Advisor Handbook for Student Clubs and Organizations
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What is an Advisor?

For each of our student organizations at Wilmington University, being an Advisor may mean very different things. You could assume numerous roles and become very involved with your group. Some examples of roles you may fill are: Mentor, Team Builder, Conflict Mediator, Educator, Motivator and Policy Interpreter.

You may, however, decide to be “hands off” and allow your students to lead the organization. By guiding students and allowing them to take on challenges, you help them to grow while allowing them to make decisions and mistakes on their own.

Ultimately agreeing to be an advisor you are accepting responsibility for the development of the students you oversee and the organization you assist. In addition, it is your responsibility to inform the students of policies and procedures that have been put in place to promote the progress of the University as a whole.

**Student Life Mission:** The purpose of the Student Life division is to provide student services that will enhance student learning and develop the student as a whole. We will expose students to social, cultural, and co-curricular programs that will promote student learning, personal growth and opportunities to connect with other students. Our department will operate as a cohesive group where professionalism and respect for each other is vital.

We are dedicated to collaborating with other key stakeholders of the University, an essential support group to enhance the student experience. We are passionate about making our students’ college experience a positive one and are committed to consistently improving services to ensure programs are at the highest quality possible and which meets our diverse students’ needs. Innovation, higher education best practices, and care and concern for students will be guiding principles for our operations.
ROLE OF THE ADVISOR

✓ Must be full-time staff or faculty of Wilmington University

✓ Must be present at all events, activities, and trips. If the advisor is not able to attend, it is their responsibility to designate another chaperone (full-time employee of Wilmington University) or the event, activity, or trip must be cancelled.

✓ Must be aware of all organization meetings. During meetings, advisors must be available if students have any questions or concerns.

✓ Liaison to the Office of Student Life (OSL). The advisor must communicate regularly with the Office of Student Life regarding events, activities, and fundraising.

✓ All events and fundraising activities must be approved through the OSL. Requests for events and fundraising activities should be submitted one month in advance and proper documentation must be furnished for all.

✓ Monitor/approve treasurer’s report and minutes of every meeting.

✓ Keep a file of pertinent information regarding the organization such as minutes, treasurer’s reports, by-laws, current member list, etc.

“The rung of a ladder was never meant to rest upon, but only to hold a man’s foot long enough to enable him to put the other somewhat higher.”

Thomas Huxley
RECRUITING MEMBERS

Without members, there would be no organization! This makes recruiting one of the most significant activities your group participates in. So, what are the keys to making your group successful and highly participatory?

“In the great mass of our people there are plenty of individuals of intelligence from among whom leadership can be recruited”

Herbert Hoover

Successful Recruiting

Recruitment should be:

✓ Personal
✓ Specific
✓ Meaningful
✓ YEAR ROUND
✓ The responsibility of all of the members

How do you Make Recruitment Personal?
Know your group and its purpose. What is the passion behind the group? What are the ambitions and goals of the group? Define who you are and who you want to be and that will make it easier to “sell” your group to perspective members.

How do you Make Recruitment Specific?
Knowing who you want to be a member of your group will help you as well. We have an extremely diverse population here at Wilmington University that offers a wide variety of personal interests and needs. Analyze different characteristics of members (major, interests, age, etc.) and target that group of students.

How do you Make Recruitment Meaningful?
The activities and involvement of the students should be both beneficial to the members as well as the organization.

Make Recruitment Year Round
We cannot stress enough the importance of making recruitment year round. With semesters and blocks starting and ending so many different times throughout the year, we are constantly seeing new faces. It is important to make sure students hear about your organization throughout the year and even in the summer!

How do you Make Recruitment the Responsibility of all Members?
Word of mouth is the best recruitment tool you have; why not use all the assets in your group? Have members tell friends and peers about the group and even host “bring a friend” meetings. It is also important for all of your members to understand how important it is to make new members feel welcomed. Everyone wants to feel like he or she belongs.
What is Team Building?

“When a team in an organizational development context embarks upon a process of self-assessment in order to gauge its own effectiveness and thereby improve performance it can be argued that it is engaging in team building, although this may be considered a narrow definition.” (Wikipedia)

The process of team building includes:

- Clarifying the goal and building ownership across the team.
- Identifying the inhibitors to teamwork and removing or overcoming them, or if they cannot be removed, mitigating their negative effect on the team.

To assess itself, a team seeks feedback to find out both:

- Its current strength as a team.
- Its current weakness.

To improve current performance, a team uses the feedback from the team assessment in order to:

- Identify any gap between the desired state and the actual state.
- Design a gap-closure strategy.

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Points to Enhance Team Effectiveness

- Determine a specific team goal
- Learn the strengths of each team member
- Clarify group expectations and discuss University policies
- Identify barriers that may keep the team from achieving its goals
- Use effective communication skills
- Develop a plan to accomplish the goal
- Put the plan into action
- Evaluate the plan and the procedure
In order to retain members your group will need to acquire member loyalty, interest, and best effort. One of the best ways to do this is by giving your members a sense of belonging. Letting all members know that they are welcome and needed by allowing them to be part of your planning and execution of objectives will help them feel respected and appreciated.

