organizations*

The faculty/staff member who is involved in the advising of a student organization is often confronted by the question of what sort of role he/she should take. There is no clear cut answer to this question. Here are some basic concepts that may help.

The nature of the faculty/staff club advisor interaction with the group will be determined by the type of needs the group has. If the group is new and has inexperienced leadership, the advisor may find that a direct approach is best. This role is also determined by the personality of the advisor and the expectations of the group. In some cases, the advisors have very dominant personalities and when working with a group, it may be difficult for them to play a passive role. On the other hand, the group may expect the advisor to play a very specific role for the organization. In either case, extreme care will have to be taken on the part of the advisor so as to minimize conflict between the advisor and the students.

A very simple process which can be utilized to alleviate any potential difficulties is to have a prospective faculty advisor meet with a group on several occasions before accepting the position. The students can get to know the faculty/staff member and he/she can make observations about the appropriate style of advisement that should be used. After several meetings, the faculty member and the student organization's executives can meet to discuss the observations of the faculty member and the expectations of the group for their advisor.

The faculty member should recognize that he/she can always be a valuable resource for the group. He/she should not ignore the basic consideration that a student group is just that—a student group. An advisor who sees his/her role as just another member loses effectiveness in the advisory position.

## *Tips for Developing a Successful Student Organization*

1. Develop an active, cohesive, functioning student organization by providing activities that your members support.
2. Student organizations must have an advisor who is interested in what the organization is doing. The organization has the responsibility to communicate with the advisor.
3. Advisors will submit Recognition Renewal Forms (*Form A*), and Updated By-Laws, by May 31<sup>st</sup> once a year. Once the student officers are elected, please submit Student Organization Officers (*Form B*).
4. Before planning any activity, either on or off campus, you must submit an Activity Request Form (*Form E*) **10 days prior to event**.
5. Keep the student body informed of your activities by using the electronic bulletin board in the commons area. A request form is included in this handbook(*Form G*). There is also a club bulletin board to post flyers on in the commons area. Information on marketing and promoting your club and its activities is enclosed.
6. New Officers will be elected on a yearly basis by the club members.
7. Remember to keep your organization's status current. Whenever you have a new election let the Student Activities Office know.
8. When you elect new officers, be sure to brief them about the status of the organization when they take over. This will also help them be successful.
9. When you have organizational meetings, get feedback on projects so you will have a status report of what has been done and what still remains to be done.
10. If you recruit members for your organization, be sure to go for quality and not just quantity. There are a number of groups on campus which are small and very strong.
11. Members should know each other. Plan "get-to-know-you" activities early in the semester.
12. Members should be involved in defining the organization's purpose.
13. Members help generate ideas, so question members periodically.
14. There should be commitment by all members to adhere to group decisions.
15. Regular evaluation is important. It will help you in all areas of student planning.

16. Skills, resources, and weaknesses should be identified periodically.
17. Systematic problem solving techniques should be used.
18. Prepare club members for trips by referring to the “Code of Conduct” in the *Student Handbook*. Other helpful travel information is listed in the *Travel Section*.
19. If you don’t know something, ASK.

The Student Activities Officer is ready and willing to help your group. Assistance may be provided in the following areas:

- ❖ Chartering your Student Club
- ❖ Workshops for club advisors and student club officers
- ❖ Current DACC policies pertaining to student organizations and activities
- ❖ Problem solving

