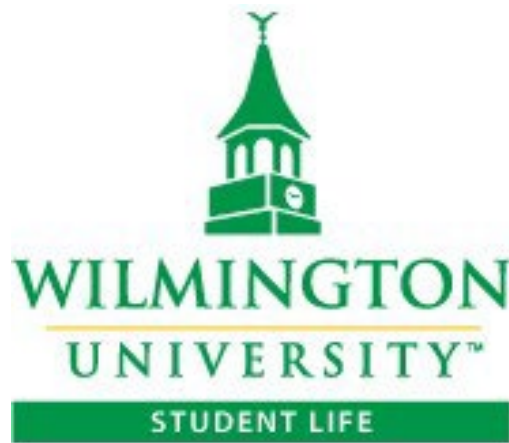


2023/2024 | Office of Student Life

Advisor Handbook for Student Clubs and Organizations



Wilmington University
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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.

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 a staff member 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 or part-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.



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! *Ensure your club participates in the Ice Cream Social, as well as New Student Orientation, to increase recruitment efforts.*

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



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.

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

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 full 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.

GUIDELINES FOR STUDENT ORGANIZATIONS

All student organizations fall under the Student Government Association (SGA). If interested in beginning a club, holding an interest meeting is the first step. Bring a sign-in sheet which documents the students who attended the meeting.

In order for a group of students to be recognized as an organization under SGA auspices, the club must submit an application (Attachment G) to the Senior Director of Career Services and Student Life stating:

- A. Proposed name of the student organization
- B. Purpose and mission of the organization
- C. Requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
- D. Details of the interest meeting, including the sign-in sheet with at least five student signatures.
- E. Meeting times
- F. Name of the advisor (required), and his or her approval of the organization. The advisor must be a staff or faculty member of Wilmington University.

The Dean of Students – AVP of Student Affairs will review the proposed student organization's application. All applications will be reviewed but subject to approval. If the organization is approved, it becomes an officially chartered organization of the WU 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 1 week from the date in which 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 (comprising of 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 position (President, VP, 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 30th 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.

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 G) must be submitted at least one month in advance. Additionally, any flyers for meetings and events must be submitted to Student Life for approval.

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. Schedule a follow up meeting to discuss what went well and areas of improvement.

Giving Back

We highly encourage each organization to participate in *at least 25* hours of community service each school year. To submit your event form, participate in or help with scheduling community service events, please contact Alice Miller at alice.k.miller@wilmu.edu or at 302.356.6966. All club community service opportunities will be posted on the ADC online calendar.

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. If using space at the New Castle camps, contact Kim Conwell at kimberly.n.conwell@wilmu.edu for reservations.
- 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.

FUNDRAISING GUIDELINES

Helpful Websites for Fundraising Ideas

fundraisingideas.com

Fundraising.com

Fund-raising.com

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

Club/Organization	Advisor	Phone	Email
American Criminal Justice Association, Lambda Alpha Epsilon Alpha Delta Chi Chapter	Jacob Andrews	327-4891	Jacob.m.andrews@wilmu.edu
Checkmates	Jonathan Miloro	327-4747	jsmiloro@wilmu.edu
Digital Film Making Club	Timothy Day	356-6871	Timothy.c.day@wilmu.edu
Dover Ambassadors	Jonathan Mallory	734-2495	Jonathan.b.mallory@wilmu.edu
Education Club	Jim Boyd	356-6793	james.b.boyd@wilmu.edu
Esports	Christian Broderick, Head Coach	327-4753	Christian.g.broderick@wilmu.edu
Game Club	Debra Wylie	342-8625	Debra.l.wylie@wilmu.edu
Green Team	Thomas Hurd	295-1180	thomas.w.hurd@wilmu.edu
Military/Veteran Student Organization (MVSO)	James Webb	342-8669	james.s.webb@wilmu.edu
Multicultural Student Association	Angelina Burns	356-6741	Angelina.l.burns@wilmu.edu
Online Student Association	Kelly Clayton	356-2454	Kelly.t.clayton@wilmu.edu
Phi Theta Kappa Alumni Association	Aaron Stafford	356-6991	Aaron.m.stafford@wilmu.edu
Ping-Pong Club	Jim McCloskey	356-6880	James.m.mccloskey@wilmu.edu
Society for HR Management	Rob Weinstein	669-6605	Robin.b.weinstein@wilmu.edu
Spectrum	Tom Hurd	295-1180	thomas.w.hurd@wilmu.edu
Sports Management Club	TBD		
Student Athlete Advisory Committee	Derek Buckley	356-6967	Derek.j.buckley@wilmu.edu
Student Government Association	Alice Miller	356-6966	alice.k.miller@wilmu.edu
Student Legal Association	Nicole Ballenger	356-6765	Nicole.e.ballenger@wilmu.edu
Student United Way	Patty Greene	356-6972	Patty.t.greene@wilmu.edu
Team STAC	Christyn Rudolf	356-6937	Christyn.e.rudolf@wilmu.edu
Toastmasters	Adrienne Bey	295-1224	Adrienne.m.bey@wilmu.edu
Toastmasters – Dover	Jonathan Mallory	342-8601	Jonathan.b.mallory@wilmu.edu
WilmU Reads Book Club	Jim McCloskey	356-6880	James.m.mccloskey@wilmu.edu
Wildcat Cheerleaders	Ashley Mundy	356-2308	ashley.r.mundy@wilmu.edu
Young Professionals Association	Donna Hardy	295-1162	Donna.j.hardy@wilmu.edu

