

Guidelines For Student Travel and Off-Campus Activities

Tyler Junior College sponsors numerous off-campus activities involving student travel. There is an inherent risk associated with travel as well as a potential liability risk to the College for such activities. The safety and welfare of students is of paramount importance to the College. To effectively manage these activities, the Tyler Junior College has developed the following guidelines. For purposes of this document, the staff adviser, coordinator, director, coach, faculty member or other paid professional overseeing the off-campus activity shall be identified as the Responsible College Official (RCO).

These guidelines apply to all student travel if the activity or event meets all of the following criteria and is undertaken by one or more currently enrolled students to reach an activity or event.

1. The activity or event is sponsored, organized and funded by TJC.
2. The activity or event is either:
 1. undertaken, using a vehicle owned, leased, or rented by the institution; or
 2. attendance at the activity or event is required by a department of the College and/or registered student organization and approved in writing by the Assistant Vice-President for Athletics and Student Life.

International Travel:

A Student Travel Authorization Request form must be completed and submitted to the Assistant Vice-President for Athletics and Student Life at least 30 days in advance of travel.

TJC recommends the organization, International SOS, as a resource for international travelers. See website for details: <http://buymembership.internationalsos.com/individualmembership/>

TJC recommends making clear, readable copies of each traveler's signed passport, making sure the picture is not too dark or light and that facial features can be clearly seen. The copies should be kept at Campus Police the duration of the trip. If a passport is lost or stolen while overseas, contact the embassy or consulate immediately. If necessary, Campus Police can fax a copy of the passport to the embassy or consulate.

Guidelines:

Responsible College Official

At least one RCO must accompany students on any off-campus activity. RCO's are responsible for knowing the Student Code of Conduct and its policies. The consequences of noncompliance must be made clear to participants and the RCO must take appropriate action when aware that participants are in violation. RCO's must receive training every two years regarding the sexual harassment policy, Title IX policy, ADA guidelines, FERPA and ID Theft.

1. Pre-Trip Orientation

A pre-trip orientation meeting must be conducted for participants prior to the date of departure. Participants should be informed of as much detail about the trip and its circumstances as reasonably possible, including all known risks. Participants should also be informed of emergency response measures and conduct expectations.

2. Group Travel Authorization Request Form – Appendix A

Domestic travel - complete and submit to the Assistant Vice-President for Athletics and Student Life for approval at least two weeks prior to departure. International travel – complete and submit to the Assistant Vice-President for Athletics and Student Life at least 30 days prior to departure.

3. If the trip is approved, the RCO must complete the following paperwork and maintain a copy of these records throughout the trip in a manner that ensures immediate access to the information for each participant in case of an accident or health-related emergency. Copies of the below paperwork should also be left with TJC's Campus Police. **Originals of Appendix B and Appendix I must be submitted to the Assistant Vice-President for Athletics and Student Life for domestic travel at least one week prior to departure and for international travel at least two weeks prior to departure.**

Student Travel Authorization Request Form – Appendix A (Copy of Approved Form) Group Travel

Trip Information Form – Appendix B

Release and Indemnification Agreement – Adult Students – Appendix C

Release and Indemnification Agreement – Adult Non-Student– Appendix D

Release and Indemnification Agreement – Travelers Under Age 18 – Appendix E

Traveler Information Sheet– Appendix F

Medical Consent and Release Form – Appendix G

Participant Responsibility Form – Appendix H

4. A complete travel packet for every traveler of applicable Appendices A-K (plus Appendix L if the travel is for community service projects) should be forwarded to TJC's Campus Police at least two weeks prior to departure. RCO will retain the original copy of the complete travel packet.
5. **Records Retention**
Original copy of complete travel packet will remain as one document and must follow the records retention policy, located on the Records Management web page.
6. **Travel Expense Envelope**
Complete and submit a travel expense envelope to the appropriate department after completion of each trip, if applicable. The envelopes may be obtained from Campus Services.
7. **Medical Insurance**
Health, accident and trip cancellation insurance is strongly recommended and is available from any travel agent.
8. **Weapons, Drugs, and Alcohol**
Use or possession of weapons, alcohol or illegal drugs is forbidden while traveling on a College-sponsored trip.
9. **Departmental Equipment**
Departmental property must be cared for properly. Participants may be charged a replacement fee for lost or damaged equipment.
10. **Drivers and Travel Using a College-Owned or Rental Vehicle**
All travel subject to this procedure must be undertaken in vehicles owned or rented by The College. No personal vehicles are permitted for transporting students. To be approved to drive a College-owned vehicle, the driver must annually complete the driver application and criteria form. All forms must be completed and all guidelines followed whether travel is in College-owned vehicles, rental vehicles, chartered bus, or other common carrier. The RCO shall take reasonable steps to assure that all travel is undertaken in conformance with College-approved policies.