Communication is also an important element in retaining members. By being upfront with students about goals, objectives and policies you give members important tools. They will be able to decide if the group values are consistent with their own and how they will contribute to the total outcome of the group.

As with recruiting, retention should also be an ongoing objective for your group. Current members of your organization that drift away take with them good experiences or leadership that could benefit your group. Keep seniors involved by remembering that their goals have changed from when they first joined so the organization needs to be sensitive to that.

The Key to Retaining Members: Information

Make sure to give your members all of the information they need to develop into fully functioning team members. It is important to establish rules and recognize policies to set standards for your organization early on. This will minimize “surprises” for members and give them both boundaries and goals.

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

Henry Ford
GUIDELINES FOR STARTING A NEW STUDENT CLUB

All student organizations fall under the Student Government Association (SGA). In order for a group of students to be recognized as an organization under SGA auspices, it must submit an application (attachment G) to the Senior Director of Career Services and Student Life stating:

A. The proposed name of the student organization
B. Its purpose and mission of the organization
C. Its requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
D. Meeting times
E. The name of its advisor (required), and his or her approval of the organization. The advisor must be full-time staff or faculty member of Wilmington University.

The Senior Director of Career Services and Student Life and the SGA Executive Board (SGA officers) will review the proposed student organization’s application. If the organization is approved, it becomes an officially chartered organization of the Wilmington University Student Government Association.

You must have written approval from the Office of Student Life prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Life no later than one week from the date the application is submitted.

All new organizations will have a 60 day probationary period immediately following the approval of the club. There must be a minimum of at least 5 members (students currently enrolled at the University) to officially maintain charter status. Within this 60 day period, the organization must submit the following:

1. List of all members
2. Club’s executive board including their office (i.e. president, vice president, secretary and treasurer)
3. By-laws
4. Meeting times, dates, and locations.

All student organizations must abide by the Guidelines for Student Organizations and all University policies. Failure to do so could result in disciplinary action including disbandment of the club.
GUIDELINES FOR STUDENT ORGANIZATIONS

In order to maintain chartered status, organizations must be comprised of at least 5 currently enrolled students at the University of which two students must hold positions on the Executive Board (President and Secretary). Furthermore, each organization must maintain at least a President and a Secretary. Finally, organizations are also required to submit Club/Organization Information Form (see attachment H) by October 15th of each academic year.

A chartered organization of the Student Government Association (SGA) is responsible for having a representative report to the Executive Board at least once a month. The SGA advisor will inform all active organization about meetings information at least three weeks in advance.

If an organization is going to have dues, raise funds, levy fines against its members, make expenditures, etc., the treasurer will be responsible to track these funds and a report must be given at each monthly SGA meeting.

Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

Students must follow the Wilmington University Code of Conduct (see Student Handbook – www.wilmu.edu/studentlife/handbook) at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the Senior Director of Career Services and Student Life by the Advisor of the said organization. All funds and real property purchased by the organization will be held in escrow for a period of no less than twelve (12) months, and then becomes the possession of the SGA. The organization will be responsible for all debts it incurs.

In the event that an organization disbands, it must re-file for charter before it is again recognized by the SGA.

“The Building is a special place because of its architecture, but it is people who make it special by participating while in it”. Charlie Chaplin
ACTIVITIES OR EVENTS

All activities, trips, or events must be cleared through the Office of Student Life. The Student Travel Approval form (attachment A) must be submitted for each trip at least two weeks prior to departure. The Student Activities: Event Approval Form (Attachment K) must be submitted at least one month in advance.

Obtain emergency contact information on every person attending the trip and leave with someone that is not traveling with the group. See attachment B for a sample.

Read over the Transportation Policies and make sure that the Student Emergency Contact Sheet and Group Trip Itinerary are filled out. See attachment E for a sample.

Do Your Paperwork Now to Make Next Year Easier!

After an event, evaluate and follow up, request feedback from staff and attendees. Fill out and submit an Event Report to the Office of Student Life (attachment I). Schedule a follow up meeting to discuss what went well and areas of improvement.

Tips for Planning Successful Events/Activities

- Plan an initial meeting with the event committee.
- Choose a date. Have at least two (2) dates in mind: a preferred date and a just-in-case alternative date. That way, when you start checking out available facilities, you’ll be able to choose the best option. Be sure to factor in national and religious holidays, school vacations, and semester breaks.
- Select a location.
- Apply for and be sure to have written confirmation of approval from the Office of Student Life.
- Determine your audience—Students, Faculty, Staff, Alumni and/or Off-Campus Guests.
- Determine a realistic expectation of the number of people who will attend the event. Requiring RSVPs is a great way to determine a more accurate number of attendees.
- Identify one person who will be the main contact for the event.
- Develop a detailed preliminary agenda. Be sure to include a timeframe of the various components of the event.
- Promote your event. Advertise the event through flyers, website, bulletins, video messaging TVs, Calendar of Events, word-of-mouth etc.
- Reconfirm Everything! A couple days prior to the event take some time to reconfirm everything.

Giving Back!

