



# General TRAVEL LIABILITY FORMS

## SECTION 1: TRAVEL INFORMATION

Name of Activity/Conference: \_\_\_\_\_

Date of Activity/Conference: \_\_\_\_\_

Departure Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Return Time: \_\_\_\_\_

Will you be taking District provided transportation?: Yes  No  *If you checked "No," please fill out Section 7*

## SECTION 2: PERSONAL INFORMATION

Club/Organization Name \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Are you at least 18 years of age?: Yes  No  *If you checked "No," please fill out Section 8*

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student ID No. \_\_

Email Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact's Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Emergency Contact's Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact's Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



# General TRAVEL LIABILITY FORMS

## SECTION 3: MEDICAL CONSENT

In the event of any medical emergency, I grant Cerritos College or any of its representatives on the trip the full authority to take any action deemed necessary to protect my health and safety at my expense, including but not limited to place me (the participant) under the care of a doctor in a hospital at any place for medical examination and/or treatment, or returning me to my home city at my own expense if such return is deemed necessary after consultation with medical authorities.

If any allergies, list here: \_\_\_\_\_

If taking any prescription medication, list here: \_\_\_\_\_

Print Participant's Name: \_\_\_\_\_

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

## SECTION 4: ATTENDANCE AGREEMENT

I understand that I am attending this conference/retreat/event as a representative of Cerritos College and that the students attending Cerritos College have paid my expenses. Therefore, my failure to attend the conference or leave early from the conference for anything other than a medical emergency will result in my having to reimburse the Cerritos College District for all my expenses for not attending the conference/retreat/event.

I understand that I am to conduct myself in a responsible many and agree to the following:

- I am currently enrolled in a minimum of 5 units at Cerritos College, have a 2.0 GPA and have a Cerritos College I.D. card with a current semester sticker.
- Attendance is required at all conference workshops.
- All cell phones will be turned off during presentations and workshops. Use of cell phones during the workshops or any presentation is prohibited and may result in confiscation of cell phone during the conference. You may use your cell phones during free time.
- NO ALCOHOLIC BEVERAGES or ILLEGAL DRUG USE: California State Education Code prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of student age. (For the Student's Protection, prescriptions should be registered on the medical consent form).
- No inappropriate behavior will be allowed, nor any behavior that would endanger others or myself. I will abide by the published Student Code of Conduct. Will be financially responsible for the replacement cost of any damage done to the conference/retreat facilities.
- No outside visitors will be permitted to participate in the conference/retreat/event activities.

Failure to comply with these guidelines may result in my returning home immediately, at my own expense.

By initialing here, you are agree to the terms stated in the Attendance Agreement: \_\_\_\_\_

By initialing here, you understand that failure to comply with these guidelines may result in you returning home at your own expense: \_\_\_\_\_

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



# General TRAVEL LIABILITY FORMS

## SECTION 5: CODE OF CONDUCT FOR COLLEGE & ASCC SPONSORED ACTIVITIES

Please review the Code of Conduct found on this link:

[http://cms.cerritos.edu/uploads/Board/Board%20Policies/Chapter%205/BP\\_5500.pdf](http://cms.cerritos.edu/uploads/Board/Board%20Policies/Chapter%205/BP_5500.pdf)

I have read and I am aware of the stated rules and regulations in the Standards of Student Conduct found by accessing the link above, and the specific requirements for the activity in which I am to participate. Any violation of these regulations will subject me to disciplinary action, which could include suspension and/or expulsion and any violation of any of these sections permission to be on campus or to attend campus activities shall be seemed immediately revoked.

Participant's Signature: \_\_\_\_\_

\_\_ Date: \_\_ / \_\_\_\_ / \_\_\_\_

## SECTION 6: HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

This agreement is between the student and Cerritos Community College District (herein after referred to as "District"). The student does hereby covenant and agree that the District, its' officers, agents, employees, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from this activity. Nor shall the District be liable for any loss, damage, or injury from any cause whatsoever to the property of persons of this activity or any of its employees or agents resulting from this activity. Notwithstanding anything to the contrary contained herein, the student agrees to defend, identify and hold harmless the District, its officers, employees and agents from any and all damages or liabilities arising out of or connection with this activity.

