TRAVEL POLICIES AND CONTRACT
PROJECT YEAR 2016-2017

ACTIVITY: California State University, Sacramento College Tour

As a program participant in the Upward Bound Programs, I understand the following policies and rules governing travel with Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno Upward Bound Programs. All students traveling must adhere to the following guidelines for conduct and safety at all times:

1. There will be no alcohol or illegal drugs in a student’s possession at any time.

2. A written list of **ALL MEDICATIONS** must be given to the lead staff person on the trip, prior to departure, with the student’s name, dosage amount, frequency, and purpose clearly marked.

3. There will be no tobacco products or smoking products in a student’s possession at any time.

4. During an overnight trip, Upward Bound students must stay in their designated rooms when activities are completed or when curfew is in effect.

5. During an overnight trip, any Upward Bound students wishing to leave their designated room for a specific purpose when curfew is in effect must contact a staff member for permission to leave.

6. During an overnight trip, Upward Bound students shall not enter each other’s rooms, regardless of gender, without prior permission from a staff member.

7. During an overnight trip, Upward Bound students will not abuse the privilege of the hotel amenities provided and will abide by hotel rules. Students must conduct themselves in a respectful manner toward the hotel staff. Students must refrain from yelling or running in the hotel facilities.

8. During an overnight trip, Upward Bound students will leave the hotel room in an orderly, quiet manner.

9. All clothing worn by Upward Bound students during the trip will be in good taste, will not feature any inappropriate logos, and will comply with the dress code provided in the Upward Bound Student Handbook.

10. Upward Bound students must wear their Upward Bound t-shirt on days or activities specified by the program coordinator or other Upward Bound staff.

11. All Upward Bound students and Upward Bound staff will adhere to “Upward Bound Time” by arriving 15 minutes prior to the scheduled time for all meetings or gatherings.

12. Students will be allowed to bring their cell phones when traveling. However, the use of cell phones is not allowed during any trip related activities, unless expressly permitted by an Upward Bound staff member. Upward Bound students may use phones to call home upon arrival at the trip destination, in their hotel rooms at night, and to contact a parent or guardian for pick up at the conclusion of the trip. The use of cell phones is not permitted during campus tours, meals and other trip activities.
13. During an overnight trip, Upward Bound students **will not utilize** the phone in the hotel room for any purpose, except to call between rooms and to contact staff members, permitted that there is no charge to do so. All phone calls will be made from the room of the coordinator or designated staff members at the hotel. All calls are limited to five minutes.

14. Upward Bound students will behave respectfully and courteously at all times.

15. All Upward Bound students shall take turns loading, unloading, and carrying Upward Bound group travel supplies.

16. Seatbelts and appropriate transportation behaviors will be enforced at all times.

17. Upward Bound students are responsible for their own items at all times.

18. A backpack and comfortable shoes are highly recommended for travel during the days.

19. For trips involving airline travel, any Upward Bound students who may be experiencing anxiety about flying should notify the Director or Coordinator.

20. All students must remain in the same location as the Upward Bound group at all times. Students must remain in groups of threes during activities in which the group separates.

21. Any Upward Bound student behaving inappropriately, or causing destruction to property, will be sent home at the parent(s)/guardian(s)’ expense. Repayment to Upward Bound will be required for all incurred expenses. Expulsion from the trip is cause for immediate dismissal from Upward Bound.

22. Upward Bound students who have knowledge of another program participant breaking the rules provided in this contract are required to notify an Upward Bound staff member immediately. If the student does not notify a staff member, the student will be subject to the same consequence as the student originally breaking the rules. This will result in the student being sent home at the parent(s)/guardian(s)’ expense. Repayment to Upward Bound will be required for all incurred expenses. Expulsion from the trip is cause for immediate dismissal from Upward Bound.

23. **HAVE FUN!**

**Summer Academy 2017**

**California State University, Sacramento College Tour**

**INSURANCE INFORMATION**

Insurance information provided on the Summer Academy Contract and Policies Contract.

**STUDENT**

I understand the Upward Bound travel guidelines and policies, and I agree to adhere to them at all times. I understand that failure to follow all Upward Bound travel policies and contracts and rules may result in being sent home at my parent(s)/guardian(s)’ expense and/or dismissal from the Upward Bound Programs.

STUDENT PRINTED NAME: _____________________________________________  DATE: __________

STUDENT SIGNATURE: _________________________________________________  DATE: __________

**PARENT**

I give permission for (print student’s name) ______________________________ to participate in the Upward Bound field trip activity listed above. I have read and understand the terms of the Upward Bound travel guidelines and policies. I understand that if the student fails to adhere to the Upward Bound travel policies and contract and rules, that he/she may be sent home and I will be responsible for any incurred expenses.

PARENT/GUARDIAN PRINTED NAME: _____________________________________________  DATE: __________

PARENT/GUARDIAN SIGNATURE: _____________________________________________  DATE: __________