We highly encourage each organization to participate in at least one community event each school year. To submit your event form (attachment K) or for ideas of events, to participate in or help with scheduling community service events please contact Mathews Chacko at mathews.p.chacko@wilmu.edu or 302.356.6947.
All fundraising activities must have approval from the Office of Student Life. An approval form (attachment J) must be submitted one month in advance for each fundraising activity. Approval must be granted to ensure the activity doesn’t violate any University policies.

All required monies for any trips or activities, including those that require fundraising, must be deposited and be available at the time of the trip departure. No trips will be approved unless all required funds have been deposited by the predetermined deadline.

All checks must be made payable to Wilmington University and mailed to the University address. All money raised will be deposited into the Student Activities account and earmarked for the particular club. No outside accounts may be kept for any student club/organization.
# Wilmington University

## STUDENT CLUBS/ORGANIZATIONS

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Advisor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Criminal Justice Association, Lambda Alpha Epsilon Alpha Delta Chi Chapter</td>
<td>Kirk Trate, Advisor</td>
<td>356-6766</td>
<td><a href="mailto:kirk.r.trate@wilmu.edu">kirk.r.trate@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Joseph Aviola, Asst. Advisor</td>
<td>295-1165</td>
<td><a href="mailto:joseph.p.aviola@wilmu.edu">joseph.p.aviola@wilmu.edu</a></td>
</tr>
<tr>
<td>Behavioral Science Club</td>
<td>Dr. Deb Berke</td>
<td>356-6760</td>
<td><a href="mailto:Debra.l.berke@wilmu.edu">Debra.l.berke@wilmu.edu</a></td>
</tr>
<tr>
<td>Behavioral Science International Honors Society, Pi Gamma Mu Delaware Beta Chapter</td>
<td>Johanna Bishop</td>
<td>356-6759</td>
<td><a href="mailto:johanna.p.bishop@wilmu.edu">johanna.p.bishop@wilmu.edu</a></td>
</tr>
<tr>
<td>Business Honor Society, Sigma Beta Delta</td>
<td>Janice Wardle, Jack Cunningham</td>
<td>356-6786</td>
<td><a href="mailto:Janice.e.wardle@wilmu.edu">Janice.e.wardle@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>356-6921</td>
<td><a href="mailto:john.l.cunningham@wilmu.edu">john.l.cunningham@wilmu.edu</a></td>
</tr>
<tr>
<td>Civic Service League</td>
<td>Amy O’Dell, Troy Grandel</td>
<td>356-6836</td>
<td><a href="mailto:Amy.l.odell@wilmu.edu">Amy.l.odell@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>356-6837</td>
<td><a href="mailto:Troy.e.grandel@wilmu.edu">Troy.e.grandel@wilmu.edu</a></td>
</tr>
<tr>
<td>Criminal Justice National Honor Society, Alpha Phi Sigma Eta Beta Chapter</td>
<td>Kirk Trate, Advisor</td>
<td>356-6766</td>
<td><a href="mailto:kirk.r.trate@wilmu.edu">kirk.r.trate@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Joseph Aviola, Asst. Advisor</td>
<td>295-1165</td>
<td><a href="mailto:joseph.p.aviola@wilmu.edu">joseph.p.aviola@wilmu.edu</a></td>
</tr>
<tr>
<td>Cyber Wildcats</td>
<td>Mark Hufe</td>
<td>356-6869</td>
<td><a href="mailto:mark.j.hufe@wilmu.edu">mark.j.hufe@wilmu.edu</a></td>
</tr>
<tr>
<td>Education International Honor Society, Kappa Delta Pi</td>
<td>Thelma Hinds</td>
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<td><a href="mailto:Thelma.m.hinds@wilmu.edu">Thelma.m.hinds@wilmu.edu</a></td>
</tr>
<tr>
<td>Game Club</td>
<td>Scott Shaw</td>
<td>356-6987</td>
<td><a href="mailto:scott.r.shaw@wilmu.edu">scott.r.shaw@wilmu.edu</a></td>
</tr>
<tr>
<td>Green Team</td>
<td>Mark Paris</td>
<td>356-6829</td>
<td><a href="mailto:mark.s.paris@wilmu.edu">mark.s.paris@wilmu.edu</a></td>
</tr>
<tr>
<td>Human Services Honor Society- Tau Upsilon Alpha National Organization, Nu Chapter</td>
<td>Adrienne Bey</td>
<td>295-1224</td>
<td><a href="mailto:adrienne.m.bey@wilmu.edu">adrienne.m.bey@wilmu.edu</a></td>
</tr>
<tr>
<td>Lambda Epsilon Chi, Legal Studies Honor Society</td>
<td>Amy O’Dell</td>
<td>356-6836</td>
<td><a href="mailto:Amy.l.odell@wilmu.edu">Amy.l.odell@wilmu.edu</a></td>
</tr>
<tr>
<td>Multicultural Student Association</td>
<td>Angelina Burns</td>
<td>356-6741</td>
<td><a href="mailto:Angelina.l.burns@wilmu.edu">Angelina.l.burns@wilmu.edu</a></td>
</tr>
<tr>
<td>Nursing International Honor Society, Omicron Gamma Chapter of Sigma Theta Tau</td>
<td>Denise Westbrook</td>
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<td><a href="mailto:denise.z.westbrook@wilmu.edu">denise.z.westbrook@wilmu.edu</a></td>
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<tr>
<td>Photography Club</td>
<td>Susan Gregg</td>
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</tr>
<tr>
<td>Professional Counselors Honor Society, Delta Chi</td>
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<tr>
<td>Reading Association</td>
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</tr>
<tr>
<td>Society for Human Resource Management</td>
<td>Stephanie Narvell</td>
<td>356-6784</td>
<td><a href="mailto:stephanie.b.narvell@wilmu.edu">stephanie.b.narvell@wilmu.edu</a></td>
</tr>
<tr>
<td>Student Athlete Advisory Committee</td>
<td>Linda Andrzejewski</td>
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<td><a href="mailto:linda.m.duran@wilmu.edu">linda.m.duran@wilmu.edu</a></td>
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<tr>
<td></td>
<td>Clint Robertson</td>
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</tr>
<tr>
<td>Student Government Association</td>
<td>Mathews Chacko</td>
<td>356-6947</td>
<td><a href="mailto:mathews.p.chacko@wilmu.edu">mathews.p.chacko@wilmu.edu</a></td>
</tr>
<tr>
<td>Wildcat Cheerleaders</td>
<td>Jeff Martino, Ashley Swarter</td>
<td>528-3474</td>
<td><a href="mailto:cheerleading@wilmu.edu">cheerleading@wilmu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>356-2308</td>
<td><a href="mailto:jmartino77@yahoo.com">jmartino77@yahoo.com</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ashley.r.swarter@wilmu.edu">ashley.r.swarter@wilmu.edu</a></td>
</tr>
<tr>
<td>Wildcat Dance Team</td>
<td>Janice Wardle</td>
<td>356-6786</td>
<td><a href="mailto:janice.e.wardle@wilmu.edu">janice.e.wardle@wilmu.edu</a></td>
</tr>
<tr>
<td>Wilmington University DFRC</td>
<td>Liz Jordan</td>
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<td><a href="mailto:elizabeth.p.jordan@wilmu.edu">elizabeth.p.jordan@wilmu.edu</a></td>
</tr>
</tbody>
</table>
Student Transportation Policies and Procedures

