

# TRAVEL INFORMATION – PRE-DEPARTURE CHECKLIST

## Madison Area Technical College Club Travel Pre-Departure Checklist

It is **required** that advisors send the following forms to Student Life before you leave campus with students. This includes the **Participant List, Itinerary, Emergency Resource Card, Waiver of Liability, Code of Conduct, and Emergency Information** for all trip participants. It is also important to hold an informational or orientation session prior to travel with all participants.

1. **Participant List:** A participant list including all participants in the travel experience (including staff) must be turned in to the Student Life Coordinator before trip departure. Student ID numbers, names, telephone numbers, home addresses, and emails should be included for all participants to confirm identities in event of a crisis or need to contact a participant before or after travel.
2. **Itinerary:** A detailed itinerary of all locations of travel including contact information for advisors (cell phone numbers being used on trip) must be turned in to the Student Life Coordinator before trip departure. This information will allow Madison College to reach advisors and participants in the event of an emergency. Alternate contact information, including cell phones, are strongly encouraged.
3. **Emergency Resource Card:** A list of researched contact information for hospitals, clinics, local law enforcement, cab companies, phone numbers for other trip participants/leaders and other emergency services for travel must be turned in to the Student Life Coordinator before trip departure. A small wallet sized copy should be made for ALL trip participants.
4. **Waiver of Liability:** The Madison College Release and Waiver of Liability Form must be signed by all participants of the program (including non-students). Copies of the signed waiver must be turned in to the Student Life Coordinator before trip departure.
5. **Code of Conduct:** Madison College's Student Code of Conduct must be distributed to all participants. All Madison College students are bound by these rules, on campus and on this trip, and rules should be enforced by advisors. Copies of the signed Codes must be turned in to the Student Life Coordinator before trip departure.
6. **Emergency Information:** The Emergency Information Form must be turned in to the Student Life Coordinator before trip departure and a second copy should be kept with the advisor. Information on this form is confidential (subject to FERPA and other privacy laws) and should not be shared with individuals for whom the information is not essential to the coordination of the travel experience.
7. **Pre-trip Information Session(s):** Informational meetings allow an opportunity to answer prospective participants' questions prior to application. It is important to provide adequate information during the pre trip process so that students can make the responsible decision not to participate depending on their own health condition, personal circumstances, or financial situation.
8. **Pre-trip Orientation(s):** Prior to departure, all participants must attend orientations that provide participants with logistical information, information on health and safety resources, code of conduct expectations, cultural difference and sensitivity issues, and all other information necessary to fulfill the goals and expectations of the travel experience.

# TRAVEL INFORMATION – CODE OF CONDUCT FORM

## MADISON AREA TECHICAL COLLEGE STUDENT CO-CURRICULAR TRAVEL CONDUCT CODE

### **Rationale:**

The following rules and regulations apply to all Madison College students participating in SAB-funded co-curricular travel which is either 1) sponsored or co-sponsored by a recognized Madison College student organization, or 2) in which the name of the institution is used in any conjunction with the event, or 3) the student is representing the institution.

### ***Specific Rules/Regulations***

1. Participants' behavior during the event, as well as traveling to and from the event, will be such that it reflects positively on the organization, the school, and the individual.
2. The participants will act in the best interest of the student group/organization they represent as well as the Madison College district.
3. Identification badges will be worn by each participant during official business when appropriate.
4. Participants will dress appropriately for each situation.
5. Participants will attend all business meetings, workshops and other scheduled event programs in accordance with the specifications as per each trip. Please be prompt and prepared for all sessions.
6. Participants will report any accidents, injuries, or illness to the advisor or head delegate immediately.
7. Alcoholic beverage consumption by those of legal drinking age, shall not interfere with any scheduled program nor shall it negatively impact other delegates. Students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol.
8. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to the Student Code of Conduct of the Madison Area Technical College and possible legal ramifications.
9. Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant. Participants having expenses covered by the group/organization are to keep all receipts to turn in for the purpose of verification and reimbursement per financial services procedures.
10. All students will adhere to and abide by the advisor's decisions and judgments as the official representative of the Madison Area Technical College. In the advisor's absence, this authority will be given to the ranking student delegate. If no ranking student delegate is available, a designee will be chosen prior to the event.
11. Participants will abide by all conference rules; the Madison Area Technical College Code of Conduct; and all local, state, and federal laws. Participants who disregard or violate rules may be subject to disciplinary action as identified by your specific activity area including the possible reimbursement of travel money, the inability to attend future conferences, and may include conduct actions through the office Conflict Management Services and/or the office of the Executive Dean of Student Development and Success.

### **PARTICIPANT AGREEMENT**

I have read the Code of Conduct and agree to abide by these established rules.

