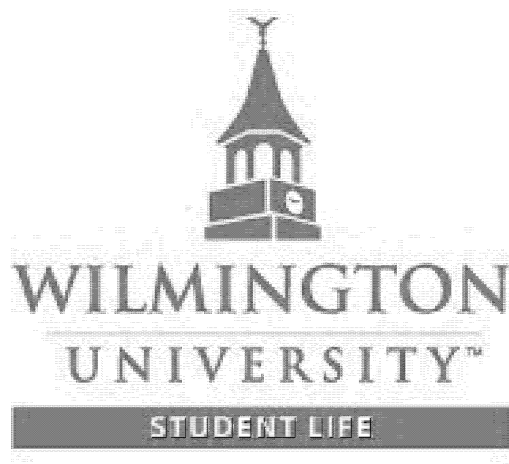


2024/2025 | Office of Student Life

Advisor Handbook for Student Clubs and Organizations



Wilmington University
320 North DuPont Highway, New Castle, Delaware 19720
www.wilmu.edu/studentlife

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The policies and procedures described in this handbook are regularly reviewed and may be altered, added to, or terminated by Wilmington University when necessary or desirable to meet club or organizational needs.

What is an Advisor?

For each of our student organizations at Wilmington University, being an Advisor may mean very different things. You could assume numerous roles and become very involved with your group. Some examples of roles you may fill are: Mentor, Team Builder, Conflict Mediator, Educator, Motivator and Policy Interpreter.

You may, however, decide to be “hands off” and allow your students to lead the organization. By guiding students and allowing them to take on challenges, you help them to grow while allowing them to make decisions and mistakes on their own.

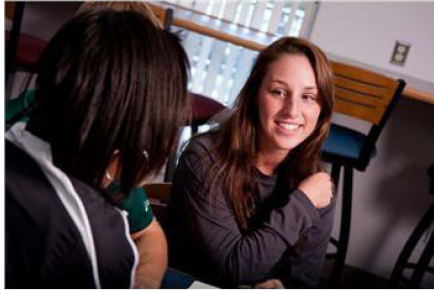
Ultimately agreeing to be an advisor you are accepting responsibility for the development of the students you oversee and the organization you assist. In addition, it is your responsibility to inform the students of policies and procedures that have been put in place to promote the progress of the University as a whole.

Student Life Mission: The purpose of the Student Life division is to provide student services that will enhance student learning and develop the student as a whole. We will expose students to social, cultural, and co-curricular programs that will promote student learning, personal growth and opportunities to connect with other students. Our department will operate as a cohesive group where professionalism and respect for each other is vital.

We are dedicated to collaborating with other key stakeholders of the University, an essential support group to enhance the student experience. We are passionate about making our students' college experience a positive one and are committed to consistently improving services to ensure programs are at the highest quality possible and which meets our diverse students' needs. Innovation, higher education best practices, and care and concern for students will be guiding principles for our operations.

ROLE OF THE ADVISOR

- ✓ Must be a full-time staff member or faculty of Wilmington University
- ✓ Must be present at all events, activities, and trips. If the advisor is not able to attend, it is their responsibility to designate another chaperone (full-time or part-time employee of Wilmington University) or the event, activity, or trip must be cancelled.
- ✓ Must be aware of all organization meetings. During meetings, advisors must be available if students have any questions or concerns.
- ✓ Liaison to the Office of Student Life (OSL). The advisor must communicate regularly with the Office of Student Life regarding events, activities, and fundraising.
- ✓ All events and fundraising activities must be approved through the OSL. Requests for events and fundraising activities should be submitted one month in advance and proper documentation must be furnished for all.
- ✓ Monitor/approve treasurer's report and minutes of every meeting.
- ✓ Keep a file of pertinent information regarding the organization such as minutes, treasurer's reports, by-laws, current member list, etc.



RECRUITING MEMBERS

Without members, there would be no organization! This makes recruiting one of the most significant activities your group participates in. So, what are the keys to making your group successful and highly participatory?

"In the great mass of our people there are plenty of individuals of intelligence from among whom leadership can be recruited"

Herbert Hoover

Successful Recruiting

Recruitment should be:

- ✓ Personal
- ✓ Specific
- ✓ Meaningful
- ✓ YEAR ROUND
- ✓ The responsibility of all of the members

How do you Make Recruitment Personal?

Know your group and its purpose. What is the passion behind the group? What are the ambitions and goals of the group? Define who you are and who you want to be and that will make it easier to "sell" your group to perspective members.

How do you Make Recruitment Specific?

Knowing who you want to be a member of your group will help you as well. We have an extremely diverse population here at Wilmington University that offers a wide variety of personal interests and needs. Analyze different characteristics of members (major, interests, age, etc.) and target that group of students.

How do you Make Recruitment Meaningful?

The activities and involvement of the students should be both beneficial to the members as well as the organization.

Make Recruitment Year Round

We cannot stress enough the importance of making recruitment year round. With semesters and blocks starting and ending so many different times throughout the year, we are constantly seeing new faces. It is important to make sure students hear about your organization throughout the year and even in the summer! *Ensure your club participates in Wildcat Welcome Week.*

How do you Make Recruitment the Responsibility of all Members?

Word of mouth is the best recruitment tool you have; why not use all the assets in your group? Have members tell friends and peers about the group and even host "bring a friend" meetings. It is also important for all of your members to understand how important it is to make new members feel welcomed. Everyone wants to feel like he or she belongs.

