



STUDENT TRAVEL PROCESS

The field trip form(s) (attached) **must be completed at least 2 weeks in advance for all field trips and voluntary travel or 9 weeks in advance in the case of international travel.** All Sheridan College and Gillette Community College District policies and procedures apply during student travel. Violation of policies and procedures may result in conduct action for the student(s) involved and/or the student organization (see Student Code of Conduct).

Types of Travel

1. **Field Trip** – Student travel that is required by the District for completion of coursework which takes place at a destination *off* campus. It may include a day trip or overnight stay. In most cases, transportation is not provided and students are responsible for arranging their own transportation. On occasion transportation may be coordinated by the faculty and provided by Sheridan College and/or Gillette Community College District.
2. **Voluntary Travel** – Any student travel that is *not required* for completion of a course. Some examples of voluntary student travel include: trips conducted through registered student clubs and District Affiliated Organizations (DAO) and student travel as award recipient. For some student club/ DAO travel, Sheridan College and/or Gillette Community College District faculty/staff advisor presence may be required.
3. **International Travel** – Student travel that is out of the United States that is required for completion of a course or is voluntary in nature. Planning must begin **at least 9 weeks prior** to the trip. Please contact the Office of the VPASA for more information. This process is more extensive and requires more preparation and paperwork whether students are receiving course credit or not.

Eligibility – Students allowed to participate in voluntary or international travel must abide by the Student Code of Conduct and must be in good academic and conduct standing with Sheridan College and/or Gillette Community College District. Voluntary student travel requires a review of academic standing and conduct records. Current academic standing or previous conduct violations may impact the opportunity to participate in voluntary travel.

Student Use of Personal Vehicle - When a student chooses to drive a personal vehicle, the student(s) do so at their own risk, and their own liability insurance applies. The student who drives a personal vehicle is also wholly responsible for any other person riding in the vehicle. Sheridan College and/or Gillette Community College District discourages students having other students as passengers.

Required Training for Any Travel with Overnight Stay: In order to be in compliance with Federal regulations, CSAs are required mandatory reporters. Training is required for all faculty and staff traveling with students to reduce personal liability and to meet CSA reporting standards established by the College. Faculty or staff traveling with students on any trip which requires an overnight stay are required to have Title IX training, CSA training, and sign the CSA Role & Responsibility Letter. These may be obtained by contacting the Office for the Vice President of Student Affairs. **These must be completed prior to travel.**

Process:

STEP 1: Faculty/Staff must explain inherent risks of the field trip activity to students. Faculty/Staff distribute assumption of risk to students for signature.

If the field trip includes an activity that may involve additional risk (i.e., animal vaccination, firearms training, overnight stay), please contact the VPASA Office so that we can work together to include a short description of risk.

STEP 2: Complete the itinerary form which is a list of participants and emergency contact information.

STEP 3: Faculty/Staff collect forms and check for completion and accuracy *before* submitting.

STEP 4: Submit forms to VPASA Office or : NRusher@gillettecollege.org

- a. Assumption of Risk and Release Forms
- b. Itinerary Form – Roster and list of emergency contacts

STEP 5: VPASA Office reviews paperwork, notifies staff/faculty if there are items missing from paperwork.


Emergency Notification

- 1. Faculty/staff/advisor will contact 911 in case of emergency.
- 2. The faculty/staff/advisor will then notify the Police.
- 3. Faculty/staff/advisor/student will read and/or fill out the following forms if applicable:
 - a. GCCD Incident Report
 - b. SC Student Insurance Claim Form
 - c. Student Information Insurance 2023-24


In Case of Emergency: CALL 9-1-1 Immediately

Administrative Staff (Cell Phones):

Barry Spriggs	(307) 359-8828
Anne Larsen	(307) 359-9047
Susan Serge	(307) 689-1559
NWCCD	
Sara Aksamit	(307) 675-0123



Sheridan College
Northern Wyoming Community College District



Gillette College
Gillette Community College District

Please print this information and take it with you on the trip. The above emergency notification card is available in the Office for the VPASA. Please pick one up.



Itinerary Form – Roster and Emergency Contacts

Trip Start Date:			Trip End Date:		
Trip Start Time:			Trip End Time:		
Trip Destination(s):					
Hotel Name & Address (If overnight – Include all locations you stay):				Hotel Phone Number:	
Mode of Transportation (circle one):		Personal Vehicle	College Bus		Other (Please Indicate)
If driving, name of the driver(s):					
GCCD Employee on the Trip:				Contact Number:	
	Participant Name (including Advisor)	ID Number	Participant Cell Phone Number	Emergency Contact Name	Emergency Contact Phone Number
1					
2					
3					
4					
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Assumption of Risk and Release for Field Trips and Other Off-Campus Activities

In consideration of _____ (Name of participant)

participating in _____ (Activity) on _____ (Date(s)).

I, the undersigned, recognizing the hazards and dangers inherent of said activity and in the transportation to and from such said activity and already knowing or having been advised of said dangers and fully acknowledging the risk of injury or health inherent therein, whether by my own actions, the actions of others or events beyond my control, do hereby agree to knowingly and voluntarily assume, full responsibility for all of the risks surrounding my participation in said activity and any other activity undertaken as an adjunct thereto, and all risks associated with my own health problems and physical or emotional limitations. Furthermore, for myself, my heirs, and personal representative, I hereby fully release Sheridan College and/or Gillette Community College District and all its officers, employees and agents, without any limitation or qualification, as to any and all liabilities, claims, or personal injuries (physical or emotional) or death which may result, directly or indirectly, from my participation in the aforesaid activity, unless any such damages or injury is primarily the direct result of a negligent act or omission by Sheridan College and/or Sheridan College in Johnson County or any of its officers, employees, or lawful agents and not caused in part by my own negligence. I understand that Sheridan College and/or Gillette Community College District is not a Guarantor of my safety.

I understand and agree that I am wholly responsible for myself and any other person riding in my vehicle while I am driving in relation to the above-mentioned Sheridan College and/or Gillette Community College District activity. Further, I release, hold harmless and indemnify the Sheridan College and/or Gillette Community College District from and against any and all responsibility and liability for any passengers who ride in my vehicle.

(Risks may include but are not limited to the following)

I understand that participation and travel by students enrolled in Sheridan College and/or Gillette Community College District to college-sponsored events is a privilege. I understand that my conduct and activities while traveling inevitably reflect upon Sheridan College and/or Gillette Community College District, myself, and other students. I agree to conduct myself as an ambassador of Sheridan College and/or Gillette Community College District and the community.

I further agree to observe and abide by all local, state, and federal law and all Sheridan College and/or Gillette Community College District policies and procedures which govern student conduct and responsibilities, and which are outlined in the Student Code of Conduct and College Policies and Procedures, while participating in this activity.

THE UNDERSIGNED, BY HIS/HER SIGNATURE BELOW, AFFIRMS THAT HE/SHE CAREFULLY READ THIS ASSUMPTION OF RISK AND RELEASE AGREEMENT, UNDERSTANDS ITS CONTENTS AND PURPOSES, AND VOLUNTARILY AGREES TO ALL THE TERMS SET FORTH ABOVE.

This Assumption of Risk and Release shall be effective on the date signed by Releaser until resolved in writing by Releaser or two (2) years, whichever date occurs sooner.

Date: _____

Signature of Releaser: _____

ENDORSEMENT FOR MINORS

As parent and/or guardian of the above named minor (i.e. under age of 18 years), I have read the above release, and hereby agree to all the provisions thereof. In witness whereof, I have hereunder set my signature on this _____ day of _____, 2_____.

Parent/Guardian Signature: _____.