\_\_\_\_\_  
**Name of Participant (print)**

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**District/Campus**

# TRAVEL INFORMATION: MATC STUDENT INVOLVEMENT ALCOHOL STATEMENT

## College Student Involvement Alcohol Statement

Madison Area Technical College recognizes the serious threats that alcohol and other substance abuse present to individuals, the college, and society. The college also realizes that drug and alcohol dependency or abuses are major health problems, as well as safety and security problems. The college is committed to addressing this and related issues through activities, programs and educational efforts.

### **Alcohol Use at On-Campus Functions**

Alcohol use at on-campus student sponsored activities, events and functions is prohibited. Exceptions to this practice can be made by the College President or their college council designee in accordance with the institution's policy on alcohol.

### **Alcohol Use by Students at Off Campus Functions**

While attending college funded functions and activities such as retreats, conferences, meetings, and trips off campus, students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol. These functions include lodging (no alcohol is allowed in rooms) and travel to and from events and anytime one is representing Madison College. Any student, regardless of age that is found to be distributing illegal drugs and/or alcohol is subject to college disciplinary procedures as well as prosecution by local authorities. Alcoholic beverage consumption by those of legal drinking age shall not interfere with any scheduled program, nor shall it negatively impact other delegates.

Students have a right to a smoke-free, drug-free, and alcohol-free learning environment. Any off campus events sponsored by the college shall be alcohol free. Any use of alcohol at the events is strictly prohibited. Also, students are responsible to interact in ways which will not interfere with the educational process and/or any Madison College sponsored activity. Advisors are prohibited from buying any alcohol for students regardless of their age.

It should be understood that the advisor for the organization/club is the authorized college representative and as such may dismiss any student from the conference and/or activities for conduct related to alcohol or other illegal drugs or if it is determined that the action is unbecoming/detrimental to the individual, group, or college. The advisor will then meet with the staff of the Conflict Management Services office to begin disciplinary action if necessary.

Advisors for the group traveling on a college funded function, are required to hold a pre-trip/conference orientation outlining with the participants topics such as the details of the trip including departure times and destinations, responsibilities of the students attending, as well as reviewing the college student code of conduct, including alcohol and other drug abuse. Advisors will also be required to obtain from each student participant a completed Madison College student travel conduct form and trip release form (available in Clubs Handbook or at the Student Life office). These forms will be kept on file in the Student Life office and should an emergency occur will be used to contact the appropriate emergency contacts.

**TRAVEL INFORMATION – TRIP RELEASE FORM**

**IMPORTANT LEGAL DOCUMENT –PLEASE READ CAREFULLY**

**STUDENT TRIP/PARTICIPATION WAIVER AND RELEASE**

The undersigned intends, on a completely voluntary basis, to participate in a

\_\_\_\_\_ sponsored by \_\_\_\_\_ in  
(Name of event) (club/organization)

\_\_\_\_\_ to \_\_\_\_\_ from  
(Location) (Purpose of Trip)

\_\_\_\_\_ until \_\_\_\_\_.  
(Date Leaving) (Date Returning)

For and in consideration of the opportunity to participate in the trip, I, being of lawful age and under no legal disability, on my own behalf, as well as behalf of my heirs, executors, administrators and assigns, do hereby release Madison College, the Madison College Board of Trustees (“the Board”) and their employees, officers and agents from any liability, cause of action, demand for damages, expenses, compensation and claim on account of or in any way growing out of personal injuries, property damage or death which may result from my participation in the Trip, except to the extent such personal injury, property damage or death is a direct result of the negligence of Madison College, the Board or their officers, employees or agents.

I further expressly waive my right to bring a legal action of any kind, in any court or agency, for any of the claims released.

I acknowledge receipt of a copy of this release and waiver.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

Telephone: \_\_\_\_\_

Parent or Guardian if Under Age 18.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

## TRAVEL INFORMATION: EMERGENCY CONTACT FORM

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Student ID number: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### **In Case of Emergency Please Notify:**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

*The following information is voluntary on your part, but can help travel leaders and college staff in the case of an emergency. We encourage you to be as detailed as possible. This information is strictly confidential and will not be shared with any individual or organization not directly affiliated with the health and safety of program participants. Attach additional pages or information if necessary.*

1. Please list any medical or mental health conditions that the college should know about because they could require treatment during your participation with this program.

\_\_\_\_\_  
\_\_\_\_\_

2. Please list any medications that you are currently taking or expect to be taking during the time of travel (include brand name and generic name if possible). Note: For prescription medications, ask your pharmacist for a copy of the prescription in case you need to have anything replaced during your trip. Consult your physician if you have questions or concerns.