## ***Guidelines for Student Organization Advisors***

1. A faculty or staff member at Doña Ana Community may serve as an official club advisor.
2. The person should check with his/her Coordinator/Division Head before assuming the role of an organization advisor.
3. Review the By-Laws of the student organization on a regular basis, and make suggestions to the club about changes and/or revisions as needed and submit updated material to the Student Activities Office.
4. Inform the Student Activities Office of all changes within the organization such as officer status, election dates and name changes of the organization. (*Form A*)
5. Assure that the organization follows the chartering procedures and the recognition renewal forms. (*Yearly Recognition Forms Section*)
6. Be aware and responsible for the financial status of the student organization at all times. This can be done by checking your account records and/or checking with the Business Office.
7. Submit a Club Activity Request Form for all scheduled events and activities. This is for both on-and-off campus events. (*Form E*). Submit form 10 days prior to the event to the Student Activities office.
8. Become familiar with the policies and procedures of the Doña Ana Community College to give interpretations as they relate to the organization which you serve.
9. Submit the “Monthly Status Report” to the Student Activities Office by the 5<sup>th</sup> of each month. (*Form F*).
10. Submit a letter to the Student Activities Office in the event that the organization does not wish to remain a chartered student organization.
11. Submit a letter to the Student Activities Office in the event that you do not wish to serve as advisor to your student organization.
12. If the renewal Form A and Bylaws are not submitted by May 31<sup>st</sup>, the club will not be officially recognized for the upcoming academic year.

## ***Important Things for Club Advisors to Know***

### **May 31**

Submit the Student Organization Recognition Renewal Form (*Form A*) and updated Bylaws to the Student Activities Office.

*Once the student officers are elected, please submit Student Organization Officers (Form B).*

### **Ledger Balance**

Please check and balance your monthly printout provided by the DACC Business Office. If you have questions or see discrepancies, please contact the Business Office directly.

### **Student Group Trips**

When you take a student group on any trip, you represent not only your club, but the entire college. Since the advisor sets the tone of all trips you need to discuss appropriate behavior before leaving. It is recommended that you go over the “Code of Conduct” and the “Discipline-Related Policies and Procedures” listed in the *DACC Student Handbook*. Travel forms, as well as fire safety and travel tips, are included in this handbook.

### **Trip Requests**

Submit Request for Funding forms to the Student Activities Office two or three weeks prior to the event.

Advisor’s travel is paid by their department and is processed as a normal travel request through their normal department process.

Submit a “Travel Request Form” following the same procedure that all faculty, staff and administrators use. The “Requisition for Non-Employee Travel” must be completed and submitted to the correct office. All forms must be signed by the club advisor and Division Dean before submitting. These are available from your division secretary.

A “Travel Expenditure Report” must be submitted to the Business Office immediately after the trip. Attach original, itemized expenditure receipts for hotel, registration fees, meal signature sheet (from student travelers), airline tickets with travel agency statement, cab receipts, etc. Trip reports must be verified and signed by the club advisor. If there is ***no receipt there will be no reimbursement!***

BEFORE you plan a trip, talk to the Business Office about allowed expenses. It can become very confusing when you use the student council account, your student club account, and/or an operating account. Each account has different rules that must be followed. Learn them before you go!

*A Few Travel Tips:*

1. Save itemized receipts for hotel charges, airline tickets, have airline stubs for all travelers registration fee receipts, parking fees, etc.
2. If a rental car is used, refuel prior to returning car and get a receipt.
3. Do your travel expenditure report immediately upon return from your trip.

*Fund-Raising Projects*

Complete the “Activity Request Form” and submit to the Student Activities Office 10 days prior to event. One form is needed per event. (*Form E*)

*Paperwork Tip*

Keep a copy of everything that you submit to the Student Activities or the Business Office.

# ***Marketing/Promoting Your Organization***

## **Membership**

Promote Your Club to New Members

Examples:

Flyers on Student Activities Bulletin Board

Receive permission from instructors to speak to their classes (in the club major's if pertinent) at the beginning of every semester.

In 5 minutes or less explain the clubs mission and membership requirements.

If your organization has a website, keep information current to include current contacts, club mission and membership requirements

## **Promote Fundraisers and Events**

Pre-Event

Plan event

Costs

Designate individuals and their tasks

Timeline for each task

Person in charge at event

**Submit Proper Paperwork 10 days in Advance of Event**

Design Flyers and post one week in advance on bulletin boards

Take advantage of:

Student Activities Bulletin Board

Electronic Bulletin Board

Flyers for Faculty/Staff Mailboxes

Email sent to Everyone List (email sent to all accounts). This is a great way to promote to other campuses like East Mesa.

Actual Event

Set up space neatly

Have large sign/s that clearly state who you are, what you're doing/selling and why.

Make sure these are clearly visible.