Introduction

The safety of our students at Wilmington University is very important. With this in mind, Wilmington University has instituted the following policies and procedures for student travel. All travelers must abide by these procedures; the Student Code of Conduct found in the Student Handbook (located online at www.wilmu.edu/studentlife/handbook) as well as all local, state and federal laws.

This document addresses the travel of Wilmington University student-athletes, student related academic (instructional) travel, and all other student travel. Section I of this document is focused upon non-athletic student travel; Section II addresses student-athletic travel; and Section III provides information about the forms necessary to be completed for student travel.

I. Non-Athletic Types of Travel

<table>
<thead>
<tr>
<th>Type of Travel</th>
<th>Distance</th>
<th>Mode of transportation</th>
<th>Forms required to be completed</th>
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<tbody>
<tr>
<td>Local</td>
<td>Up to 250 miles round trip</td>
<td>Personal vehicles permitted</td>
<td>Student Travel Approval Form must be completed by Trip Sponsor (Chaperone/Instructor)</td>
</tr>
<tr>
<td>Domestic</td>
<td>More than 250 miles round trip</td>
<td>Professional Carrier (Chartered bus, airline, train, etc.)</td>
<td>Emergency Contact Information; Permission, Assumption of Risk, Waiver Release; Health Form, Trip Itinerary Form</td>
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<tr>
<td>International</td>
<td>For additional information, please see <a href="https://wilmu.edu/faculty/resources/documents/acadaff_policy_procedure.pdf">https://wilmu.edu/faculty/resources/documents/acadaff_policy_procedure.pdf</a></td>
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</table>

II. Student Athlete Travel

Travel by student-athletes must be approved through the Director of Athletics. The Student Travel Approval Form will only need to be completed for any overnight trips that are for non-conference games and must be submitted at least two weeks before the trip.

Student-athletes may be permitted to use their personal vehicles for local travel to University sponsored athletic related trips which include practices and contests at the discretion of the head coach. For any trip in which the University is providing transportation, student-athletes are required to travel with the team both to and from the destination. For ground transportation or air travel, please refer to the policies and procedures in sections III-V. All athletic travel must be booked through the Associate Athletic Director.
III. Student Travel Forms

Prior to all student travel, the appropriate forms are to be completed as outlined below. All forms are to be kept on file within the appropriate departments.

Right To Cancel – All travelers must understand that Wilmington University reserves the right to cancel a trip at any time prior to departure in the case of inclement weather or other emergencies. Additionally, Wilmington University reserves the right to cut short the trip should exigent circumstances arise. In the event that the trip is cancelled, fees not covered by trip cancellation insurance will be refunded by the institution.