\_\_\_\_\_  
\_\_\_\_\_

3. Please list any allergies you have, including food and medication.

\_\_\_\_\_  
\_\_\_\_\_

4. If you are dependent on eye glasses or contact lenses, please include a copy of your lens prescription below with this form. Note: Lens replacement can be difficult or expensive in many locations. Think ahead, and bring a back-up pair of lenses. Store them in separate luggage from your other pair in case of theft.

\_\_\_\_\_  
\_\_\_\_\_

5. It is the policy of Madison Area Technical College not to discriminate on the basis of disability in access to or participation in its programs or activities. Madison College provides reasonable accommodations to assist persons with disabilities, which affect their ability to access or participate in its programs and/or activities. Persons who wish to request reasonable accommodations for this activity should contact Disability Resource services at (608) 246-6716 or [DRS@madisoncollege.edu](mailto:DRS@madisoncollege.edu). Requests should be made at least 8 weeks in advance for domestic travel.

# CRISIS MANAGEMENT PLAN

When traveling with students on college sponsored or organized trips Madison College Madison College employees legally and morally take on the responsibility of ensuring that the health and safety of students and participants is given tantamount priority. In turn, parents, family, and other loved ones separated from students traveling need to know that adequate policies and procedures are in place to provide the safest possible environments for our student participants. Despite every precaution, however, accidents and catastrophic events can happen anywhere. The guidelines in this plan are designed to provide a solid foundation of safety measures to foster a safe and secure learning environment and to provide a standardized protocol for communication and action should emergency situations arise.

## Preparation:

Prior to departure the faculty or staff responsible for leading student trips are **required** to submit a copy of the following forms to the Student Life Office plus take a copy of the forms on your trip. **Participant List, Itinerary, Emergency Resource Card, Waiver of Liability, Code of Conduct, and Emergency Information.** Leaders are required to take a copy of **the Crisis Management Plan** on their trip as well.

**For critical emergency situation**, contact the local police, medical, or other assistance needed to protect the health and safety of yourself and program participants first. Once all participants are safe, to the extent possible, then contact Madison College staff as indicated below;

## MADISON COLLEGE CRISIS CONTACTS

**Emergency Services.....9-911**

\* Life- threatening \* Imminent danger to self or others

After you call 9-911, also call Public Safety Department

**Public Safety (24/7) response .....(608) 243-4357**

\* Crisis response \* Potentially threatening situation

**Counseling Services .....(608) 212-8892**

\* Crisis – immediate assistance in addressing urgent concerns  
(distressed, disturbed or disruptive students)

\* Non-Urgent Referrals – Counseling or advising appointments (608)246- 6076

## Behavior Intervention

To report an issue or concern with a student please visit and complete the form

[www.madisoncollege.org/behavioral-intervention-team](http://www.madisoncollege.org/behavioral-intervention-team)

## Purpose of Behavior Intervention Team – BIT

Madison Area Technical College is concerned about the care, welfare, safety and security of all of its students, faculty, and staff, and is committed to providing an environment where individuals are free to work, learn and teach, unencumbered and uninhibited by threats of intimidation and harm.

## Scope of the Behavioral Intervention Team (BIT)

- The BIT is a central clearinghouse to coordinate responses to student behaviors of concern from students, faculty and staff. When red flags are raised about specific student behavioral concerns, the BIT will follow up on these concerns.
- The BIT is an interdisciplinary team that meets weekly to assess and implement an intervention plan to students deemed to be at risk to themselves or others socially, mentally and physically.
- The BIT balances the needs of "**behaviorally at risk**" students with the safety and security of the larger college community.
- The BIT is responsible for ensuring the college's policies and procedures regarding proper behavior are upheld and properly administered.

### **For critical emergency situation follow these important Steps:**

1. For critical emergency situation, contact the local police, medical, or other assistance needed to protect the health and safety of yourself and program participants first. Once all participants are safe, to the extent possible, then contact Madison College Crisis Staff.
  2. Without centralized communication conflicting or sensationalistic reports to family or media could lead to unnecessarily alarming family or others or open the college to litigation or embarrassment. Students/participants should be **cautioned not to speak with the media** and to avoid causing unneeded alarm or misrepresenting the situation in any communication home regarding the incident.
  3. Chronological logs should be kept of any crisis situation, documenting what happened, what steps were taken, when they were taken, who was contacted, and what follow up actions were necessary. Log records should document both the time that events or actions occurred as well as when log notations were entered.
  4. Upon return to Campus, complete a full report of the incident to BIT at; [www.madisoncollege.org/behavioral-intervention-team](http://www.madisoncollege.org/behavioral-intervention-team) Send copies of the report to the student life director.
- 

