The following rules and regulations apply to all College of Coastal Georgia (CCGA) students participating in travel which is either (1) sponsored or co-sponsored by a recognized CCGA student organization and/or academic department, or (2) in which the name of the institution is used in any conjunction with the event, or (3) the student is representing the institution.

RULES AND REGULATIONS:

1. Participants’ behavior during the event, as well as traveling or and from the event, will be such that it reflects positively on the organization, the school, and the individual.
2. Participants will act in the best interest of the student group/organization they represent as well as the College of Coastal Georgia.
3. Participants will dress appropriately.
4. Participants will attend all meetings, workshops, and other scheduled event programs in accordance with the specifications as per each trip. Participants will be on time and prepared for all sessions.
5. Participants will report any accidents, injuries, or illnesses to the advisor or head delegate immediately.
6. Alcoholic beverage consumption by those of legal drinking age shall not interfere with any scheduled program nor shall it negatively impact other participants.
7. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to CCGA’s Student Code of Conduct, as well as possible legal action.
8. Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant. Participants having expenses covered by the group/organization are to keep all receipts to turn in for the purpose of verification and reimbursement.
9. All students will adhere to and abide by the adviser’s decisions and judgments as the official representative of CCGA.
10. Participants will abide by all conference rules; the CCGA Code of Conduct; and all local state and federal laws. Participants who disregard or violate rules may be subject to disciplinary action as identified by the specific activity location including the possible reimbursement of travel money, and may include conduct actions through Judicial Affairs.
11. All pre-conference arrangements involving pre-payment (including conference registration, hotel, airfare, and transportation arrangements) made a student’s name, obligate the traveler to attend the conference. If the traveler decides at later date not to attend, they will be required to reimburse the College of Coastal Georgia for any non-refundable expenses incurred.

___________________________________   ____________________________________
Name of Participant (please print)    Organization

___________________________________  ____________________________________
Signature of Participant              Date   Purpose of Trip

By signing this form, participant agrees to abide by the above rules and regulations