Student/Alumni Transportation Policies and Procedures

Introduction

The safety of our students, alumni, and other guests is very important. With this in mind, Wilmington University has instituted the following policies and procedures for travel. All travelers must abide by these procedures as well as all local, state and federal laws. In addition, students must abide by the Student Code of Conduct found here:

<https://www.wilmu.edu/studentlife/studconduct.aspx>.

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

I. Non-Athletic Types of Travel

Type of Travel	Distance	Mode of transportation	Forms required to be completed
Local	Up to 250 miles round trip	Personal vehicles permitted	Travel Approval Form must be completed by Trip Sponsor (Chaperone/Instructor)
Domestic	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
International	For additional information, please see: Academic Affairs Policy and Procedures Manual		

II. Student-Athlete Travel

Travel by student-athletes must be approved through the Senior Director of Athletics. The *Travel Approval Form* will only need to be completed for any overnight trips that are for non-conference and conference games requiring extended travel and must be submitted at least two weeks before the trip. The Emergency Contact Form must be completed prior to all travel and given to the Senior Director of Athletics.

Student-athletes may be permitted to use their personal vehicles for local travel to University sponsored athletic related trips which include practices and contests with the completion of the exempt waiver found on the athletic website. Student-athletes who are permitted to drive themselves must follow the procedures listed under Section IV; however, they are limited to driving no more than 100 miles round trip from the Athletics Complex or New Castle Campus. 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. Travel Forms

Prior to all student/alumni 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
Travel Approval	Required for all travel (athletic, student/alumni trips, student academic travel)	Academic Program Chair or, AVP of Alumni Relations-Athletic Director or, AVP Student Affairs- Dean of Students or	Two weeks prior to travel	Approval
Emergency Contact Information	Required for domestic and international travelers	Designated trip organizer	One week prior to travel	Contact
Permission Slip, Assumption of Risk, Waiver and Release Agreement	Required for domestic and international travelers	Designated trip organizer	One week prior to travel	Permission
Health Form and Consent to Receive Treatment	Required for domestic and international travelers	Designated trip organizer	One week prior to travel	Health
Trip Itinerary	Completed by designated trip organizer	Academic Program Chair or, AVP of Alumni Relations-Athletic Director or, AVP Student Affairs- Dean of Students, Executive Director of Title IX, Clery, and Regulatory Affairs	One week prior to travel	Itinerary
Health Insurance Waiver	For students who don't have health insurance	Academic Program Chair, AVP of Alumni Relations-Athletics Director, Dean of Students-AVP of Student Affairs	One week prior to travel	Insurance Waiver
Travel Exempt Waiver	For student-athlete self transportation to/from away contest	AVP of Alumni Relations-Athletics Director	48 hours prior to travel	Waiver

IV. Use of Personal Vehicles for Transportation on University Sponsored Trips

Students and alumni 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, AVP of Alumni Relations-Athletics Director or, Dean of Students-AVP of Student Affairs,).

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:

- More than 6 points;

- Any major violations (DUI, reckless driving, excessive speed, leaving the scene of an accident, driving during a suspension/revocation, fleeing a police officer, vehicular homicide, etc.);
- Two citations for a moving violation within the last 12 months;
- Two accidents within the last 12 months where driver was at fault or contributory;
- One accident where the driver was at fault or contributory and one moving violation within the last 12 months;
OR
- Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered grounds for temporarily 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.

If choosing to drive, drivers assume all risks associated with driving and agree to hold Wilmington University, Inc., its directors, Trustees, officers and employees 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/alumni 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/alumni in his/her private or University automobile.
- The driver 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. Illegal drug use is prohibited.

VI. Guidelines for Professional Carriers (Chartered Bus, Airline, Train, etc.)

Students/alumni 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.