When a trip exceeds three hundred miles one way, TJC recommends two certified drivers per vehicle. On long trips, drivers should rotate every three hours, and no more than eight hours of driving should be completed during any one day. **NOTE:** All vehicles must have access to a cellular phone and the number must be indicated on the group travel authorization request form.

The total number of passengers in any vehicle may not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations whichever is lower.

11. **Seat Belts**
Occupants of motor vehicles (except charter buses) must use seat belts or other approved safety restraint devices at all times when the vehicle is in operation.
12. **Liability Insurance**
Each College-owned vehicle has an insurance card in the glove box.
13. **Emergency Procedures**
In the event of an emergency, the RCO must follow the procedures listed on the reverse side of the Vehicle Use Form, which is given to the driver at the time he/she picks up the vehicle from Campus Services.
14. **Monitoring**
When any incident occurs, i.e. accident, mechanical failure, medical emergency, code of conduct violation, etc., the RCO must call his/her supervisor as soon as is feasibly possible. The supervisor will notify the Campus Police office. A meeting must be called as soon as feasibly possible after returning from the trip to investigate the incident. Campus Police will contact the Environmental Health and Safety Officer when appropriate.
15. **Side Trips/Early and Late Departures**
Non-College business side trips, such as a trip for entertainment purposes, must be planned and approved in advance. Trips to known high-risk areas will not be approved and must not be undertaken. Spontaneous activities, while on the primary trip, such as going to a local movie or special restaurant, shall be at the discretion of the RCO. Students traveling on College-funded trips must arrive at and depart the site at the same time as the advisers. The RCO's immediate supervisor and the Assistant Vice-President for Athletics and Student Life must approve any exceptions to this procedure.

Appendix A

STUDENT TRAVEL AUTHORIZATION REQUEST FORM

DOMESTIC travel: Completed form due in the office of the Assistant Vice-President for Athletics and Student Life at least two weeks prior to departure.

INTERNATIONAL travel: Completed form due in the office of the Assistant Vice-President for Athletics and Student Life at least 30 days prior to departure.

RCO: _____ Date: _____

Title: _____ Department: _____

Dates of Travel: From: _____ To: _____

RCO Cell Phone Number: _____ RCO Email: _____

Event Name and Destination: _____

Purpose of Travel: _____

Mode of Transportation: ___TJC Vehicle ___Rental Car ___Bus ___Airline ___Other: _____

LIST DETAILED ITINERARY BELOW (OR ATTACH)

Table with 6 columns: Date, From, To, Depart, Arrive, Airline/Flight # (if applicable). It contains three empty rows for data entry.

List Estimated Costs:

Account #: _____ Departure Date/Time: _____ Return Date/Time: _____

Transportation Type (List all that apply):

Airfare: \$ _____ TJC Vehicle (rental + fuel): \$ _____ Rental Car (rental + fuel): \$ _____

Charter Bus: \$ _____ Personal Car (mileage reimbursement): \$ _____

Lodging: \$ _____ X # days _____ X # rooms _____ = \$ _____

Miscellaneous (tips, taxi, parking, toll charges, etc.): \$ _____

Total Estimated Expenses: \$ _____

RCO Signature: _____ Date: _____

Asst. VP A/SL Signature: _____ Date: _____

Appendix B

GROUP TRAVEL TRIP INFORMATION FORM

DOMESTIC travel: Completed form due in the Office of the Assistant Vice-President for Athletics and Student Life 1 week prior to departure.

INTERNATIONAL travel: Completed form due in the Office of the Assistant Vice-President for Athletics and Student Life 2 weeks prior to departure.

GROUP NAME: _____

RCO: _____ RCO CELL PHONE: _____

RCO EMAIL: _____ DATES OF TRAVEL: _____

PURPOSE OF TRAVEL: _____

MODE OF TRANSPORTATION: _____

DRIVERS: _____

HOTEL OR OTHER ACCOMMODATIONS NAME & LOCATION: _____

_____ PHONE #: _____

TRAVEL GROUP MEMBER LIST: (Attach additional pages, if necessary.)

