

WESTCHESTER COMMUNITY COLLEGE
OFFICE OF STUDENT AFFAIRS

Advisor/Supervisor Agreement

We appreciate our colleagues who volunteer their time to supervise and advise student groups.

Information

1. There is no compensation for serving as an Advisor/Supervisor. The sponsoring group, however, covers all approved trip related expenses.
2. WCC policies and procedures are in effect at all times (for example, Student Handbook, Faculty Handbook and Catalog).

Advisor/Supervisor Responsibilities

1. Advisors/Supervisors will escort the group to and from its destination, and will remain with the student group during all planned educational and travel activities, and reside in the same facilities as the students for the duration of trip.
2. Advisors/Supervisors are responsible for knowing the whereabouts of their group members during all planned educational and travel related activities.
3. Advisors/Supervisors will be available and accessible to students during the trip.
4. Advisors/Supervisors will ensure that all students sign and date all required forms one week prior to the trip, and that the original forms are filed properly with the office of the Associate Dean of Student Development and Support Services.
5. Advisors/Supervisors are responsible for filing a Vehicle Authorization Form if a SGA/FSA vehicle is needed or required.
6. Advisors/Supervisors are responsible for not allowing an unauthorized driver to sign off on any gas receipts when using a SGA/FSA vehicle.
7. If reimbursement by SGA is requested, Advisors/Supervisors are responsible for submitting all original receipts to the Student Affairs Office with the appropriate financial forms within one week after your return.
8. For international travel, Advisors/Supervisors are responsible for all medical and emergency contact information being in the Office of Student Affairs at least one week before the commencement of travel. Emergency information must include contact data for local emergency service providers and the US embassy, the name

and on-site telephone number of the event sponsor and emergency information for all participants.

9. Advisors/Supervisors will take immediate and appropriate action to deal with emergencies, and reporting as soon as possible to the Associate Dean of Student Development and Support Services. For non-emergency incidents, Advisors/Supervisors are responsible for taking appropriate action and reporting the incidents when filing the post-trip Summary Report.
10. Advisors/Supervisors will designate, before the start of the trip, a student coordinator who is 18 years of age or older, to contact the college in case the trip Advisors/Supervisors become incapacitated. The advisor shall ensure that the student coordinator is fully aware of the scope of responsibility.

Designated Student Coordinator: _____

11. Advisors/Supervisors will file a Summary Report, which is to be returned to the Associate Dean of Student Development and Support Services within one week after your return.
12. Advisors/Supervisors will carry out other responsibilities as assigned or required.

I have read the above and accept all responsibilities. I will fully execute all the above responsibilities to the best of my ability.

Trip Date(s): _____

Description: _____

Advisor/Supervisor: _____ Signature: _____
(Print name)

Date: _____ Office Phone #: _____

Email Address: _____

Approval: Associate Dean of Student
Development and Support Services

Approval: Associate Dean of Academic
Affairs

Signature: _____

Signature: _____

Date: _____

Date: _____

Summary Trip Report

Trip Date(s): _____

Purpose of trip and what was accomplished: _____

Number of students participating: _____

Any incidents or reportable events: _____

Report completed:

Advisor/Supervisor: _____ Signature: _____
(Print name)

Date: _____ Office Phone #: _____

Email Address: _____