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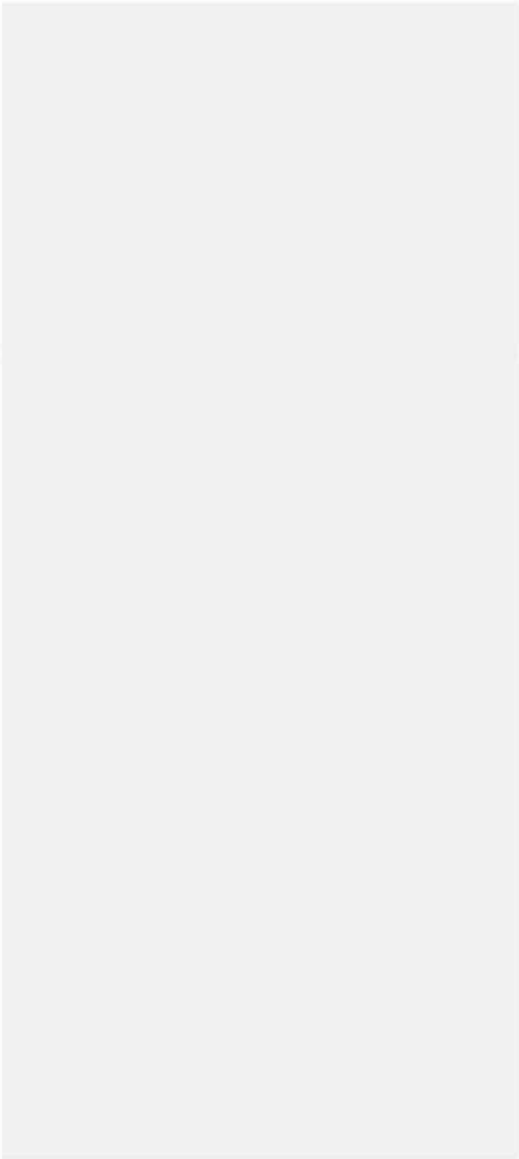


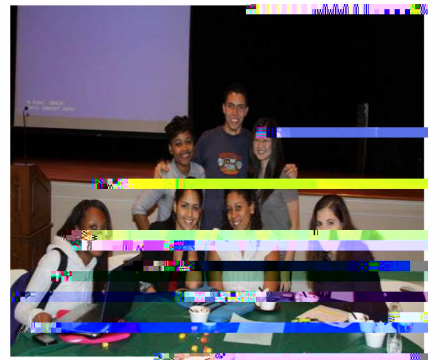
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For each of our student organizations

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# GUIDELINES FOR STUDENT ORGANIZATIONS

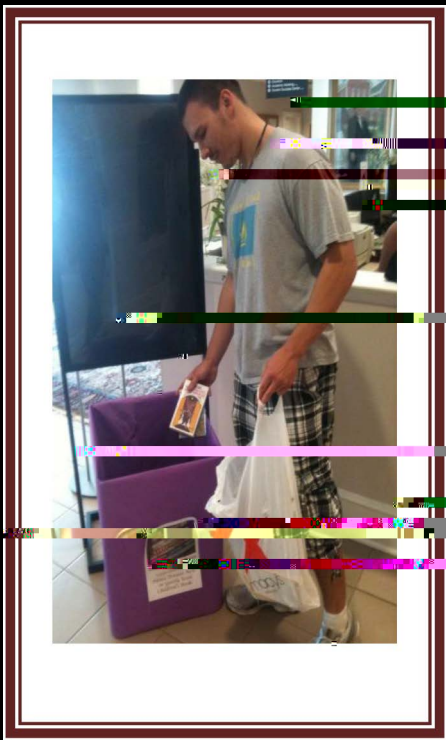
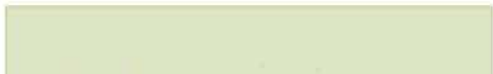
1. The purpose of this document is to provide a framework for the development and operation of student organizations. It is intended to be a guide for all student organizations, regardless of their size or scope.

2. All student organizations should be organized in accordance with the guidelines set forth in this document. This includes the establishment of a governing body, the development of a constitution and bylaws, and the implementation of a system of checks and balances.