	NAME	TITLE (student, RCO, parent, etc.)	EMERGENCY CONTACT
1.		RCO	NAME: PHONE:
2.			NAME: PHONE:
3.			NAME: PHONE:
4.			NAME: PHONE:
5.			NAME: PHONE:

Privacy Statement

With few exceptions, you are entitled on your request to be informed about the information TJC collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information.

SIGNATURE OF RCO: _____ DATE: _____

Appendix C

RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULT STUDENTS

STUDENT: (Name, Address, DOB)

INSTITUTION:

Tyler Junior College
1327 South Baxter
Tyler, TX 75701 (903) 510-2200

DESCRIPTION OF ACTIVITY OR TRIP: _____

LOCATION: _____

DATE(s): _____

I, the above named student, represent and affirm that I am 18 years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation. I understand and acknowledge that if I choose to travel without insurance, I do so at my own risk.

I hereby release the above named Institution, its governing board (Tyler Junior College Board of Trustees), officers, employees and representatives, in their individual and official capacities, from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, WHETHER CAUSED BY NEGLIGENCE OF THE INSTITUTION, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES, OR REPRESENTATIVES, OR OTHERWISE (INCLUDING BUT NOT LIMITED TO OTHER STUDENTS OR PARTICIPANTS).

I further agree to indemnify and hold harmless the above-named Institution and its governing board (Tyler Junior College Board of Trustees), officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Signature of Student

Date: _____

Witness

Date: _____

Appendix D

RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULT NON-STUDENTS

PARTICIPANT: (Name, Address, and DOB)

INSTITUTION:

Tyler Junior College
1327 South Baxter
Tyler, TX 75701 (903) 510-2200

DESCRIPTION OF ACTIVITY OR TRIP: _____

LOCATION: _____

DATE(s): _____

I, the above named participant, represent and affirm that I am 18 years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation. I understand and acknowledge that if I choose to travel without insurance, I do so at my own risk.

I hereby release the above named Institution, its governing board (Tyler Junior College Board of Trustees), officers, employees and representatives, in their individual and official capacities, from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, WHETHER CAUSED BY NEGLIGENCE OF THE INSTITUTION, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES, OR REPRESENTATIVES, OR OTHERWISE (INCLUDING BUT NOT LIMITED TO OTHER STUDENTS OR PARTICIPANTS).

I further agree to indemnify and hold harmless the above-named Institution and its governing board (Tyler Junior College Board of Trustees), officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Signature of Participant

Date: _____

Witness

Date: _____

Appendix F

TRAVELER INFORMATION SHEET

Please print clearly.

Name _____ Birth Date _____

Address _____ City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION (Please list who you would like contacted in case of emergency.)

Name _____ Relationship _____

Phone (home) _____ (work) _____ (cell) _____

Physician _____ Phone _____

Medical/Hospital Insurance Carrier _____ Phone _____

YOU MUST ATTACH A COPY OF YOUR CURRENT INSURANCE CARD

Is Pre-Certification required for necessary treatment? _____ If yes, phone number to call is _____

HEALTH HISTORY

Chronic/Recurring Conditions (Check all that apply):

___ Asthma/Respiratory problems ___ Epilepsy ___ Kidney Disease ___ Headaches/Migraine

___ Heart Disease ___ Fainting ___ Diabetes/Insulin Dependent ___ Nosebleed ___ Bleeding

___ Ear Infection ___ Special Dietary Regimen ___ Hypertension ___ Seizures ___ Constipation

___ Emotional Disturbances ___ Hearing Impairment ___ Sickle Cell Trait or Disease

___ Musculoskeletal Disorders ___ Other _____

Are activities restricted? ___ No ___ Yes

If yes, please explain. _____

Allergies (Check all that apply):

___ Animals _____ ___ Plants _____ ___ Food _____

___ Insect bites/stings _____ ___ Medicine/Drugs _____

___ Pollen ___ Hayfever ___ Other _____

Current Medication (Specify): _____

Check if you wear: ___ Contact Lenses ___ Glasses ___ Dental Appliances ___ Other _____

Appendix G

MEDICAL CONSENT AND RELEASE FORM

I understand and agree that TYLER JUNIOR COLLEGE (“TJC”) is not financially responsible for any injury, health care or any other costs related to any injury received due to my participation in the TJC-sponsored activity or travel related to same. I understand and agree that all expenses resulting from medical treatment are my sole responsibility.

I hereby grant permission to emergency or hospital staff to administer immediate treatment to myself / my child (if minor) if same is deemed medically necessary, including but not limited to surgery. No prior determination of life threatening emergency or danger of serious or permanent injury resulting from delay of treatment need be made under this authorization.