Be friendly

You may even want to "decorate" your table and area.

Promote, Promote, Promote

**Organizing and Planning is the key.**



# Yearly Recognition Forms

## ***Club Chartering and Renewal***

To be chartered and recognized as an official DACC Student Organization you must submit:

Student Organization and Recognition Renewal Form (*Form A*)

Student Organization Officers (*Form B*)

Bylaws/Charter (with current year/date)  
(Format Outline for Bylaws provided.)

Monthly Status Report (each month) (*Form F*)

To remain an official club at DACC, you need to submit the form Student Organization and Recognition Renewal Form (*Form A*) and Bylaws each year by **May 31<sup>st</sup>** to the DACC Student Activities Office (Room 109/Central Campus). Once the student officers are elected, please submit Student Organization Officers (*Form B*). Forms are included in this booklet.

**FORM A**

**Student Organization Recognition Renewal Form**

DACC Student  
Organization \_\_\_\_\_

**Advisor's Information**

Club Advisor _____
Contact No. _____
Email _____

Club Advisor _____
Contact No. _____
Email _____

**This agreement is valid for the academic year 20\_\_\_\_ to 20\_\_\_\_.**

***I agree to serve as advisor for this organization for the academic year listed above. I agree to follow all the terms and conditions of the funding policy as stated in the ASDACC Student Club Handbook.***

---

*Signature of Club Advisor* *Date*

---

*Signature of Club Advisor* *Date*

**FORM B**

**Student Organization Officers**

DACC Student  
Organization \_\_\_\_\_

<b>President</b> _____  Contact No. _____  Email _____	<b>Vice-President</b> _____  Contact No. _____  Email _____
--------------------------------------------------------------------	-------------------------------------------------------------------------

<b>Secretary</b> _____  Contact No. _____  Email _____	<b>Treasurer</b> _____  Contact No. _____  Email _____
--------------------------------------------------------------------	--------------------------------------------------------------------

<b>Senator</b> _____  Contact No. _____  Email _____
------------------------------------------------------------------

**This agreement is valid for the academic year 20\_\_\_\_\_ to 20\_\_\_\_\_.**  
***I agree to follow all the terms and conditions of the funding policy as stated in the ASDACC Student Club Handbook.***

---

*Signature of Club President* \_\_\_\_\_ *Date* \_\_\_\_\_

---

*Signature of Club Treasurer* \_\_\_\_\_ *Date* \_\_\_\_\_

# ***Format Outline for Bylaws***

page 1 of 2

**(NAME OF ORGANIZATION)**  
**Doña Ana Community College**  
**Bylaws**  
**(Current Year's Date)**

This is the format you may need to follow when doing bylaws for your organization. Depending on the type of organization you are chartering, some of the articles may or may not apply to you. We suggest that prior to doing a final copy; you submit a draft copy to the STUDENT ACTIVITIES office. If you are following a “parent” organization, you may use their guidelines, but must still submit your own by-laws based on this format.

**ARTICLE I.           Name of Organization**

**ARTICLE II.         Purpose**

**ARTICLE III.                 Members and Membership**

**Section 1.**       Qualifications for membership. If grade point average is specified, verification will have to be arranged with the Admissions Office. Students should not have access to student records.

**Section 2.**       Procedures for affiliation with the organization.

**Section 3.**       Criteria which will distinguish active members or voting members.

**ARTICLE IV.           Officers**

**Section 1.**       Officer positions which will be used in the organizations.

**Section 2.**       Officer qualifications (all officers must be full-time students at DACC)

**Section 3.**       Nomination and election procedures

**Section 4.**       Terms of office

**Section 5.**       Duties of officer positions

**Section 6.**       How vacancies are filled

**ARTICLE V.           Advisor**

**Section 1.**       Selection

**Section 2.**       Duties

**Section 3.**       Term of office

**Section 4.**       Responsibilities of office

**ARTICLE VI.          Executive Board**

**Section 1.**       Composition

**Section 2.**       Nature of meeting

**Section 3.**       Restrictions of power

**ARTICLE VII. Committees**

- Section 1.** Standing Committees
- Section 2.** Special (ad-hoc) committees
- Section 3.** Responsibilities
- Section 4.** Composition
- Section 5.** Designation of Chair
- Section 6.** Procedures for forming committees