All participants traveling with a university sponsored trip agree to use the University sponsored transportation to and from the location. Exceptions to this policy must be presented in writing for consideration to the following University personnel at least 2 weeks prior to the trip: Academic Program Chair, Senior Director of Athletics, Director of Alumni Relations, or the Dean of Students-AVP of Student Affairs as applicable. Any additional costs or liabilities of not leaving or returning using the University sponsored transportation is the sole responsibility of the traveler.

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/alumnus. The traveler is expected to make his/her travel arrangements at the earliest possible date in order to take advantage of available discount fares. The traveler 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 traveler'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:

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

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 & Proof of Medical Coverage

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 Emergency Contact Information Sheet immediately. All travelers must have medical coverage and provide the University with the insurance carrier information, policy, and group number (see Health Form and Consent to Receive Treatment Form). Students seeking a waiver of this policy will be considered on a case-by-case basis and must seek approval from the AVP Student Affairs/Dean of Students at least one week in advance of the scheduled trip.

Staff of the University shall not make any statements to the media in regards to an emergency 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, Dover, Wilson Graduate Center, Brandywine and Athletics Complex: 302-325-3333). 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.

Also, when traveling outside of the United States, the United States Department of State web [site, https://travel.state.gov/content/passports/en/alertswarnings.html](https://travel.state.gov/content/passports/en/alertswarnings.html), must be checked prior to booking any arrangement to determine if any warnings or alerts have been issued related to the country of destination. If an alert or warning has been issued both Legal and Financial Affairs departments must be consulted to determine the level of risk/exposure to the University and the travelers prior to making final travel arrangements.

X. Appendix-Forms

1. Travel Approval Form
2. Emergency Contact Information Sheet
3. Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
4. Health Form and Consent to Receive Treatment
5. Group Trip Itinerary Form
6. Medical Waiver
7. Travel Waiver



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	AVP of Alumni Relations-Athletics Director
All Other Student Travel	Dean of Students-AVP of Student Affairs
Alumni Travel	AVP of Alumni Relations-Athletics Director

Submitted by: _____ Date: _____

Name of Group: _____

Type: Student-Athlete Student Alumni

Date(s) of Travel: _____

Travel Destination (provide address): _____

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, students, or alumni?

NO Not applicable YES (If "YES", explain): _____

Method of Transportation:

Chartered Bus Airline Rented Vehicles Personal Vehicles Not applicable

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

Print Chaperone's Name Date

Chaperone's Signature Date

Approved Not Approved:

Administrator's Signature Date

List any conditions of approval: _____



Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS

Form shall be submitted to the proper staff member one week prior to departure.

Name of Trip: _____

Date(s) of Trip: _____

Trip Description: _____

Mode of Transportation: _____

As a participant traveling with Wilmington University, I agree to use the University sponsored transportation to and from the location. Exceptions to this policy must be presented in writing for consideration to the following University personnel at least 2 weeks prior to the trip: Academic Program Chair, Sr. Director of Athletics, Director of Alumni Relations or the Dean of Students-AVP of Student Affairs as applicable. Any additional costs or liabilities of not leaving or returning using the University sponsored transportation is my sole responsibility.

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, its staff and 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)



**Health Form and Consent to Receive Treatment
REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS**

Participant's Name _____ Date of Birth: _____

Type: Student-Athlete Student Alumni Other

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact #1: _____ Relationship: _____

Cell Phone: _____ Other Phone: _____

Emergency Contact #2: _____ Relationship: _____

Cell Phone: _____ Other Phone: _____

Insurance Information:

Insurance Carrier: _____ Carrier's Phone: _____

Policy #: _____ Group #: _____

Medical Information:

Family Doctor: _____ Phone #: _____

Allergies: _____

Medications: _____

Medical Condition(s): _____

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)



Lack of Health Insurance Coverage-Waiver

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	AVP of Alumni Relations-Athletics Director
All Other Student Travel	Dean of Students - AVP of Student Affairs
Alumni Travel	AVP of Alumni Relations-Athletics Director

I _____ am participating in a university sponsored bus trip on _____ including transportation to and from the location. I release the University from any and all responsibility and liability arising from the fact that I do not currently have health insurance coverage.

Traveler's Printed Name

Date

Traveler's Signature

Date

University Personnel Signature

Date

Wilmington University Travel Waiver

Student-Athlete Name:

Sport:

Date of Contest:

Location:

Method of Transportation To:

Method of Transportation From:

Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement

In consideration of being allowed to participate in the Wilmington University Athletic Department 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 and the Department of Athletics 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 or the Department of Athletics 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.

