

2011/2012 | Office of Student Life



# Advisor Handbook for Student Clubs and Organizations

Wilmington University  
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[www.wilmu.edu/studentlife](http://www.wilmu.edu/studentlife)

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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.

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*COMING TOGETHER IS A BEGINNING. KEEPING TOGETHER IS PROGRESS. WORKING TOGETHER IS SUCCESS.*

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**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.



## TEAM BUILDING



### 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

## 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.

## RETAINING MEMBERS

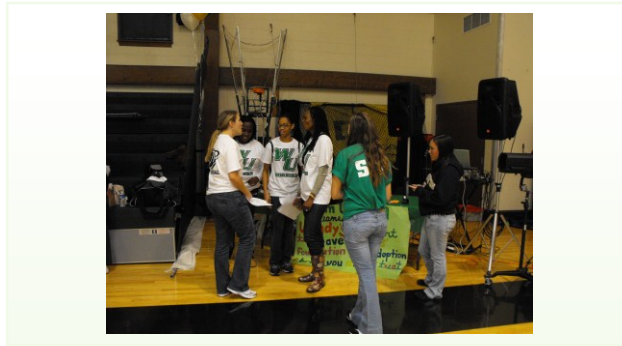
### Easy Ways to Boost Member Morale

- ✓ Offer feedback
- ✓ Provide a sense of unity
- ✓ Compliment good work
- ✓ Initiate recognition (Press releases, awards)
- ✓ Initiate social interaction
- ✓ Allow for new challenges

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 Director of 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 Director of 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 15<sup>th</sup> 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](http://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 Director of 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*

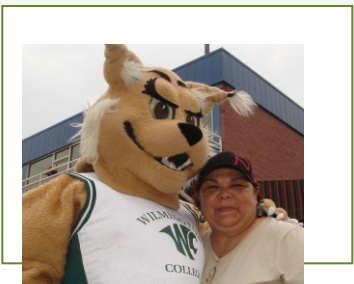


## ACTIVITIES OR EVENTS

**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.
- Establish a budget. Consider: Facility Rental, Catering, Equipment Rental, Printing Costs, Transportation, and Accommodations.
- 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](mailto:mathews.p.chacko@wilmu.edu) or 302.356.6947.

## FUNDRAISING GUIDELINES

### Helpful Websites for Fundraising Ideas

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[fundraisingideas.com](http://fundraisingideas.com)

[Fundraising.com](http://Fundraising.com)

[Fund-raising.com](http://Fund-raising.com)

[GuideToFundraising.com](http://GuideToFundraising.com)

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 fund raising, 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

<b>Club/Organization</b>	<b>Advisor</b>	<b>Phone</b>	<b>Email</b>
American Criminal Justice Association, Lambda Alpha Epsilon Alpha Delta Chi Chapter	Kirk Trate, Advisor Joseph Aviola, Asst. Advisor	356-6766 295-1165	kirk.r.trate@wilmu.edu joseph.p.aviola@wilmu.edu
Behavioral Science Club	Dr. Deb Berke	356-6760	Debra.l.berke@wilmu.edu
Behavioral Science International Honors Society, Pi Gamma Mu Delaware Beta Chapter	Johanna Bishop	356-6759	johanna.p.bishop@wilmu.edu
Business Honor Society, Sigma Beta Delta	Janice Wardle Jack Cunningham	356-6786 356-6921	Janice.e.wardle@wilmu.edu john.l.cunningham@wilmu.edu
Civic Service League	Amy O'Dell Troy Grandel	356-6836 356-6837	Amy.l.odell@wilmu.edu Troy.e.grandel@wilmu.edu
Criminal Justice National Honor Society, Alpha Phi Sigma Eta Beta Chapter	Kirk Trate, Advisor Joseph Aviola, Asst. Advisor	356-6766 295-1165	kirk.r.trate@wilmu.edu joseph.p.aviola@wilmu.edu
Cyber Wildcats	Mark Hufe	356-6869	mark.j.hufe@wilmu.edu
Education International Honor Society, Kappa Delta Pi	Thelma Hinds	356-6799	Thelma.m.hinds@wilmu.edu
Game Club	Scott Shaw	356-6987	scott.r.shaw@wilmu.edu
Green Team	Mark Paris	356-6829	mark.s.paris@wilmu.edu
Human Services Honor Society- Tau Upsilon Alpha National Organization, Nu Chapter	Adrienne Bey	295-1224	adrienne.m.bey@wilmu.edu
Lambda Epsilon Chi, Legal Studies Honor Society	Amy O'Dell	356-6836	Amy.l.odell@wilmu.edu
Multicultural Student Association	Angelina Burns	356-6741	Angelina.l.burns@wilmu.edu
Nursing International Honor Society, Omicron Gamma Chapter of Sigma Theta Tau	Denise Westbrook	856-5780	denise.z.westbrook@wilmu.edu
Photography Club	Susan Gregg	356.6865	Susan.l.Gregg@wilmu.edu
Professional Counselors Honor Society, Delta Chi	James Walsh	295-1195	james.m.walsh@wilmu.edu
Reading Association	Kathryn Brown	295-7173	kathryn.m.brown@wilmu.edu
Society for Human Resource Management	Stephanie Narvell	356-6784	stephanie.b.narvell@wilmu.edu
Student Athlete Advisory Committee	Linda Andrzejewski Clint Robertson	356-6754 295-1148	linda.m.duran@wilmu.edu clinton.d.robertson@wilmu.edu
Student Government Association	Mathews Chacko	356-6947	mathews.p.chacko@wilmu.edu
Wildcat Cheerleaders	Jeff Martino Ashley Swarter	528-3474 356-2308	cheerleading@wilmu.edu jmartino77@yahoo.com ashley.r.swarter@wilmu.edu
Wildcat Dance Team	Janice Wardle	356-6786	janice.e.wardle@wilmu.edu
Wilmington University DFRC	Liz Jordan	356-1186	elizabeth.p.jordan@wilmu.edu



