

NAPA VALLEY COLLEGE

STUDENT TRAVEL-ADVISOR RESPONSIBILITIES

Faculty & Staff members agreeing to join students in travel as their advisor per the “Student Travel Policy” must agree to the following advisor responsibilities and complete the form below and return to the **area dean or appropriate supervisor**. NVC Personnel must follow the District Travel Policy (AP6390).

Please note that students who wish to travel with support and/or funding from Napa Valley College and any other related program must agree to this Student Travel Code of Conduct and the District's Standards of Student Conduct (AP5500) and Field Trips and Excursions (AP4300). Students must submit a signed Student Travel Code of Conduct form prior to traveling.

1. The Lead Advisor is responsible for initiating and submitting the travel request and provides guidance for making initial travel arrangements. This may require administrative support.
 - a. Student Travel Request/Authorization Form & Support Documents
 - b. Budget & Support Documents
 - c. Travel Agency, Bus Charters, Airline, Hotel, etc.
 - d. Agreements, Waivers, Insurance & Other items related to Student Travel
 - e. The Lead Advisor services as the "Fiscal Agent" of the trip.
2. The Lead Advisor verifies that all attending students are currently enrolled and, when appropriate, in good standing at NVC.
3. The Lead Advisor reviews and collects the signed “Student Travel- Code of Conduct Agreement” forms from every attending student prior to trip. A pre-trip meeting is recommended to go over all expectations.
4. The Lead Advisor reviews and collect signed "Student Travel - Advisor Responsibility" forms for all staff attending with the student group.
5. Collect all applicable waivers, including the NVC “Waiver/Assumption of Risk” prior to the trip. Make sure the students have correctly filled out the forms including emergency contact information. Take this information with you on the trip and provide copies to VP office before departure.
6. Role model appropriate behavior for students.
7. Maintain availability and visibility during the trip.
8. Encourage questions and discussions to help facilitate learning.
9. Schedule meetings with the attending students as needed during the trip to assure success.
10. Use good judgment and care when responding to emergency situations.
11. Provide a clear itinerary and emergency phone numbers to attendees prior to departure.

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Attending Advisor Agreement

FACULTY NAME: _____

E-MAIL ADDRESS: _____

DEPARTMENT: _____

WORK PHONE #: _____ HOME #: _____ CELL #: _____

TRAVEL DESTINATION: _____

TRAVEL DATES: _____

NUMBER OF STUDENTS ATTENDING: _____

By signing and submitting this form to the Area Dean or appropriate supervisor prior to travel, I agree to uphold the “Student Travel - Advisor Responsibilities” and the District's Travel Policy.

Signature: _____ Date: _____