<table>
<thead>
<tr>
<th>Form To Be Completed</th>
<th>Description</th>
<th>Submission of completed form to:</th>
<th>Date Due</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Travel Approval</td>
<td>Required for all student travel (athletic, student activity, student academic travel)</td>
<td>Academic Program Chair or, Director of Athletics or, Senior Director of Career Services &amp; Student Life</td>
<td>Two weeks prior to student travel</td>
<td>Approval</td>
</tr>
<tr>
<td>Student Emergency Contact Information</td>
<td>Required for domestic and international travelers</td>
<td>Designated trip organizer</td>
<td>One week prior to student travel</td>
<td>Contact</td>
</tr>
<tr>
<td>Permission Slip, Assumption of Risk, Waiver and Release Agreement</td>
<td>Required for domestic and international travelers</td>
<td>Designated trip organizer</td>
<td>One week prior to student travel</td>
<td>Permission</td>
</tr>
<tr>
<td>Health Form and Consent to Receive Treatment</td>
<td>Required for domestic and international travelers</td>
<td>Designated trip organizer</td>
<td>One week prior to student travel</td>
<td>Health</td>
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<tr>
<td>Trip Itinerary</td>
<td>Completed by designated trip organizer</td>
<td>Academic Program Chair or, Director of Athletics or, Senior Director of Career Services &amp; Student Life</td>
<td>Two weeks prior to student travel</td>
<td>Itinerary</td>
</tr>
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IV. Use of Student Vehicles for Transportation on University Sponsored Trips

Students may be permitted to use their own private vehicles to drive to a University-sponsored event involving local travel. Use of private vehicles beyond 250 miles must be approved ONLY by the appropriate University administrator (Academic Program Chair or, Director of Athletics or, Senior Director of Career Services & Student Life).
The driver must have a valid driver’s license; up-to-date registration, insurance and inspection certificate (as applicable); at least two years of driving experience; and a good driving record. Driving records should not contain the following:

1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with excessive speed, hit and run, driving with a suspended license, fleeing a police officer vehicular homicide, etc.);
3. Two citations for a moving violation within the last 12 months;
4. Two accidents within the last 12 months where driver was at fault or contributory;
5. One accident where the driver was at fault or contributory and one moving violation within the last 12 months; OR
6. Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered grounds for temporality denying permission.

Drivers must abide by all traffic laws, including but not limited to, wearing a seatbelt at all times. The number of travelers per vehicle may not exceed the total number of functional seat belts in the vehicle. In addition, drivers are not permitted to email, text, or otherwise use computers or other forms of technology. However, drivers are permitted to use a telephone but only in a hands-free mode subject to good judgment and safety precautions.

If choosing to drive, drivers assume all risks associated with driving and agree to hold Wilmington University harmless from any and all accidents or problems that may arise in the course of such travel. In the event a driver is involved in an accident in his/her personal vehicle, the driver is responsible for loss or damage to the vehicle and any bodily injury or property damage to others they may cause, and is expected to maintain appropriate insurance covering damage, liability, and medical costs.

Drivers will be responsible for all fuel, parking, and toll charges as well as any related fines or driving citations.

V. Guidelines for local travel

- The instructor/group coordinator informs students in a timely manner of the location, the time and date of the trip.
- The instructor/group coordinator is not to be involved in the formation of any car pools.
- The instructor/group coordinator should not transport any students in his/her private or University automobile.
- The student is responsible for their own travel expenses.
- The driver may not drive more than two hours without taking a break.

Drivers shall not consume alcohol 24 hours prior to departure or during travel. Medications that cause drowsiness should not be taken in the 12 hours prior to departure or during travel. Any and all illegal drug use is prohibited.
VI. Guidelines for Professional Carriers (Chartered Bus, Airline, Train, etc.)

Students should travel by the most appropriate means. When professional carriers are used, round-trip tickets must be obtained unless valid reasons are presented for other arrangements. Once the company has been booked, a copy of their insurance information will be requested and kept on file in the proper office.

Air Transportation

Air travel should be the most direct route, by coach class and at the lowest available fare provided that the fare does not result in (1) greater total cost due to increased costs for meals and/or lodging, or (2) undue hardship to the student. The student is expected to make his/her travel arrangements at the earliest possible date in order to take advantage of available discount fares. The student is responsible for complying with airline regulations concerning cancellation and for avoiding the penalties associated with them, unless the situation results from circumstances beyond the student's control (purchasing trip insurance is encouraged).

Miscellaneous Ground Transportation

Trains and buses are acceptable means of transportation. In cases of long distances, time considerations are often restrictive. Travelers should use coach class unless pre-approved by the appropriate vice president or their designee.

Taxi, bus, and limo service should be given preference whenever available and economical. Taxi trips are acceptable when necessary to and from airports.

VII. Use of Rented Vehicles While on University Trips

In some cases, teams or groups may need to rent vehicles for University trips. Prior approval from the appropriate administrator is required. In these cases, the following policies and procedures must be followed.

Only paid University faculty or staff members who are over the age of 25 may drive the rented vehicles. No vehicles may be rented that are larger than a “12 passenger van”. Drivers should obtain auto insurance through the rental company.