3. The guidelines set forth in this document are intended to be flexible and adaptable to the needs of individual student organizations. It is the responsibility of each organization to tailor these guidelines to its own unique circumstances.



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# Student Transportation Policies and Procedures

## Introduction



### III. Use of Rented Vehicles While on University Trips

In some cases, teams or groups may need to rent vehicles for University trips once they reached

## IV. Emergency/ Catastrophe Information

As stated in the above policies and procedures, copies of Emergency Contact Information sheets and Team Trip Itineraries will be kept by the appropriate personnel during all trips.

Depending on the nature of the catastrophe, the transportation company, chaperone/ head coach and/or athletic trainer must contact a person listed on the emergency contact sheet (Assistant Vice President and Athletic Director or Director of Student Life, Assistant to the Vice President Student Affairs and Alumni Relations & Coordinator of Special Projects or Associate Athletic Director/ Compliance Officer, and Vice President of Student Affairs) immediately.

Upon notification of the incident, the person who is notified will contact the President of Student Affairs. The Vice President will notify the President of Wilmington University. Any media questions will be referred to the Assistant Vice President for University Relations. Staff of the University shall not make any statements to the media in regard to the incident.

A decision to visit the accident site will be made by the President, Vice President of Student Affairs and Athletic Director (as appropriate).

The Assistant to the Vice President Student Affairs and Alumni Relations & Coordinator of Special Projects and the Associate Athletic Director/ Compliance Officer and appointed staff members will contact all student emergency contacts and inform them of the situation as known at that time.



## V. Use of Student Vehicles for Transportation on University Sponsored Trips

In isolated cases, students may be permitted to use their own private vehicles to drive to a University-sponsored event within 5 miles of the New Castle Campus. In these circumstances, the advisor for the group must complete a Wilmington University Trip Approval Form. Use of student vehicles will be approved ONLY by the Vice President of Student Affairs

Once the trip has been approved, students who wish to drive on the trip must submit the Private Vehicle Use Form and the following will need to be provided:

1. & R S \ R I ' U L Y H U \ V / L F H Q V H
2. Copy of liability insurance;
3. Copy of driving record. (Available at the Department of Motor Vehicles). Individuals must have a good driving record. Driving records may not contain the following:
  - a. More than 6 points;
  - b.

Wilmington University  
Student Travel Trip Approval Form

THIS FORM MUST BE COMPLETED TWO

- NO**       **YES (IF "YES" APPLY)**

(OVER)

How will the trip be  
funded? \_\_\_\_\_

\_\_\_\_\_

Head Coach/ AdvisorSignature

Date

\_\_\_\_\_

Office Use Only

Approved Signature

Date

List any conditions of approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wilmington University  
Private Vehicle Use Form

This form must be completed and submitted to the Vice President of Student Affairs with all required documentation one week prior to scheduled departure.

I have volunteered the use of my private vehicle to

List of Passengers in Vehicle:

Name	Status (Student, family member, etc.)	Minor? Yes or No	Emergency Contact Number

For





Wilmington University  
Travel Permission Slip, Assumption of





## Wilmington University Health Form and Consent to Receive Treatment

Participant's Name \_\_\_\_\_  
FIRST MI LAST

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Insurance Information: Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Phone Number of Carrier: \_\_\_\_\_

Physical Information: Family Doctor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Allergies?: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ Parent/ Guardian of \_\_\_\_\_ give the staff of Wilmington University permission to assess any accident, illness, or injury that may occur to my child while participating in activities/ trips. I also give them permission to seek medical treatment for my child if their assessment of the situation deems medical treatments necessary. I understand that I will be contacted and notified of any treatment as soon as the situation allows.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child/ Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wilmington University Athletics  
Team/Student Group Trip Itinerary Form

This form is to be completed and submitted by the head coach to the Assistant Vice President and Athletic Director or Director of Student Life **one week prior to the departure date.**

Team: \_\_\_\_\_ Date of departure: \_\_\_\_\_

Time of departure from Wilmington University: \_\_\_\_\_

How will the team be traveling?                      Charter bus                      Airplane

If flying, from which airport will you be departing: \_\_\_\_\_

Is the team taking a charter bus to the

Please



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