By signing below, I agree to the above Medical Consent and Release, and I affirm and represent that the information provided herein is true and correct to the best of my knowledge.

Date: _____

Printed Name of Participant or Parent / Guardian if Participant is under 18 years old

Signature of Participant or Parent / Guardian if Participant is under 18 years old

Appendix H

PARTICIPANT RESPONSIBILITY FORM

Participant(s) should:

1. Read and carefully consider all materials and/or information provided by the adviser or RCO that relates to safety, health, legal, environmental, political, cultural, and/or religious conditions in the area where you will be going.
2. Make available to the adviser accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy trip.
3. Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in orientation.
4. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
5. Understand and comply with the terms of participation, Student Code of Conduct, and emergency procedures of the program and obey the law. Remember, use or possession of weapons, alcohol or illegal drugs is forbidden while traveling on a College-sponsored trip. **International Travelers:** be responsible for knowing and obeying the laws of the host country and policies of host institutions and understand that violations of these laws or policies may result in disciplinary proceedings.
6. Beware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express health or safety concerns to the staff adviser.
7. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
8. Accept responsibility for your own decisions and actions.
9. Follow the program policies for keeping program staff informed of participant's whereabouts and wellbeing.

I understand the requirements and conditions stated herein, and I agree to abide by program and College rules, policies, and regulations, as well as all applicable laws at all times during my travel.

Privacy Statement

With few exceptions, you are entitled on your request to be informed about the information TJC collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information.

Printed Name

Signature

Date

Appendix IA

DOMESTIC AND INTERNATIONAL TRAVEL ACTIVITY CHECKLIST AND EMERGENCY AND CRISIS RESPONSE PLAN

DOMESTIC travel: Completed form due in the Office of the Assistant Vice-President for Athletics and Student Life 1 week prior to departure.

INTERNATIONAL travel: Completed form due in the Office of the Assistant Vice-President for Athletics and Student Life 2 weeks prior to departure.

RCO: _____ RCO Cell Number: _____

RCO Email: _____ RCO's Supervisor: _____

Dates of Travel: _____ Destination(s): _____

___ Pre-Trip Orientation Meeting Date _____

___ Assessment/Health and Safety

___ Person in charge of TJC Visa (if issued one) _____

___ Drivers Certified: name(s) of driver(s) (if not RCO) _____

___ Proof of Insurance in Motor Vehicle and Inspection Certification Affixed

___ Vehicle Insurance: phone number of provider: _____

___ Forms completed for RCO to take on trip include: entire, approved packet

___ Forms completed for Campus Police include: entire, approved packet

___ Forms completed for Asst. Vice-President: Appendix A, Appendix B, and Appendix I, due by their respective deadlines

___ Copy of approved Appendix A sent to Campus Services if using a TJC vehicle

___ Access to Medical/Emergency Personnel (closest hospital, emergency care clinic): _____

___ **International Travel Only:**

___ Clear, readable copies of each traveler's signed passport sent to Campus Police along with entire, approved packet

___ International cell phone number: _____

RCO's Signature

Date

Appendix IB RESOURCES

- ✓ Check airline's website for luggage allowances and rules prior to departure
- ✓ Check TSA's website for current packing restrictions the day before departure
 - <http://www.tsa.gov/311/index.shtm>
 - <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>
- ✓ Check weather conditions of destination prior to departure to determine necessary clothing and essential items
 - <http://www.weather.com/>

For International Travel:

- ✓ Check for embassy/consulate information and research culture, customs, etc. of destination country
 - <http://www.usembassy.gov/>
- ✓ Check currency exchange rate and exchange some currency prior to departure
- ✓ Check which credit cards are widely accepted in destination country

Additional Resources (TJC highly recommends every traveler reviews these web pages prior to departure.):

http://travel.state.gov/travel/travel_1744.html

http://travel.state.gov/passport/lost/lost_848.html

<http://studentsabroad.state.gov/>

Appendix J

Support Group Information Sheet

General Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: (____) _____ E-mail: _____

Date of Birth: _____ (All minors **must** have notarized medical release forms.)

Social Security # (required for military base clearance): _____

Alumni Information:

If you are an Alumni of Tyler Junior College, please check the blanks that pertain to you.