Print Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

\_\_ Date: \_\_ / \_\_\_\_ / \_\_\_\_

## SECTION 7: NON-DISTRICT TRANSPORTATION NOTICE (IF APPLICABLE)

The undersigned hereby acknowledges and understands that Cerritos Community College District is NOT providing transportation to a District Sponsored activity and that it is the responsibility of the undersigned to a arrange for transportation.

The undersigned acknowledges and understands the driver is not driving on behalf of, or as an agent of, the District. Further, the undersigned understands that the District has not verified the driving record of the driver or the mechanical condition of the vehicle.

It is fully understood that the District is in no way responsible, nor does the District assume liability, for any injuries or losses resulting from this non-district sponsored transportation. Although, the District may assist in coordinating the transportation and/ or recommend travel time, route, or caravanning to or from this event, I fully understand that such recommendation are not mandatory

Participant's Signature: \_\_\_\_\_

\_\_ Date: \_\_ / \_\_\_\_ / \_\_\_\_



# General TRAVEL LIABILITY FORMS

## SECTION 8: CONSENT FOR TREATMENT OF A MINOR (IF APPLICABLE)

I/We hereby authorize Cerritos College Student Health Services to act as my/our agent to consent to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is recommended by, and to be rendered under the general or special supervision of, any licensed physician or surgeon, whether such diagnosis or treatment is rendered at the Student Health Services facility or at a hospital

I/We understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, but is given to provide authority to the above-named agent to give consent to any and all such diagnosis, treatment, or hospital care which a licensed physician recommends.

This authorization is given pursuant to the provisions of Family Code section 6910.

I/We authorize any hospital providing treatment to the participating minor pursuant to the provisions of Family Code section 6910 to surrender physical custody of the minor to the participating agent upon the completion of treatment. This authorization is given pursuant to Health and Safety Code section 1283.

Relationship to minor: Parent  Guardian  Other  Describe legal relationship: \_\_\_\_\_

These authorizations shall remain effective until stated date unless sooner  
revoked in writing delivered to the agent named above: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Allergies to drugs, food, insect stings,  
bites, or any other allergies: \_\_\_\_\_

Medical Conditions for which minor  
is currently being treated: \_\_\_\_\_

Current Medications and Dosage: \_\_\_\_\_

Restrictions on Activities: \_\_\_\_\_

Special Dietary Needs: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Physician's Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_



# General TRAVEL LIABILITY FORMS

## SECTION 8: CONSENT FOR TREATMENT OF A MINOR (CONTINUE)

Parent/Guardian Name #1: \_\_\_\_\_

Parent/Guardian #1 Cell Phone: (    ) \_\_\_\_\_ -                      Work Phone: (    ) \_\_\_\_\_ -

Parent/Guardian #1 Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Name #2: \_\_\_\_\_

Parent/Guardian #2 Cell Phone: (    ) \_\_\_\_\_ -                      Work Phone: (    ) \_\_\_\_\_ -

Parent/Guardian #2 Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# General

## TRAVEL LIABILITY FORMS

### CODE OF CONDUCT FOR COLLEGE & ASCC SPONSORED ACTIVITIES

The President/Superintendent shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal laws and regulations. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty. Due process requires that in all significant disciplinary situations a student is informed of charges against him/her, is given an opportunity to refute them, and has the opportunity to appeal a decision. The Board of Trustees shall consider any recommendation from the President/Superintendent for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting. The procedures shall be made widely available to students through the College catalog and other means. Students enrolling in Cerritos College assume an obligation to abide by all District regulations on District-owned or controlled property or at District-sponsored or supervised functions. Students who fail to adhere to District regulations are subject to disciplinary actions. In all disciplinary actions, the student shall be informed of the nature of the charges against him/her and given a fair opportunity to refute them. The District shall not be arbitrary in its actions. The following conduct while on District-owned or controlled property or at District-sponsored or supervised functions shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

