



# MCC Club Travel Procedure

Attached shall be:

- List of students traveling with first, middle, last names; MCC Student ID# and date of birth
- Medical Release Emergency Contact Form for each student
- Code of Conduct for each student
- Sexual Harassment Prevention Training Certificate for each student

Student travel information expires every June 30<sup>th</sup>.

No travel arrangements will be made if the Club does not have the full amount of funding in their Club or CLEF account.

Student Clubs funded in part by the CLEF Committee:

- The Club will work with both the CLEF Chair and the Student Life Coordinator

Please note that a three (3) week lead time should be considered for all checks.