_____ TJC Alumni _____ Former Apache Belle _____ Former Apache Band

_____ Former Harmony & Understanding Member _____ Former Choir Member

_____ Other: _____

Parent Information:

Please check if you are a parent of a current member of:

_____ Apache Belle Student's Name: _____

_____ Apache Band Student's Name: _____

_____ Harmony & Understanding Student's Name: _____

_____ Choir Student's Name: _____

Appendix K



Comprehensive Background Investigation for Non-Employee Adult Travelers

NAME: Last Name First Name Middle Name

OTHER NAMES: (aliases, nicknames, maiden, etc.) NAME ON LICENSE:

SSN: DATE OF BIRTH:

DRIVER'S LICENSE #: STATE: EXPIRES: / /

HAVE YOU EVER BEEN CONVICTED OF A CRIME (ANY crime, misdemeanor and/or felony)? YES NO

If YES, please explain:

PREVIOUS HOME ADDRESSES FOR THE LAST 7 YEARS, BEGINNING WITH CURRENT ADDRESS

Table with 6 columns: Street Address, City, State & Zip, County, From, To. Contains 4 rows of address information.

In connection with my participation in a TJC-coordinated trip, I understand that an investigative consumer report will be requested by Integrity Staffing Solutions, Inc., that will include information (at a minimum) as to my criminal record, sex offender status, SSN authenticity, driver's license authenticity, address history, and work references (e.g., character, work habits, performance, and experience, along with dates, title, duties, and reasons for termination of past employment).

Signature of Applicant Date

Appendix L

Community Service Guidelines

Behavior

At all times, when participating in a TJC-sponsored event, the TJC Student Code of Conduct and Employee Handbook must be followed.

TJC Creed

We, the Apaches of Tyler Junior College, are guided by a common set of values that direct our decisions and our actions. As voluntary members of the academic community, all Apaches agree to uphold the following standards:

- Academics: We believe in the pursuit of academic excellence • We believe an education is paramount • We believe this is the foundation of our future success.
- Perseverance: We are not afraid of hard work • We excel to become the best.
- Accountability: We accept the duty to demonstrate ethics and civility • We do not deceive, cheat, or steal • We deal peacefully with conflict.
- Community: We believe we are part of a bigger world • We embrace diversity • We are here to serve others.
- Honor: We believe in honesty and truthfulness • We believe integrity is a core value.
- Excellence: We challenge ourselves to set and obtain high standards • We strive for the highest level of performance • We use our talents to assist others to obtain the ultimate collegiate and life-long learning experiences.

These ethics define us as Apaches.

Dress Guidelines

- Slogans or pictures which are obscene, sexually suggestive, or promote drugs, alcohol or violence, cannot appear on clothing, nor can patches and emblems be placed on clothing in areas of your body which distract from good taste and do not reflect modesty.
- Pants/shorts shall be worn and fastened at the waist – we should not see any bare backs or bellybuttons.
- Shorts should be mid-thigh or longer.
- No item of clothing may be transparent.
- Underclothing must not be visible.
- T-shirts or any other garments provided by TJC may not be cut, stripped and/or altered in any manner in which the clothing no longer abides by the Dress Code.

The above dress code shall serve as a minimum code. Each activity may institute additional program rules and regulations deemed necessary and/or appropriate.

Participants in all events must adhere to the ID/lanyard policies as outlined in the Student Code of Conduct or Employee Handbook.

Smoking

Smoking or Vaping is not permitted on the Tyler Junior College campus or any other TJC campus. This includes parking lots and any owned, leased, or rented property.

Drugs

Illegal and/or misuse of drugs are NOT ALLOWED ON THE PREMISES or TJC-sanctioned trips. If project participants are found to be in illegal possession and/or misuse of drugs, s/he will be detained while appropriate law enforcement offices are alerted.

Medical Emergency Procedure

In the case of an accident or medical emergency:

- Notify service project Responsible College Official (RCO). If no RCO is immediately available, notify a service project organizer.
- RCOs should notify Campus Police at their earliest convenience of the medical emergency or accident. Campus Police will complete the Medical/Emergency/Accident report.
- Subjects suffering injuries or illness must not be transported to medical facilities in the vehicle of a service project RCO. If a subject requires transportation to a medical facility, contact Emergency Medical Services (EMS).

Missing Participant

Participants (i.e. minors, volunteers, RCOs) who cannot be accounted for should immediately be reported to Campus Police. In the case of a service project, an official representing the service project agency should also be notified.