The driver must have a valid driver’s license; up-to-date registration, insurance and inspection certificate (as applicable); at least two years of driving experience; and a good driving record. Driving records should not contain the following:

7. More than 6 points;
8. Any major violations (DUI, reckless driving charges, driving with excessive speed, hit and run, driving with a suspended license, fleeing a police officer vehicular homicide, etc.);
9. Two citations for a moving violation within the last 12 months;
10. Two accidents within the last 12 months where driver was at fault or contributory;
11. One accident where the driver was at fault or contributory and one moving violation within the last 12 months; OR
12. Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered grounds for temporality denying permission.
At least two weeks prior to departure, drivers must provide a certified copy of their driving record (employees will be reimbursed for the cost of the report) to the appropriate administrator. Driving records will be valid for a period of six months. Driving records can be obtained from the Department of Motor Vehicle:

- Delaware: http://www.dmv.de.gov/
- New Jersey: http://www.state.nj.us/mvc/
- Maryland: http://www.mva.maryland.gov/
- Pennsylvania: http://www.dmv.state.pa.us/

Drivers must abide by all traffic laws, including but not limited to, wearing a seatbelt at all times. In addition, drivers are not permitted to email, text, or otherwise use computers or other forms of technology. However, drivers are permitted to use a telephone but only in a hands-free mode subject to good judgment and safety precautions.

The driver and all occupants in the vehicle must wear safety belts at all times and abide by all local, state, and federal laws. The number of travelers per vehicle may not exceed the total number of functional seat belts in the vehicle. The driver is not permitted to use a cell phone or any other devices which might serve as a distraction while operating the vehicle. All equipment must be stored properly and not loose. The driver must obey all posted speed limits.

When driving rented vehicles, the driver may not drive more than two hours without taking a break. No person shall drive for more than 10 hours in the aggregate (excluding rest stops and stops for meals) in any period of 24 consecutive hours unless such driver be afforded 8 consecutive hours rest immediately following the 10 hours aggregate driving.

Drivers shall not use alcohol 24 hours prior to departure or during travel. Medications that cause drowsiness should not be taken in the 12 hours prior to departure or during travel. Any and all illegal drug use is prohibited.

VIII. Emergency Information

As stated in the above policies and procedures, copies of Emergency Contact Information sheets and Team Trip Itineraries (if applicable) will be kept by the appropriate personnel during all trips.

In the event of an emergency (any event requiring the services of police or emergency personnel), the chaperone must contact a person listed in Section A of the Student Emergency Contact Information Sheet immediately. Staff of the University shall not make any statements to the media in regards to the incident.

IX. Other Travel Information

Twenty-four hours prior to departure for all overnight trips where the University is providing transportation, the chaperone must contact the Department of University Safety (New Castle 302-325-3333, Dover 302-233-3400 and Wilson Graduate Center 302-685-0313). The chaperone must provide University Safety with trip details such as time of departure/arrival, destination, and a list of all cars that will be parked on campus (travelers must park in a designated area determined by the University Safety Department). A list should be provided to the department
regarding each vehicle left on campus including the make/model, license plate state and number, and an emergency contact for the vehicle. This list will be used only in case of emergency.

For trips arriving back to campus after 10:00 PM, the chaperone should notify the University Safety department thirty minutes prior to arrival.

VIII. Appendix-Forms

1. Student Travel Approval Form
2. Student Emergency Contact Information Sheet
3. Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
4. Health Form and Consent to Receive Treatment
5. Team/Student Group Trip Itinerary Form
Wilmington University
Student Travel Approval Form

This form is to be completed and submitted at least two weeks before the trip to the appropriate University personnel:

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>Submit to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Travel</td>
<td>Academic Program Chair</td>
</tr>
<tr>
<td>Athletic Travel</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>All Other Travel</td>
<td>Senior Director of Career Services &amp; Student Life</td>
</tr>
</tbody>
</table>

Submitted by: ___________________________ Date: ___________________________

Name of Student Group: __________________________________________________

Date(s) of Travel: ________________________________________________________

Travel Destination/Location: ____________________________________________

Description of Trip: ____________________________________________________

# of People Participating: __________________________ Approximate cost? __________

How will the trip be funded? _____________________________________________

Name of person that will chaperone the trip: ______________________________

Are there any people traveling who are not Wilmington University staff members or students?

□ NO      □ Not applicable      □ YES (If “YES”, explain): ______________________________

Method of Transportation:

□ Chartered Bus    □ Airline    □ Rented Vehicles    □ Student Vehicles    □ Not applicable

Lodging (List names, addresses, and phone #): ______________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Print Chaperone’s Name ___________________________ Date _________________

Chaperone’s Signature ___________________________ Date _________________

□ Approved   □ No Approved:

Administrator’s Signature ___________________________ Date _________________

List any conditions of approval: ____________________________________________

____________________________________________________________________________
Wilmington University
Student Emergency Contact Information Sheet

This form must be completed no earlier than 36 hours before each trip.
A copy of this form should be left with the designated person that approved the trip (i.e. Director of Athletics, or Senior Director of Career Services & Student Life, or appropriate Academic Program Chair). The chaperone should also bring a copy of this form with them on the trip.

Student Group Name: ____________________________ Date of trip: ____________________________

Chaperone’s Name: ____________________________ Cell #: ____________________________

Traveling to: ____________________________ Departure time: ____________________________

Expected time of return to Wilmington University: ____________________________

SECTION A
In the case of an emergency, the following University personnel must be contacted

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Emergency Contact #</th>
<th>Emergency Contact #</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

SECTION B
The following individuals will be traveling on this trip:

<table>
<thead>
<tr>
<th>Traveler’s Name</th>
<th>Emergency Contact/Relationship</th>
<th>Emergency Contact #</th>
<th>Emergency Contact #</th>
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</thead>
<tbody>
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Wilmington University
Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS
Form shall be submitted to the proper staff member 48 hours prior to departure.