**ARTICLE VIII. Meetings**

- Section 1.** Regular meetings—you do not need to make reference to a specific day, time or place. A statement of how many meetings will be held per week, month, semester, or year will cover this.
- Section 2.** Special meetings—when and why they may be called
- Section 3.** Quorum required to transact business
- Section 4.** Voting procedures

**ARTICLE IX. Finances**

- Section 1.** Membership dues and/or assessment and how and when they will be determined. You do not have to indicate the actual amount.
- Section 2.** All student organization transactions should be done through the DACC Business Office. These transactions must follow all college guidelines.

**ARTICLE X. Parliamentary Authority**

- Section 1.** Specification of the authority which will be used in resolving questions about bylaws and/or meeting procedures. Usually this is listed as *Robert's Rules of Order*. (This is a good reference book about parliamentary procedures that each organization should consider purchasing.)

**ARTICLE XI. Amendment of the Bylaws**

- Section 1.** Procedure whereby the rules of the organization may be changed.
- Section 2.** Requirement of previous notice at regular meeting before vote is taken at subsequent regular meeting, whether simple majority vote or other percentage will be required.



# **Club Funding Section**

## *Club Funding Policy*

1. ASDACC has budgeted money to assist clubs throughout the school year. All funding will be in accordance with Article VIII, Section 1 and 2 of the ASDACC Constitution. (Constitution is printed in the *Student Handbook*.) Each club may be awarded up to \$2,000 per fiscal year.
2. All organizations seeking funds from ASDACC must be chartered and recognized in accordance with the ASDACC student government constitution, the Student Clubs Handbook, and the college rules and regulations affecting student organizations. All paperwork must be up to date.
3. The club must be active in the “general” student body’s activities and must submit Monthly Status Reports. (*Form F*)
4. The club must provide 50% of their own funds and attain financial responsibility, and must be able to provide proof and/or adequate records of their efforts.
5. The club advisor needs to submit a Request for Funding (RFF) form to the Student Activities Office two to three weeks prior to the event for approval. The advisor will then take the original approved RFF to the Business Office.
6. The ASDACC must be recognized in all publicity dealing with any function where Associated Student funds are used.
7. Funds for club activities shall be determined with consideration of the following:
  - ❖ The value of the specific event as it relates to educational or professional development.
  - ❖ The total amount of funds needed for the specific event.
  - ❖ Ability to provide 50% of the requested amount to include up to \$2000
  - ❖ Overall club activities in the areas of:
    - ◆ Club meetings held at least once a month
    - ◆ Fund-raising efforts
    - ◆ Attendance of ASDACC meetings by at least one Club Member
    - ◆ Participation in ASDACC sponsored training and activities
    - ◆ Monthly Status Reports (due by the 5<sup>th</sup> of the month)
    - ◆ All paperwork is current

**FORM C**

***Request for Funding (RFF)***

To submit a request for funding you must fill out the following information (two pages). Make a copy of both completed pages, and submit the original forms to the Student Activities Office in room 109. **The club advisor is responsible for taking signed, approved copies to the DACC Business Office.**

Student Organization \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

Name of Club Advisor \_\_\_\_\_

Name of Activity \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

Amount Requested \_\_\_\_\_

*Read and sign the following statement:*

*We agree that the club listed above will follow the DACC/NMSU financial procedures guide in dealing with ASDACC monies appropriated to the student organization. It is further acknowledged that failure to follow these procedures will result in the organization's forfeiture of all rights to the allocated funds.*

\_\_\_\_\_  
Club President Date

\_\_\_\_\_  
Club Advisor Date

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

**Approved as Requested \$** \_\_\_\_\_ **Approved as Revised \$** \_\_\_\_\_

**Denied** \_\_\_\_\_ **Reason for Denial** \_\_\_\_\_

**Account #** \_\_\_\_\_

**ASDACC President** \_\_\_\_\_ **Date** \_\_\_\_\_

**ASDACC Treasurer** \_\_\_\_\_ **Date** \_\_\_\_\_

***Signed form should be taken to the DACC Business Office by Club Advisor***

**FORM C**

**Request for Funding Continued**

**Attach a list of all the student club members participating.**

**Attach a copy of the event agenda.**

**In one short paragraph list the purpose of the activity.** Indicate how this activity is going to contribute to student's educational and/or professional development.