### **Addressing Student Code of Conduct Violations:**

1. If a Student Code of Conduct violation is reported or observed, meet with the student to inform him or her of the alleged violations and hear the student's response to the allegations. This constitutes due process.  
*[It is advisable, but not required, to have another responsible staff member present and to allow the student to have one person of their choosing who was not directly involved in the incident/situation present for support.]*  
If more than one student is involved in the incident/situation, an interview should take place with each student separately.
2. Interview any other parties who may be witnesses to the code violation(s) and make sure actions are documented thoroughly. This would include those named by the student in question. Use the Behavior Intervention form for this purpose.
3. Make a determination as to whether or not the student is responsible for the code violation. The standard for this is preponderance of information.
4. If the student is found not to be responsible, the matter is concluded. The reporting person(s) should be informed.
5. If the student is found to be responsible, a sanction or consequence should be determined, communicated to the student and reporting parties, and implemented. Depending on the seriousness of the violation, warnings may be adequate. If the violation is repeated, more serious action may need to be taken. **If ejection from the program is necessary, every effort should be made to send the student home, where possible, an Madison College staff/faculty trip leader should escort the student to the airport or other transportation hub. If the student does not have funds to pay for the return ticket, the trip leader should purchase one (most likely using an Madison College Purchasing Card), and notify the student that they will be billed for that cost.** If the situation arises where a student refuses to return home, do not attempt to force them to do so. In such situations, the student should be notified that they have been separated from the program, and that their decision to remain is their own. In such cases the college will notify the participant's emergency contacts with regard to the situation.
6. Serious code violations Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important steps

### **Dealing with Emotional Health Problems:**

1. Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important steps.
2. Follow instructions from Madison College Crisis Staff, Counseling Service.
3. Assess the extent of the problem. Who has been affected? What support network exists for the student/participant in question (family, friends, roommates, etc.)? Will the student agree to seek help? What professional counsel is immediately available? Has the student disclosed any information on their Emergency Contact Form regarding preexisting medical or mental health problems that can aid in assessing the situation?

### **Dealing with Serious Injury:**

1. Assist the student/participant in finding appropriate medical care in a hospital or clinic that can provide the best possible care available. Assess the extent or severity of the accident/illness/injury in communication with the physician treating the student/participant.
2. Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important rules.
3. Assess the need for support services, counseling, and information updates to other program participants who may be emotionally affected and implement as needed.

### **Dealing with Incidents of Sexual Aggression, Abuse and Harassment:**

In the event of an incident of sexual aggression, abuse or harassment, the trip leader should **NEVER** ignore or dismiss any complaints. All complaints should be quickly investigated and the following actions taken:

1. If there is obvious physical injury or the student/participant reports a rape, make sure they are taken to a hospital or clinic that can provide safe and adequate care.
2. Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important rules.
3. Talk to the person reporting the allegation and determine the identity and location of the victim. If necessary, separate the accused individual from the victim. Clarify with the student/participant to what degree he/she wishes to involve police.
4. Discern any obvious physical injury and/or emotional distress.
5. Provide regular briefings to the College Crisis Staff.
6. If the accused individual is a student or participant of the program, proceed with protocol for behavioral code of conduct violations or, if arrested, protocol for student/participant arrest.

### **Responding to Lost or Missing Persons:**

1. Gather all of the important information regarding when and where the student/participant was last seen, information regarding their behavior patterns and recent emotional state. Based on this information it may be necessary to assess whether the student/participant is likely to be ignoring curfews or timelines or whether there is a history of substance abuse, depression, or dangerous risk-taking, or unusual behavior that necessitates more immediate action.
2. Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important steps.
3. Contact clinic and hospital admissions, city records, and/or local police officials to see if the missing individual has been admitted or incarcerated.
4. Maintain contact with roommates, friends, hotels, and other relevant individuals seeking and relying on pertinent information that might help in locating the individual. Ask them to contact you immediately if the student/participant returns.
5. If the student has not been located in 24 to 48 hours after the first report of disappearance, file a report with the local police.
6. Once the person has been located, inform appropriate persons at Madison College Crisis Contact. If necessary, activate other protocol for serious accident, injury or death.



**Responding to Student Arrest:**

1. Quickly assess the situation by obtaining as many details as possible. Determine who, what, when, where, how, and why.
2. Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important steps.
3. The trip leader should visit the student/participant wherever they are being held, and to the extent possible, reassure the student, and to the best of their ability explain the legal procedures.

**Responding to the Death of a Student or Participant:**

1. The trip leader must verify the identity of the student/participant. Gather as much information as possible about the circumstances surrounding the student/participant's death as possible.
2. Following steps 1 – 4 in Decision-Making in a Time of Crisis follow these important steps.