1. Assault, battery, or any threat of force or violence, or causing, attempting to cause, or threatening to cause physical injury to another person, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
2. Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical, including but not limited to any facsimile firearm, knife, or explosive on District-owned or controlled property or at District-sponsored or supervised functions without the prior authorization of the President/Superintendent or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with 48 Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code, Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Theft, attempted theft of, or willful damage to District property or property in the possession of, or owned by, a member of the college community or knowingly receiving stolen property or private property on District premises.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
7. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
8. Committing sexual harassment as defined by law or by District policies and procedures in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or any other status protected by law in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that results in injury or death to a student, client, patient, visitor, guest, or to District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Endangering a student, client, patient, visitor, guest, or District employee or contributing to or causing harm to the health, safety, and/or well-being of such others.
13. Disruptive behavior, continual or willful disobedience and/or persistent defiance of the authority, habitual profanity or vulgarity, or abuse of District personnel or where the presence of the student causes a continuing danger to the physical safety of students or others.
14. Cheating, or engaging in other academic dishonesty including copying from another's work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.
15. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent himself or herself to be a student generally or to be a particular student either in person or in an online environment, and/or impersonating or otherwise misrepresenting oneself to be another person in person or in an online environment.
16. Plagiarism, in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.
17. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
18. Unauthorized entry upon, into, or use of District facilities, either in person or in an online environment.

# General

## TRAVEL LIABILITY FORMS

### CODE OF CONDUCT FOR COLLEGE & ASCC SPONSORED ACTIVITIES (CONTINUE)

19. Lewd, indecent or obscene conduct on District-owned or controlled property; at District-sponsored or supervised functions; or directed at and for the purpose of harming another individual or group associated with the District, whether carried out in person or in an online environment, and whether or not the location is associated with the District.
20. Engaging in expression that is obscene; libelous or slanderous; or that so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
21. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
22. Unauthorized use of audio, video or other listening, recording or transmitting device in any classroom, service area or District activity without prior consent of the instructor, service area manager, or activity advisor except as necessary for reasonable accommodation.
23. Failure, as a person involved in sexual activity, to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.
  - Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.
    - a. In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
      - b. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
      - c. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
    - In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
      - a. The complainant was asleep or unconscious.
      - b. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
      - c. The complainant was unable to communicate due to a mental or physical condition.
25. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent. (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent. (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (A) The vagina or anus of a person by any body part of another person or by an object. (B) The mouth of a person by a sex organ of another person.
26. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college; and, effective January 1, 2016, regardless of whether such conduct is related to college activity or college attendance; including, but not limited to, any of the following: (1) Prostituting another person. (2) Recording images, including video or 169 photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent. (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure. (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
27. Misrepresentation of oneself or of an organization to be an agent of the District.
28. Continued disruption on or off District property of the District's educational or 180 student services activities, administrative functions and procedures, public service functions, authorized curricular or co-curricular activities, other functions, or prevention of authorized guests from carrying out the purpose for which they are on District property.
29. Abuse of any person or any possession of any person, on District-owned or controlled property.
30. Violation of state or local laws, Board policies, or administrative procedures concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.
31. Abusive behavior directed toward coercion of, or hazing of, or bullying of a member of the college community, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.



# General

## TRAVEL LIABILITY FORMS

### CODE OF CONDUCT FOR COLLEGE & ASCC SPONSORED ACTIVITIES (CONTINUE)

32. Violation of Board policies or administrative procedures governing the use of student user accounts, computers, and telecommunication resources, including but not limited to the unauthorized entry, opening, or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of District.
33. Engaging in physical or verbal disruption, intimidation, or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment, in person or in an online environment and, when the victim or victims are associated with the District, whether or not the location is associated with the District.
34. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and which causes the person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.
35. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
36. Any other cause not listed above which is identified as "Good Cause" by the Education Code or that disrupts the college, its mission, or campus life.

**Office of Primary Responsibility: Dean of Student Services, Elizabeth Miller**