**Club Contribution** (*List activities below*) \$ \_\_\_\_\_  
Must be a minimum of 50% of requested total

**Requested Amount** \$ \_\_\_\_\_

**Total Cost** \$ \_\_\_\_\_

***Club Fund-Raising and Community Service Activities:***

Please list and describe the fund-raising and community service activities that your club has participated in the current year.

<b>Activity Description</b>	<b>Date</b>	<b>Amount Raised</b>

Additional comments:



# **Food Sales Section**

## ***Food Sales Procedure***

When planning a food sales event, you need to:

1. Go to Student Activities in Room #109 (Central Campus). Check the availability of the date.
2. Reserve area via Microsoft Outlook, "Room Scheduling."
3. Submit Food Sales Request Form (*Form D*) in Room #109.
4. Reserve tables and chairs on line through Facilities.
5. Fax forms to New Mexico Environmental Department to get your food permit. Submit a copy of your Temporary Food Sales Permit to Room #109 to be placed on file before your event.

One person with food handling training must be present at the event.

These arrangements must be made 10 days prior to the event.

## *Food Sales Guidelines*

The Student Activities office supervises the following Food Sales Guidelines:

1. Food Sales availability is offered on a first come first serve basis. Please note that we have many activities going on, therefore, complete your form early, to ensure your reservation. Form E, the Food Sales Request Form, must be completely filled out and turned in at least 10 days in advance of event.

The food sales form must have the completed and approved NM Environment Department Temporary Food Sales Permit attached. One copy is for our records, the second copy must be displayed during the food sales. Please note these permits may take 10 business days to process.

Flyers posted should have the start time and club name listed. You may post a flyer on the Club Bulletin Board in the commons area. You may also post on other approved bulletin boards on campus. Flyers may not be posted on walls or windows, or doors, they will be taken down.

2. During a food sales event, all food handling guidelines must be followed (this means keeping food warm, or cold, use gloves, etc...). One individual with food handling training must be present at the event. Have a copy of your Temporary Food Sales Permit displayed in plain view.

The club agrees to clean up the area and tables after the sale event. Please take down flyers from bulletin boards once you are done.

3. Failure to follow any of these guidelines, or to turn in the proper forms, will result in either the club not being allowed to participate in food sales for that date, or being banned from future food sales.

**FORM D**

***Food Sales Request Form***

Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

**Please submit 1 copy of approved Temporary Food Service Application from the NM Environment Department to the Student Activities Office.**

Please list all items for sale and the price for each item and where the item was purchased or donated from.

<u>Item</u>	<u>Price</u>	<u>Donor/Purchased From</u>
_____		
_____		
_____		
_____		
_____		

Please list the name of the person who will be present during the food sale that has completed Food Handling Training.

\_\_\_\_\_  
\_\_\_\_\_

Club President \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Submit 10 days prior to sales event.**

Date Request Made _____
Food Sales Training Verified Yes _____ No _____
Activity Scheduled On ASDACC Calendar Yes _____ No _____
Approved by Environment Dept Yes _____ No _____
Approved: _____ Not Approved _____

## *Temporary Food Sales Application*

### **Food Permit:**

Food permit can be found at this link below.

[http://www.nmenv.state.nm.us/fod/food\\_program/documents/TemporaryFoodPermitPacket-Web.pdf](http://www.nmenv.state.nm.us/fod/food_program/documents/TemporaryFoodPermitPacket-Web.pdf)



# Activity Forms

## *Activity Procedure*

When planning an event, you need to:

1. Go to Student Activities in Room #109 (Central Campus) to check the availability of the date.
2. Make an area reservation via Microsoft Office Outlook, “Room Scheduling”.
3. Submit Club Activity Request Form (*Form E*) in Room #109
4. Reserve tables and chairs on line through facilities 10 days prior to the event.
5. We recommend that you post a flyer on the Club Bulletin Board in the Commons Area. You may also post flyers on other approved bulletin boards on campus. Flyers may not be posted on walls, windows or doors otherwise, they will be taken down.

