



**Advisor Responsibilities for Student Club/Organizations  
Off-Campus Travel**

1. As the advisor, you must travel with your respective group. All travel arrangements should be made and approved by you prior to any reservations being secured. At no time will the college allow club members to travel on their own without a club advisor. If a student has permission to drive his/her own vehicle to a conference, the student must drive “caravan” style with the advisor.
2. For the safety of our students, it is your responsibility to make certain that all club members are accounted for each evening by a pre-determined time. That time is left to your discretion.
3. While some conferences do allow alcohol to be served at meeting functions, it is not the policy of Edison State College to allow a club advisor or student representative to partake of such beverages while representing the college, regardless of age or circumstance. This is for your protection, as well as the protection of the students. It is suggested that you discuss this policy with your students prior to departing the campus.
4. Make certain that you are registered in the same facility as the club members. It is important to note that members are not allowed to reside with anyone outside of the group. In addition, rooms must be assigned with same sex occupants.
5. Remember that early planning is the key to a well-organized event! If you have questions, please contact the Student Life Office on your respective campus.

Note: Please check your Student Club/Organization Manual for further information regarding student organization travel. It is important that the rules specified therein be adhered to as well as those expressed in this notice.

You will need to sign this notice and attach it to your Travel Authorization and Expense Reimbursement form for every trip.

**I have read and agreed to comply with Edison State College’s rules for student organization travel.**

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**Signature of Advisor**

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**Date**