Name of Trip: 

Date(s) of Trip: 

Trip Description: 

Mode of Transportation: 

In consideration of being allowed to participate in the Wilmington University sponsored trip as noted above on the listed dates, I understand that with this trip there are risks involved both known and unknown including the potential for significant injury or death. In consideration of this, I specifically release and forever discharge Wilmington University staff and its trustees from any and all liability claims for an injury, illness, death, or loss of or damage to property which I or my child suffers while participating in the above activity, to the fullest extent permitted by law.

In signing this document, I fully recognize that if injury, death, or damage occurs to me or my child or his/her property while he/she is participating in the above activity, I will have no right to make a claim or file a lawsuit against Wilmington University staff or its trustees.

I have carefully read this agreement and understand its contents. I am aware that this is an assumption of risk, waiver and a release of liability and I sign it voluntarily.

Participant’s Name (Print): 
Participant’s Signature: Date: 

Parent/Guardian’s Name (Print): 
Parent/Guardian’s Signature: Date: 
(Required for Participants Under 18)
Wilmington University
Health Form and Consent to Receive Treatment
REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS

Participant’s Name____________________________________________________ Date of Birth:___________

Home Phone:_________________________________ Cell Phone:_______________________________

Address:____________________________________________________________________________________

City:________________________________________State:___________Zip:____________________________

Emergency Contact:__________________________________Relationship:______________________________

Cell Phone:___________________________________Other Phone:____________________________________

Other Emergency Contact:__________________________________Relationship:_________________________

Cell Phone:___________________________________Other Phone:____________________________________

**Insurance Information:**

Insurance Carrier:__________________________________________ Carrier’s Phone #:___________________

Policy #:________________________________________Group #:_____________________________________

**Medical Information:**

Family Doctor:_____________________________________________Phone #:___________________________

Allergies?:__________________________________________________________________________________

Medications:__________________________________________________________________________________

Medical Conditions:___________________________________________________________________________

___________________________________________________________________________________________

I,______________________________________ give the staff of Wilmington University permission to assess any accident, illness, or injury that may occur to me/ my child while participating in activities/ trips. I also give them permission to seek medical treatment for me/my child if their assessment of the situation deems medical treatment is necessary. I also give any medical personnel permission to treat me/ my child as they deem necessary.

Participant’s Name (Print):____________________________________________________________________

Participant’s Signature:___________________________________Date:_______________________________

Parent/Guardian’s Name (Print):__________________________________________________________________

Parent/Guardian’s Signature:___________________________________Date:___________________________

(Required for Participants Under 18)
Wilmington University
Team/Student Group Trip Itinerary Form

This form is to be completed and submitted at least one week prior to the departure date to the appropriate University personnel:

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>Submit to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Travel</td>
<td>Academic Program Chair</td>
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<td>Athletic Travel</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>All Other Travel</td>
<td>Senior Director of Career Services &amp; Student Life</td>
</tr>
</tbody>
</table>

Student Group: ____________________________ Date of departure: ________________

Time of departure from Wilmington University: ________________

How will the team be traveling? □ Charter bus □ Airplane □ Other ________________

If flying, from which airport will you be departing: ________________________________

Is the team taking a charter bus to the airport? If not, how will team members get to the airport?  ________________________________

Name of airline carrier: __________________________________________________________

PLEASE ATTACH TRAVEL ITINERARY & COPY OF HOTEL RESERVATION.
ATTACH COPIES OF ROOM LISTS FOR ALL HOTELS.

Per University policy, you may only put up to 3 students in one room. Up to four students may be permitted to be in a room provided the students are in agreement to this arrangement and documentation is provided to the appropriate administrator prior to the trip.

Did the students receive meal money for the trip? □ Yes □ No

How much meal money did each student receive?_____________________________

List all tournaments, games, or activities in which the group will be participating.

<table>
<thead>
<tr>
<th>Date</th>
<th>Game or Tournament/ Activity</th>
<th>Site</th>
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<tbody>
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</tbody>
</table>

Date of arrival back to Wilmington University:_________________________________

Estimated time of arrival back to Wilmington University:________________________
Wilmington University
Health Form and Consent to Receive Treatment
REQUIRED FOR ALL TRAVELERS

Participant’s Name_________________________________________ Date of Birth:___________

Home Phone:_________________________________ Cell Phone:_____________________________________

Address:__________________________________________

City:________________________________________State:___________Zip:____________________________

Emergency Contact:__________________________________Relationship:______________________________

Cell Phone:_________________________________ Other Phone:____________________________________

Other Emergency Contact:__________________________________Relationship:_________________________

Cell Phone:_________________________________ Other Phone:____________________________________

Insurance Information:
Insurance Carrier:__________________________________________ Carrier’s Phone #:___________________
Policy #:________________________________________Group #:_____________________________________

Medical Information:
Family Doctor:________________________________________ Phone #:___________________________

Allergies?:__________________________________________________________________________________

Medications:______________________________

Medical Conditions:___________________________________________________________________________
___________________________________________________________________________________________

I,__________________________, give the staff of Wilmington University permission to assess any accident, illness, or injury that may occur to me/ my child while participating in activities/ trips. I also give them permission to seek medical treatment for me/my child if their assessment of the situation deems medical treatment is necessary. I also give any medical personnel permission to treat me/ my child as they deem necessary.