**FORM E**

***Club Activity Request Form***

Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Type of Activity \_\_\_\_\_

Purpose of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club President \_\_\_\_\_

Date

Club Advisor \_\_\_\_\_

Date

**Submit 10 days prior to event.**

Date Request Made _____
Fundraising Event Yes _____ No _____
Approved _____ Not Approved _____



# Miscellaneous Forms

**FORM F**

***Club Monthly Status Report***

*All student organizations must submit this report to the Student Activities office (room 109) by the 5<sup>th</sup> of each month. This report is required in order to be considered for funding and official status as a student club.*

Student Organization Name \_\_\_\_\_

Reporting Month \_\_\_\_\_

Date Completed \_\_\_\_\_

Dates of Club Meetings \_\_\_\_\_

Number of student club members at meetings \_\_\_\_\_

Dates ASDACC meetings attended \_\_\_\_\_

Club Activities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Signatures:***

*Club President:* \_\_\_\_\_

*Club Advisor:* \_\_\_\_\_

Date Received _____
---------------------

**FORM G**

***Electronic Bulletin Board Messages***

The Electronic Bulletin Board in the commons area was purchased so that the students of DACC would be aware of upcoming events. If your student organization would like a message to be displayed, please fill out the form below. This is due **10 days Prior** to the event and must pertain to student activities.

Keep Message Brief.

Message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization \_\_\_\_\_

Date Message Goes Up \_\_\_\_\_

Date Message Comes Down \_\_\_\_\_

Purpose of Event or of Message \_\_\_\_\_

Signature of Club President \_\_\_\_\_

Signature of Club Advisor \_\_\_\_\_

***Return form to Student Activities Office Room 109***

Date Received _____
---------------------



# Travel Section

**FORM H**

***Group/Student Travel Form***

Student Group or Organization Represented \_\_\_\_\_

DACC Advisor Traveling with group  
\_\_\_\_\_

Activity, Meeting or Conference \_\_\_\_\_

Travel Dates \_\_\_\_\_

Hotel Name and Phone Number \_\_\_\_\_

Destination \_\_\_\_\_

Method of Travel:

NMSU Official Vehicle \_\_\_\_\_ Personal Vehicle \_\_\_\_\_

Airline Name \_\_\_\_\_ Flight # \_\_\_\_\_

**Include with this document copies of the following:**

\_\_\_\_\_ Detailed agenda

\_\_\_\_\_ A signed conduct waiver form by everyone traveling (students and staff/faculty)

\_\_\_\_\_ Participant List

**A pre-travel meeting must be held; review travel agenda, any special instruction or safety concerns discussed and conduct waiver form reviewed and signed by each person traveling.**

**Must be turned in to the Student Activities Office prior to trip.**

Date Received _____
ASDACC Approved: _____ Not Approved _____

**FORM I**

***Travel Conduct Waiver***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of the event, conference or activity

**\*\*\*\*\*After reading and agreeing to each statement, please initial each individual section on the line provided.**

\_\_\_\_\_ I understand that I am traveling as part of a DACC sponsored activity. I understand I am a representative of DACC during the entire event, conference, or activity.

\_\_\_\_\_ I understand that I will not engage in any inappropriate behavior such as: any activity that, when coming with the use of DACC resources (funds, personnel, facilities, equipment, or time), could reasonably lead to personal liability or charges of unethical conduct, including, but not limited to the following:

\_\_\_\_\_ Illegal and unlawful actions deemed illegal by the State of New Mexico and/or the United States of America.

\_\_\_\_\_ Any violation of the DACC Student Code of Conduct regarding alcohol, drugs, sexual conduct or harassment. I have read, understand and agree to abide by the Student Code of Conduct and the DACC Policies that pertain to student conduct, travel, and events.