The following information should be given to the organizer and Campus Police:

- Last place and time the participant was seen
- Name, age and what the participant was wearing
- Other information that could be helpful

Unapproved Participants

No one who has not been documented as a participant, RCO or Approved Guest of a service project should be present during the travel/event. In the case of a service project, participants and RCOs must complete a Community Service RCO or Community Service Participation Agreement form. The presence of anyone beyond documented participants, approved guests and RCOs should be reported to the RCO and that person should be asked to leave.

If an individual does not comply, an RCO should call Tyler Junior College Campus Police

Personal Property

TJC is not responsible for personal property. It is recommended that travelers and RCOs not bring any unnecessary valuables to the program. Do not leave any personal property unattended.

Lost and Found

Personal items such as clothing articles, jewelry, keys, eye glasses and books should be submitted to the Campus Police Office. This office is the official Lost and Found. Do not send found items through campus mail. If an item of value is found, contact Campus Police for the item to be picked up by an officer.

Suspected Abuse

If an RCO suspects a minor or an adult participant has been physically or sexually abused, Campus Police should be immediately notified.

Any and all information which leads an RCO to believe that a participant intends to harm himself/herself requires notification to Campus Police. If a participant asks to speak confidentially to an RCO regarding any and all forms of abuse, an RCO must advise the participant that information will be shared if the participant is in danger of harm, suicide or self-inflicted harm, etc.

Title IX Responsibilities

Who to Contact Regarding Title IX Violations:

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the following Title IX Coordinators:

Andrew Cantey, Compliance Office/Title IX Coordinator
Tyler Junior College
1327 South Baxter Avenue
Tyler, Texas 75701
Telephone: 903-510-2186
Email: acan2@tjc.edu

Robby Underwood, EHS Director/Title IX Investigator
Tyler Junior College
1327 South Baxter Avenue
Tyler, Texas 75701
Telephone: 903-510-3067
Email: rund@tjc.edu

Anonymous hotline: 903-533-5599

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Bullying and Harassment

No participant will cause or threaten physical imposition, bully, or behave in such a way as could reasonably be anticipated to cause physical injury or emotional trauma to a staff member, fellow participant, or any other person. TJC is committed in providing a work and study environment that is free from all forms of harassment, intimidation, fear, and coercion. Harassment that is based on race, sex, religion or ethnicity is reprehensible and will not be tolerated.

Examples of prohibited harassment:

- Unwelcome sexual advances, gestures, comments, or contact
- Threats
- Unwelcome or offensive jokes of any kind
- Ridicule, slurs, derogatory actions or remarks

The examples above are not all-inclusive. Participants should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste, or highly inappropriate. If a participant feels uncomfortable with confronting the harasser, the participant is encouraged to inform a Tyler Junior College staff member.

Participants who believe that they are the victims of harassment should report such occurrences to their respective RCO.

If any person associated with the TJC community service project or in a RCO position has a concern about a possible violation of Title IX or harassment, or any and all forms of discrimination by any employee, affiliated vendor, or affiliated personnel contact one of the above, or the anonymous hotline at 903-533-5599.

TJC COMMUNITY SERVICE PROJECT
RESPONSIBLE COLLEGE OFFICIAL ACKNOWLEDGMENT

I, have read and reviewed the TJC Community Service Project Guidelines this day, _____. I am aware that if I am overseeing/interacting with minors that I must complete either the Sexual Harassment and Title IX training in Apache Access, or Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children with United Educators.

I am aware of Title IX, and I am aware that TJC has a zero tolerance policy for sexual harassment. No participant, co-worker, visitor of the college, or any person I come in contact with shall be harassed or bullied. Such violations can and may lead up to dismissal from my duties and/or participation in TJC programs.

I am committed to the TJC Creed and will behave with a sense of civility.

Name/Description of Community Service Project:

Printed RCO Name

Signature

Witness Name

Witness Title

Witness Signature

(Witness must be a full-time employee of Tyler Junior College)

TJC COMMUNITY SERVICE PROJECT

PARTICIPANT ACKNOWLEDGMENT

I, have read and reviewed the TJC Community Service Project Guidelines this day _____. I am aware that I am required to follow the guidelines during my community service project.

I am committed to the TJC Creed and will behave with a sense of civility.

Name/Description of Community Service Project:

Date of Project: _____

Brief Description of the Work to be Performed:

Printed Name

Signature

Witness Name

Witness Title

(Witness must be a full-time TJC employee)

Witness Signature

Name(s) of Any Approved Guests and their Relationship to Participant: *

Guest Name

Relationship to Participant

*By signature to this document, Participant accepts responsibility for behavior, safety and travel of any and all Approved Guests.