Participant’s Name (Print):___________________________________________________

Participant’s Signature:___________________________________Date:______________

Parent/Guardian’s Name (Print):___________________________________________________

Parent/Guardian’s Signature:___________________________________Date:______________
(Required for Participants Under 18)
NEW STUDENT CLUB/ORGANIZATION REQUEST FOR APPROVAL FORM

You will receive notification from the Office of Student Life no later than one week from the date submitted.

Submitted by: __________________________ Date: __________________________

Proposed name of student organization: ______________________________________

Purpose and mission of the organization: ______________________________________

Requirements for membership: *If the organization will be a chapter of a national organization, you must include charter guidelines as well.*

List dates, times and locations for this organization’s meetings: __________________________

Advisor Information: The advisor of any student organization must be a full-time staff or faculty member of Wilmington University.

Name of advisor (required): __________________________ Phone #: __________________________ Email: __________________________

I understand my role and responsibility of being an advisor and agree to abide by the Guidelines for Student Organizations and all University policies.

__________________________________________

Signature of Advisor

☐ Approved

☐ Not Approved

__________________________________________

Signature of SGA President Date

__________________________________________

Signature of Senior Director of Career Services & Student Life Date
### 2012-2013 CLUB/ORGANIZATION INFORMATION FORM

Submit to the Office of Student Life by October 15 in Order to Maintain Charter Status

Organization Name: ____________________________________________________________

Advisor Information:
Name(s) ____________________________________________________________
Emergency Contact Number (cell) ___________________________________________

Meeting Dates: _________________________________ Time: _______________________________

Member Information: Please note, in order to maintain active status, each organization **must have at least 5 members** of which two students must hold position on the Executive Board. All must be currently enrolled at the University.

<table>
<thead>
<tr>
<th>Executive Board</th>
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<tbody>
<tr>
<td>President (mandatory):</td>
</tr>
<tr>
<td>Vice President:</td>
</tr>
<tr>
<td>Secretary (mandatory):</td>
</tr>
<tr>
<td>Treasurer:</td>
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</tbody>
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<th>Members</th>
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<tr>
<td>Members</td>
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</tbody>
</table>

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EVENT REPORT

Please fill out and submit to the Office of Student Life no later than one week after each event.

Name of Club/Organization: ______________________________________________________
Event: _________________________________________________________________________
Date: ___________________________ Time: ___________________________
Location: _______________________________________
Coordinator(s): ____________________________ ________________
Attendance (total): __________________________
Cost (total): _________Cost (from budget) _________Cost (to students) __________
Participants (check all that apply: Faculty ____Students ____Staff ____Alumni ____Other ____

Event Description:
____________________________________________________________________________

Goal of Event:
____________________________________________________________________________

Strengths of Event:
____________________________________________________________________________

Weaknesses of Event:
____________________________________________________________________________

How do you feel this event went? Are there any changes that you would make to improve the event?
____________________________________________________________________________

Would you host this event again next year? Why or Why not?
____________________________________________________________________________
FUNDRAISING ACTIVITIES
REQUEST FOR APPROVAL FORM
A separate request form needs to be completed for each activity.
You will receive notification from the Office of Student Life
no later than one week from the date submitted.

Submitted by: ___________________________ Date: ___________________________

Name of student organization: ___________________________________________________

Description of fundraiser: __________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Reason for raising funds: ___________________________________________________________
_________________________________________________________________________________

Timeline of fundraiser: _____________________________________________________________

Any additional information: __________________________________________________________

Estimate of amount needed to rise: _________________________________________________

__________________________________                               _______________________
Signature of Advisor                                               Date

☐  Approved

☐  Not Approved: _____________________________________________________________

__________________________________                               _______________________
Signature of SGA President                                          Date

__________________________________                               _______________________
Signature of Senior Director of Career Services & Student Life     Date
STUDENT ACTIVITIES: EVENT APPROVAL FORM

A separate request form needs to be completed for each event/activity.

You will receive notification from the Office of Student Life
no later than one week from the date submitted.

Submitted by: ____________________________________________ Date: ______________________

Name of Student Organization (if applicable): ____________________________________________

Date of event/activity: ________________________________________________________________

Location: _______________________________________________________________________

Description of event/activity: ___________________________________________________________

_________________________________________________________________________________

__________________________________________________________________________________

Amount of resources needed to fund event/activity: ______________________________________

Who will staff the event/activity? ______________________________________________________

Name of faculty/staff that will supervise the event: _______________________________________

__________________________________________________________ Date ______________________

□ Approved

□ Not Approved: _____________________________________________________________________

__________________________________________________________ Date ______________________

Signature of SGA President

Signature of Senior Director of Career Services & Student Life

__________________________________________________________

Date