Student-Athlete Signature:

Date:

Head Coach's Signature:

Date:

Parent/Guardian Name:

Emergency Contact #:

Parent/Guardian Signature:

Date:

(Required for participants Under 18)

Wilmington University

Alcohol Policy

It is the responsibility of every member of the University community to know about the risks associated with alcohol use and abuse. This responsibility obligates students to know relevant college policies and federal, state and local laws and to conduct themselves in accordance with these laws and policies. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

Use of Social Media Policy

All members of the University community are advised to use caution and common sense when posting personal information on the web, as sharing information with the public can have long-term and far-reaching consequences. The Student Affairs Department will take disciplinary action against any student, advisor/coach who posts photos or captions, or disparaging comments that depict students or members of the University community. Please note that, regardless of privacy settings, items placed on social network sites are not truly private.

Acknowledgement:

I have read, understand, and agree to abide by the above policies.

Name of Team/Club

Print Name

Member or Coach/Advisor

Signature

Date

Wilmington University
Coach and Club Advisor (Paid or Volunteer) Code of Conduct

- Every Coach or Club Advisor has an ethical obligation to maintain a professional relationship with students and to place the well-being of students ahead of their own personal interests. Conflicts of interest are endemic to amorous relationships between coaches/advisors, and students. The costs to the team/club and the University necessitate a strict prohibition on amorous relationships between coaches/advisors and students.
- Coaches and advisors may not serve alcohol to or consume with students, student workers or recruits.
- Coaches and advisors should use their best judgement when visiting restaurants or establishments where alcohol is served and should not consume alcohol in the presence of students.
- Conduct inconsistent with Wilmington University values is inappropriate and will not be tolerated.
- Coaches and advisors may not have students stay overnight at their personal residence nor transport them in their personal (or University owned) vehicle or other forms of transportation.

Acknowledgement

I have read the above statements and understand my responsibility to comply with the Wilmington University expectations of conduct.

Coach/Club Advisor Name

Signature

Date

Wilmington University
Coach & Club Advisor Behavioral Expectations and Agreement Form

Serving as a Club Advisor is an important function to Wilmington University. Appropriate conduct is both expected and required of you; therefore, the following expectations apply during any activity, meeting, and outings involving Wilmington University on and off campus:

- No use of alcohol.
- No use of drugs.
- No inappropriate or romantic relationships with students.
- No activity that violates criminal law.
- No gambling/gaming activities.
- No use of strippers, gentlemen's club or an equivalent, or escort services.
- No activities or events at any location that may cause a perception of impropriety.
- **DO NOT** engage, or allow the student to engage in any activity that would bring harm to you, other students or the reputation of Wilmington University.

Violations of any of these rules will result in a report to the Vice President of Student Affairs. Coaches or Club Advisors (paid or volunteer) involved in such violations will automatically be suspended from their duties until the Vice President of Student Affairs or his/her designee reviews the circumstances. It should be clear that Wilmington University will not tolerate inappropriate behaviors or activities. Violations may result in termination of role as Coach or Club Advisor and up to termination from any other positions at Wilmington University. Remember, you are responsible for the safety and wellbeing of students. Therefore, if at any time, you find yourself in a situation that you need assistance with students, you must contact Alice Miller, Director of Student Life, alice.k.miller@wilmu.edu or 302-356-6966. In the event that you are unable to reach her and you feel that the situation warrants, please contact campus security or the police immediately.

By signing below, I affirm that I have read, understand, and will abide by the above provisions.

Name of Club/Team: _____

Print Name: _____

Signature: _____ **Date:** _____

**Wilmington University
Club Member Expectations and Agreement Form**

As a club member, appropriate conduct is both expected and required of you; therefore, the following expectations apply during any activity, meeting, and outings involving Wilmington University on and off campus:

- No use of alcohol under the age of 21.
- No use of drugs.
- No inappropriate or romantic relationships with Coaches, Club Advisors, or Volunteer Staff.
- No activity that violates criminal law.
- No gambling/gaming activities.
- No use of strippers, gentlemen's club or an equivalent, or escort services.
- No activities or events at any location that may cause a perception of impropriety.
- **DO NOT** engage in any activity that would bring harm to you, other students, or the reputation of Wilmington University.

Violations of any of these rules will result in a report to the Vice President of Student Affairs. Members involved in such violations will automatically be suspended from their duties (if applicable) or participation in club activities and meetings until the Vice President of Student Affairs or his/her designee reviews the circumstances. It should be clear that Wilmington University will not tolerate inappropriate behaviors or activities. Violations may result in suspension or expulsion from Wilmington University.

Remember, you are responsible for your own safety. Therefore, if at any time, you find yourself in a situation that you need assistance, you must contact your coach or club advisor. If you are unable to reach your club advisor or coach, contact Alice Miller, Director of Student Life, alice.k.miller@wilmu.edu or 302-356-6966. In the event that you are unable to reach her and you feel that the situation warrants, please contact campus security or the police immediately.

By signing below, I affirm that I have read, understand, and will abide by the above provisions.

Name of Club/Team: _____

Print Name: _____

Signature: _____ **Date:** _____