



All off-campus trips must meet the following criteria:

- Related to the mission of the club/organization.
- Must be submitted to the USG Administrative Director TWO weeks prior to the trip. In order for an off campus form to be approved, all parts of the form must be completed in its entirety.
- An event sponsored by clubs and organizations that are scheduled to take place outside of the Stony Brook University Campus.
- Practices for sports clubs are not events, therefore, are not considered to be off-campus trips.

Club Name: _____	Date Submitted: _____
Trip Coordinator: _____	Trip Coordinator Cell Phone # _____
Trip Destination: _____	Date of Trip: _____
Destination Address: _____ _____	Purpose of Trip: _____ _____
Destination Phone: _____	Web-Site: _____

TRIP ITINERARY

Departing From Stony Brook:	Arrival at Off-Campus Site
Date: _____	Date: _____
Time: _____	Time: _____

Return Trip

Departure from Off-Campus Site	Arrival at Stony Brook
Date: _____	Date: _____
Time: _____	Time: _____

LODGING

If this is an overnight trip, please provide the following lodging information.

Lodge Name: _____

Address: _____

Phone Number: _____

How many rooms have you reserved?

APPROVALS

Campus Recreation/Program Advisor
Signature: _____ Date: _____

USG Administrative Director Signature: _____ Date: _____

**PLEASE READ AND COMPLETE THIS PAGE IF YOU ARE DRIVING YOUR PERSONAL VEHICLE OR A RENTAL CAR.
(Each driver must complete one)**

In consideration of participating in the _____ on _____
Name of Event

_____ and any related events and activities pertaining to driving other students,
Date of Event

I, _____, acknowledge, appreciate, and agree that:
Print Student's Name

1. The risk of injury from driving the students in any car is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce the risk of serious injury does exist; and,

2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for the passengers in the automobile I am driving; and,

3. I willingly agree to comply with the stated and customary terms and conditions for driving a car. If however I observe any unusual significant hazard during my presence or participation, I will remove myself and the passengers in the car from participation and bring such to the attention of the nearest official immediately; and,

4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, indemnify, and hold harmless Stony Brook University, the Undergraduate Student Government, its officers, officials, agents and/or employees, clubs, and organizations ("Releases"), With respect to any and all injury, disability, death, or loss or damage to person or property, to the fullest extent permitted by law; and,

5. I understand that if injury or property damage occurs as a result of an accident, I will have to look first to my own personal automobile liability insurance for liability coverage.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

I have provided the Undergraduate Student Government with a copy of my automobile insurance card, my driver's license, and affirm that the insurance is in effect.

It is understood that I am not acting as an agent, partner, or sub-contractor for either USG or Stony Brook University. It is mutually agreed that no contractual relationship exists between the parties, either expressed or implied.

Participant's Signature

Participant's Age

Participant's Phone Number & E-Mail Address

Date

Emergency Contact Name & Relationship

Emergency Contact Phone #

Mode of Transportation (circle one)	What kind of transportation will you use to arrive at your off-campus trip destination?		
	Rental Car	Personal Car	Chartered Bus <small>(Bus Company Name)</small>
	Plane	LIRR	Other:

Required Information for Rental and Personal Cars

Name (please print):	
Driver's License State:	
Driver's License #:	
Car Model (personal car only):	
Car Year (personal car only):	
Car License Plate Number (personal car only):	
Auto Insurance Company Name:	
Insurance Policy Number:	
Insurance Policy Effective Date:	
Insurance Policy Expiration Date:	
SIGNATURE:	

LENS Program Checklist

(FOR OFFICE USE ONLY)

LENS Check performed by:

_____ Print Name

_____ Signature

LENS Check performed on:

_____ Date

LENS Check Results (Please check one)

ACCEPTABLE (5 or few points)

- Less than 2 moving violations in the last 3 years **OR**
- Less than 2 preventable accidents in the last 3 years

CONDITIONAL (6-8 points)

- 2 moving violations in the last 3 years **OR**
- 2 preventable accidents in the last 3 years **OR**
- 1 moving violation plus 1 preventable accident in the last 3 years

UNACCEPTABLE (9 or More Points)

- **3 or more moving violations in the last 3 years**
- 3 or more preventable accidents in the last 3 years **OR**
- Any combination of 3 or more moving violation and preventable accident in the last 3 years

**STONY BROOK UNIVERSITY
CLUBS AND ORGANIZATIONS
CODE OF CONDUCT**

The purpose of a student club/organization is to enhance the University's educational mission and adhere to all University policies and procedures. Clubs/Organizations are to conduct themselves in a manner that is a credit to the University. Clubs and organizations should add to the positive image of Stony Brook University and therefore any behavior that serves otherwise will be handled appropriately. Clubs/Organization are responsible for the actions of their members on and off campus and any liability that is associated with these actions.

