

Rules & Code of Conduct for MCC Travel

It is expected that students, employees of the college and non-employees who travel on behalf of the college, conduct themselves in a manner that will inspire public confidence and trust as required by this Code of Conduct and the one outlined in the "Student Handbook".

1. Alcoholic beverages are prohibited in MCC vehicles or in rental vehicles utilized for travel on College business.
2. Traffic violations while driving any vehicle during a college function will be the driver's responsibility.
3. Participants conduct and behavior to, from, and during the trip and all events should reflect respect on the group/club, the college, and the individual. This includes private activities and social gatherings.
4. Participants are expected to refrain from taking positions contrary to or in conflict with the interest or positions of the group or detrimental to the groups aims and purposes.
5. Identification badges will be worn by each participant as/when required.
6. Participants are expected to attend all business meetings, workshops, and other scheduled event programs, social events and tours as directed by the Advisor.
7. Participants must be prompt and prepared for all sessions and meetings.
8. Participants are to report any accidents, injuries, illness, or significant incidents to the Advisor immediately.
9. Alcoholic beverage consumption and the use and/or possession of illegal drugs will not be tolerated.
10. Participants responsible for theft and/or vandalism to any properties during the course of the trip will be held financially liable and subject to disciplinary action.
11. Any long distance calls, unauthorized charges to the room, or other personal expenses will be the responsibility of the individual participant.
12. Participants should stay on the conference/hotel property unless specifically given permission by the group Advisor.
13. The Advisor(s) to the student club that is attending the event/trip shall have total authority over the supervision of the event and its participants. This means that all participants must adhere to and abide by the Advisor's decisions and judgments and afford him/her the courtesy and respect due by virtue of their status as the official representative of MCC.
14. In the absence of an Advisor, the head student delegate will act as the official representative and spokesperson.

Students and participants who disregard or violate these rules may be subject to disciplinary action through the policy outlined in the "Student Handbook" on "Student Code of Conduct".

I have read and understand the "Code of Conduct" for MCC and MCC travel and agree to abide by these rules.

Student Club: _____

Participants Printed Name: _____

Participants Signature: _____

Advisor Signature

Date