

## SEAL Off-Campus Trip Policy

1. Sign ups/Reminders/Attendance
  - a. Trip sign up form will be sent out at least ten business days in advance.
  - b. After the bus has a full roster, all remaining signups will be put on a first-come-first-serve waitlist.
  - c. A reminder will be sent out five business days in advance
  - d. Another reminder will be sent out two business days in advance.
  - e. If a student changes their mind about attending, they must notify SEAL 24 hours before the trip.
    - i. Failure to do so will result in a one trip blacklist.
2. Day of
  - a. Departure from Campus
    - i. SEAL will set a call time of 15 minutes before departure
    - ii. SEAL will call students who have not shown up by the call time.
      1. One phone call per student.
    - iii. After all of the current roster has shown up or called, SEAL will start calling the waitlist until the bus is full.
    - iv. The bus will leave on time from Beloit College. If you are not here when the bus leaves, the bus will leave without you.
  - b. While off-campus
    - i. SEAL Student Workers will offer their cell phone numbers multiple times.
    - ii. If the trip is for a specific event, students MUST go to that specific event.
    - iii. Students will notify the SEAL student workers if there are any issues.
    - iv. All students must return on the bus - there are no exceptions.
  - c. Departure from off-campus location
    - i. SEAL will set a call time of 10 minutes before departure.
      1. If a student will be late, they will notify the SEAL workers in advance.
    - ii. If a student is late to the call time without notification, they are blacklisted for the rest of the semester.
3. Blacklist Policy
  - a. Failure to notify SEAL of your non-attendance will result in ineligibility for the next SEAL trip.
  - b. Twice failing to notify SEAL of your non-attendance will result in ineligibility for the rest of the semester.
  - c. All students are to uphold the values and reputation of Beloit College. Misbehavior on an off-campus trip is not tolerated, and issues will be brought to the attention of the SEAL Director for assessment.

March 15th, 2022