

A Helpful 10-Point Check List

Things to remember for co-curricular programs...

1. Submit names to Student Life no later than two weeks prior to event/program/trip.
2. Return Release and Indemnification Forms to Student Life Center two weeks prior to trip.
ALL STUDENTS AND FACUTLY TAKING AN OFF CAMPUS TRIP MUST COMPLETE THIS FORM
3. Remind your students to pay the co-curricular fee. The fee will be either placed onto their student account, which is viewable on MyCCP or the coded SLC Receipts must be used to pay directly at the Cashier's Window.
4. Closer to the date of the event/trip/program – remind the students of the date, time and location to meet.
5. Faculty should always give a 15 to 20 minute cushion to have students meet and depart.
6. Inform your students well in advance if there is a dress requirement, a need for extra cash or other items.
7. Make a list of cell phone numbers, in case of any no-shows, on the day of event/program/trip.
8. Inform your students that all buses must leave on time and will wait no more than 15 minutes after the scheduled departure time. Anyone who misses the bus leaving the College is not entitled to a refund. Anyone not on the bus returning to the College will need to arrange his or her own transportation home at his or her own expense.
9. Remind your students, while off campus, all students remain under expected behavior guidelines as stated in the Student Code of Conduct. (See the Student Handbook)
10. Co-curricular programming/events/trips are open to the faculty and students only. Children and “significant others” are not allowed. Exceptions are made on a case-by-case basis based on the activity. To request an exception, the faculty must meet with the Director to review request.