\_\_\_\_\_ As a participant traveling on a DACC sponsored function, I will not just merely comply with these interpretations, but as a responsible adult, will bring respect and honor to the institution.

\_\_\_\_\_ I understand that the traveling DACC advisor will be the responsible agent of the College for this event, conference, or activity. He or she will make any final decisions regarding safety and protection, changes to the planned agenda, and any other decisions deemed necessary.

*Following the pre-approved agenda, and the policies and procedures of DACC will reduce personal liability and increase personal and group safety.*

\_\_\_\_\_ I understand that failure to show respect and appropriate behavior for these travel procedures and DACC policies may be cause for disciplinary actions as outlined by the DACC Student Code of Conduct.

By signing this, I acknowledge I have read, understand, and agree to each item on this waiver form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FORM J**

***Student Travel Emergency Form***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name of the event, conference or activity

Emergency Contact \_\_\_\_\_

Phone #(s) \_\_\_\_\_

Pertinent Medical Information \_\_\_\_\_

\_\_\_\_\_  
(Allergies, etc....anything that might be necessary to care for you in the event that you are incapacitated)

Signature \_\_\_\_\_

Date \_\_\_\_\_

## *Travel Hints*

### *Safety Tips*

Visitors often become a target. To make your travel safer for you, there are some general safety tips that can help.

1. Take off your name tag when you leave the conference.
2. Don't talk about your room number in front of strangers.
3. Keep your cash out of sight.
4. Don't go out by yourself, stay together.
5. Never leave your door open. Keep it shut and locked. Don't open the door without knowing who is there.
6. If your door is open when you get back, **don't go in**, go to the front desk and report it.

### *Tipping*

Take at least \$10 in one dollar bills for tipping. Use the following as a guideline:

Taxi	15%
Waiter/Waitress	15% - 18 %
Doorman/Bellboy	\$1 per bag
Maids	\$1 per day
Airport Baggage Checker	\$1 per bag
Room Service	15-20%

## *Fire Safety Tips for Travelers*

If you are planning to stay in a hotel or motel, even for one night, take a few minutes to familiarize yourself with the premises and to locate escape routes in case an emergency should occur. Exit routes are usually posted on room door.

Knowing what to do in an emergency is crucial, especially if that emergency is a fire. Acting calmly and quickly may save your life.

The following fire tips are a must for every traveler:

1. As soon as you check into a hotel or motel, go into the hallway and locate the nearest exits.
2. Count the number of doors from your room to the exit and memorize that number. Note which side of the hall the exit is on, or if you must turn left or right.
3. If a fire should occur, do not panic. Staying calm will increase your chances of survival.
4. Remember, smoke rises. It also kills. If you should awaken to smoke in your room, roll out of bed, grab your key, and crawl to the door. Even if you can tolerate the smoke while standing, it is safer to crawl.
5. You should always place your key on your night stand before retiring so you won't have to waste time looking for it in an emergency.
6. When you reach the door, do not open it until you have checked to be sure there isn't fire on the other side. Brace your shoulder or foot against the door and open with extreme caution. Should you be confronted with a high concentration of super-heated air or smoke, close the door immediately.
7. If the hall is passable, use one of your pre-designated escape routes.
8. Do not waste time gathering personal belongings, but shut your door and take your key.
9. Do not use an elevator. It may stall due to heat or loss of power.
10. If you must use an inside stairwell, check the door for smoke on the other side before entering.
11. If the stairwell is safe to enter, WALK downward, do not run. Hold onto wall or handrail to prevent falling.
12. If all of your escape routes are blocked, it may be safer to return to your room.

13. If you must return to your room or remain in your room because escape routes are blocked, open a window slightly to let smoke escape. If the window will not open, do not break it, a large hole can pull smoke into the room. If the smoke is outside, keep window closed.
14. Do not jump. You may not survive the fall.
15. If you must remain in the room, close all vents and air ducts. Wet towels and sheets and stuff them around doors and into vents and air ducts.

***The extra few minutes that it takes to  
memorize these fire safety tips may save your life.***