

## *Saint Joseph's College of Maine Overnight Trip Guidelines for Clubs and Organizations*

The following guidelines have been established for all College clubs and organizations that plan on taking an overnight trip.

1. A staff/faculty member must accompany all trips. Therefore, clubs and organizations should recruit a staff/faculty member in advance who is willing to attend.
2. If the group needs any financial resources for the trip, a Check Request must be submitted to the Treasurer's Office seven business days prior to departure.
3. If the group needs any food for the trip, a request for meals must be submitted to Bon Appetit x6683 or [catering@sjcme.edu](mailto:catering@sjcme.edu) seven business days in advance.
4. If the group travels in a College owned vehicle, all drivers must be vehicle certified. Please note that it takes about 2 weeks to get certified as a van driver. College vehicles can be booked by contacting Brandi Thorpe x6603 or [bthorpe@sjcme.edu](mailto:bthorpe@sjcme.edu).
5. Appropriate sleeping arrangements for all trip participants must be approved by the Dean of Students or designee in advance.
6. All trip participants must complete the "Off-Campus/Trip Event Expectations Contract". One copy will be kept in the Office of Student Affairs and the staff/faculty member will take a copy.
7. A "Trip Registration Form" must be completed and turned into the Office of Student Affairs two business days before the trip departs.

*Have a safe, fun, and enjoyable trip!*