## 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](http://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

Type of Travel	Distance	Mode of transportation	Forms required to be completed
<b>Local</b>	Up to 250 miles round trip	Personal vehicles permitted	Student Travel Approval Form must be completed by Trip Sponsor (Chaperone/Instructor)
<b>Domestic</b>	More than 250 miles round trip	Professional Carrier (Chartered bus, airline, train, etc.)	Emergency Contact Information; Permission, Assumption of Risk, Waiver Release; Health Form, Trip Itinerary Form
<b>International</b>	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>		

### 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 Assistant Athletic Director.

## I. 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.

Form To Be Completed	Description	Submission of completed form to:	Date Due	Form
<b>Student Travel Approval</b>	Required for all student travel (athletic, student activity, student academic travel)	Academic Program Chair or, Director of Athletics or, Director of Student Life	Two weeks prior to student travel	<a href="#">Approval</a>
<b>Student Emergency Contact Information</b>	Required for domestic and international travelers	Designated trip organizer	One week prior to student travel	<a href="#">Contact</a>
<b>Permission Slip, Assumption of Risk, Waiver and Release Agreement</b>	Required for domestic and international travelers	Designated trip organizer	One week prior to student travel	<a href="#">Permission</a>
<b>Health Form and Consent to Receive Treatment</b>	Required for domestic and international travelers	Designated trip organizer	One week prior to student travel	<a href="#">Health</a>
<b>Trip Itinerary</b>	Completed by designated trip organizer	Academic Program Chair or, Director of Athletics or, Director of Student Life	Two weeks prior to student travel	<a href="#">Itinerary</a>

## 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.**

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:

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

7. 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:

<i>Type of Trip</i>	<i>Submit to:</i>
Academic Travel	Academic Program Chair
Athletic Travel	Director of Athletics
All Other Travel	Director of Student Life

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**  
***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, I, in the Wilmington University sponsored trip listed above on the above 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:

<i>Type of Trip</i>	<i>Submit to:</i>
Academic Travel	Academic Program Chair
Athletic Travel	Director of Athletics
All Other Travel	Director of Student Life

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.

Date	Game or Tournament/ Activity	Site

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 Director of Student Life**

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





### 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:

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Goal of Event:

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Strengths of Event:

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Weaknesses of Event:

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

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Would you host this event again next year? Why or Why not?

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**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 raise: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Advisor**

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

**Approved**

**Not Approved:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of SGA President**

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

\_\_\_\_\_  
**Signature of Director of 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: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Supervisor**

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

**Approved**

**Not Approved:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of SGA President**

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

\_\_\_\_\_  
**Signature of Director of Student Life**

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