- As a Stony Brook University club/organization, adherence to the highest principles, integrity, and dignity is expected
- Hazing, harassing, threatening, degrading language or actions, or any practice by a group or individual that degrades a student or club member, endangers health, jeopardizes personal safety, or interferes with a student's duties or with a student's class attendance or a person's education pursuits is **STRICTLY PROHIBITED**. Voluntary participation in initiation activities and other traditions still constitutes hazing. No club/organization member shall engage or participate in any form of these actions.
- Clubs/organizations are expected to be drug and alcohol free during the duration of trip/event while representing Stony Brook University. This includes a practices, competitions or events. Using team funds for the purchase of alcoholic beverages is prohibited.
- Clubs/Organizations represent Stony Brook University both at home and when traveling. When traveling, it is expected that club members behave appropriately and respectfully. The Student Conduct Code is applicable on and off campus.
- Please inform University Police immediately of any accidents, injuries or illnesses that require hospitalization. (631-632-3333)

I HAVE READ THE ABOVE CLUBS AND ORGANIZATIONS CODE OF CONDUCT AGREEMENT FOR OFF CAMPUS TRIPS, FULLY UNDERSTAND ITS TERMS, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Student's Name

Date

Student Signature

Request for Driver Registration and Motor Vehicle Record Check

PRINT ALL INFORMATION EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE

(Each driver must complete one)

Last Name: _____ **First:** _____ **Middle:** _____

Driver's License #: _____ **State:** _____ **Exp. Date:** ____/____/____ **Date of Birth:** ____/____/____

Driver's Email: _____ **Driver's Phone #:** _____ **License Class:** _____

Club Name: _____

Program Advisor Name: _____ **Program Advisor Phone #:** _____

AUTHORIZATION AND ACKNOWLEDGEMENT OF DRIVER RESPONSIBILITIES

All persons (employees, students, volunteers) who drive any vehicle on an Undergraduate Student Government (USG) funded off campus trip are required to provide current driver's license information for verification of license status and driving history. I understand the Driver Protection Privacy Act of 1994, amended 9/97, prohibits the release of my MVR data for other than bona fide driver selection and supervision activities. By signing below, I hereby authorize Stony Brook University and Undergraduate Student Government to obtain my Motor Vehicle Record (MVR) from any state where I have held a driver's license in the last 3 years. I understand that Stony Brook University and Undergraduate Student Government will consider this information when making decisions regarding my use of a vehicle for Stony Brook University and Undergraduate Student Government.

Furthermore, I understand and agree that driving any vehicle on Stony Brook University and USG business imposes certain requirements and responsibilities on all drivers as listed on the reverse side of this form. I agree to abide by the obligations and requirements listed herein, and any other laws or policies that may be applicable. I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record (as defined below), may result in disciplinary action up to and including suspension or revocation of driving privileges for USG funded off campus trips. .

Signature: _____ **Date:** ____/____/____

Motor Vehicle Record Review Criteria

Moving Violation = 3 points Preventable Accident* = 4 points

ACCEPTABLE 5 or fewer points	CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
Less than 2 moving violations in the last 3 years	2 moving violations in the last 3 years	3 or more moving violations in the last 3 years
Less than 2 preventable accidents in the last 3 years	2 preventable accidents in the last 3 years ----- 1 moving violation plus 1 preventable accident in the last 3 years	3 or more preventable accidents in the last 3 years ----- Any combination of 3 or more moving violations and preventable accidents in the last 3 years

DRIVER RESPONSIBILITIES

When driving any vehicle on USG funded off campus trips, I agree to (please initial):

- _____ 1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
- _____ 2. Have a valid driver's license in my possession at all times.
- _____ 3. If using a rental vehicle, use it for authorized, official purposes only.
- _____ 4. Operate vehicles in accordance with all applicable University and USG regulations and observe all applicable traffic laws.
- _____ 5. Drive vehicles at controlled speeds that are appropriate to road, loading, and hazard conditions.
- _____ 6. Assume responsibility for any fine or citation received while driving on USG funded off campus trips.
- _____ 7. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
- _____ 8. Not operate a vehicle unless all occupants are wearing seatbelts.
- _____ 9. Not drive under the influence of alcohol or drugs, including medications if they cause impairment.
- _____ 10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- _____ 11. Inspect the vehicle for obvious safety concerns prior to use, report any defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
- _____ 12. Immediately report all accidents or traffic citations to a program advisor and appropriate authority.
- _____ 13. Immediately advise a program advisor or other appropriate authority of any change in driving status such as license suspension or revocation, or medical condition that interferes with driving.
- _____ 14. I understand that if injury or property damage occurs as a result of an accident, I will have to look first to my own personal automobile liability insurance for liability coverage.

I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record, may result in disciplinary action up to and including suspension or revocation of University and USG driving privileges.

Signature: _____ **Date:** ____/____/____

**PLEASE ATTATCH A COPY OF YOUR DRIVERS LICENSE
AND AUTO INSURANCE CARD TO THIS FORM**

In consideration of participating in the above trip, I acknowledge, appreciate, and agree that: a trip may have unforeseeable circumstances which could result in an accident or injury, beyond the control of USG or Stony Brook University. With that in mind I assume this risk and;

1. The risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce the risk of serious injury does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If however I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS STONY BROOK UNIVERSITY, THE UNDERGRADUATE STUDENT GOVERNMENT, its officers, officials, agents and/or employees, clubs, and organizations ("Releases"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

First (please print)	Last (please print)	Solar ID #	Cell Phone #	Signature	Emergency Contact Name	Emergency Contact Phone Number
1.						
2.						
3.						
4.						
5.						
6.						
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