

C.W. Post/Long Island University
Division of Student Affairs
Advisor/Chaperone Off Campus Trip Conduct Agreement

Advisor Name: _____

Advisor Cell phone number: _____

Emergency Contact: (name/relationship and phone number) _____

Reason for Travel: _____

Destination: _____

Dates of Travel: _____

It is the responsibility of the advisor/chaperone to act in accordance with, and hold students to, all campus rules and regulations, as well as the Ethos Statement, while on an off campus trip. Student club and organization members are responsible for conducting themselves in an appropriate manner at all times during travel. Students are responsible for personal expenses and all academic work missed as a result of travel. All alcohol and drug policies apply to students while they are on school sponsored trips. If students do not adhere to these policies, or are found to be acting in a manner deemed inappropriate, the advisor can ask any student to leave the trip (by plane if necessary) and is responsible for filing a report with the Director of Student Life and Leadership Development immediately.

Remember, our students are representing C.W. Post/Long Island University from the time they depart campus until the time they return to campus.

Agreed & accepted:

Advisor/Chaperone Signature

Date