TEAM BUILDING



Points to Enhance Team Effectiveness

- ✓ Determine a specific team goal
- ✓ Learn the strengths of each team member
- ✓ Clarify group expectations and discuss University policies
- ✓ Identify barriers that may keep the team from achieving its goals
- ✓ Use effective communication skills
- ✓ Develop a plan to accomplish the goal
- ✓ Put the plan into action
- ✓ Evaluate the plan and the procedure

What is Team Building?

“When a team in an organizational development context embarks upon a process of self-assessment in order to gauge its own effectiveness and thereby improve performance it can be argued that it is engaging in team building, although this may be considered a narrow definition.” (Wikipedia)

The process of team building includes:

- Clarifying the goal and building ownership across the team.
- Identifying the inhibitors to teamwork and removing or overcoming them, or if they cannot be removed, mitigating their negative effect on the team.

To assess itself, a team seeks feedback to find out both:

- Its current strength as a team.
- Its current weakness.

To improve current performance, a team uses the feedback from the team assessment in order to:

- Identify any gap between the desired state and the actual state.
- Design a gap-closure strategy.

RETAINING MEMBERS

Easy Ways to Boost Member Morale

- ✓ Offer feedback
- ✓ Provide a sense of unity
- ✓ Compliment good work
- ✓ Initiate recognition (Press releases, awards)
- ✓ Initiate social interaction
- ✓ Allow for new challenges

In order to retain members your group will need to acquire member loyalty, interest, and best effort. One of the best ways to do this is by giving your members a sense of belonging. Letting all members know that they are welcome and needed by allowing them to be part of your planning and execution of objectives will help them feel respected and appreciated.

Communication is also an important element in retaining members. By being upfront with students about goals, objectives and policies you give members important tools. They will be able to decide if the group values are consistent with their own and how they will contribute to the total outcome of the group.

As with recruiting, retention should also be an ongoing objective for your group. Current members of your organization that drift away take with them good experiences or leadership that could benefit your group. Keep seniors involved by remembering that their goals have changed from when they first joined so the organization needs to be sensitive to that.

The Key to Retaining Members: Information

Make sure to give your members all of the information they need to develop into full functioning team members. It is important to establish rules and recognize policies to set standards for your organization early on. This will minimize “surprises” for members and give them both boundaries and goals.

GUIDELINES FOR STUDENT ORGANIZATIONS

All student organizations fall under the Student Government Association (SGA). If interested in beginning a club, holding an interest meeting is the first step. Bring a sign-in sheet which documents the students who attended the meeting.

In order for a group of students to be recognized as an organization under SGA auspices, the club must submit an application (Attachment G) to the Director of Student Life stating:

- A. Proposed name of the student organization
- B. Purpose and mission of the organization
- C. Requirements for membership. If the organization will be a chapter of a national organization, you must include charter guidelines as well.
- D. Details of the interest meeting, including the sign-in sheet with at least five student signatures.
- E. Meeting times
- F. Name of the advisor (required), and his or her agreement of the organization. The advisor must be a full-time staff or faculty member of Wilmington University.

The Director of Student Life will review the proposed student organization's application. All applications will be reviewed but subject to approval. If the organization is approved, it becomes an officially chartered organization of the WU Student Government Association.

You must have written approval from the Office of Student Life prior to formation of the club. The advisor of the new organization will receive notification from the Office of Student Life no later than 1 month from the date in which the application is submitted.

All new organizations will have a 60 day probationary period immediately following the approval of the club. There must be a minimum of at least 5 members (comprising of students currently enrolled at the University) to officially maintain charter status. Within this 60 day period, the organization must submit the following:

- 1. List of all members
- 2. Club's executive board including their office position (President, VP, Secretary, and Treasurer)
- 3. By-laws
- 4. Meeting times, dates, and locations

All student organizations must abide by the Guidelines for Student Organizations and all University policies. Failure to do so could result in disciplinary action, including disbandment of the club.

GUIDELINES FOR STUDENT ORGANIZATIONS

In order to maintain chartered status, organizations must be comprised of at least 5 currently enrolled students at the University of which two students must hold positions on the Executive Board (President and Secretary). Furthermore, each organization must maintain at least a President and a Secretary. Finally, organizations are also required to submit Club/Organization Information Form (see attachment H) by October 30th of each academic year.

A chartered organization of the Student Government Association (SGA) is responsible for having a representative report to the Executive Board at least once a month. The SGA advisor will inform all active organization about meetings information at least three weeks in advance.

If an organization is going to have dues, raise funds, levy fines against its members, make expenditures, etc., the treasurer will be responsible to track these funds and a report must be given at each monthly SGA meeting.

Minutes must be recorded for each student organization meeting and distributed to all members and the advisor. The Secretary should be responsible for keeping all minutes throughout the year.

Students must follow the Wilmington University Code of Conduct (see Student Handbook – www.wilmu.edu/studentlife/handbook) at all official University and organization sponsored events.

To disband an organization due to lack of members or funds, notice of the circumstances must be given to the Director of Student Life by the Advisor of the said organization. All funds and real property purchased by the organization will be held in escrow for a period of no less than twelve (12) months, and then becomes the possession of the SGA. The organization will be responsible for all debts it incurs.

In the event that an organization disbands, it must re-file for charter before it is again recognized by the SGA.

ACTIVITIES OR EVENTS

All activities, trips, or events must be cleared through the Office of Student Life.

The Student Travel Approval form (Attachment A) must be submitted for each trip at least two weeks prior to departure. The Student Activities: Event Approval Form (Attachment G) must be submitted at least one month in advance. Additionally, any flyers for meetings and events must be submitted to Student Life for approval.

Obtain emergency contact information on every person attending the trip and leave with someone that is not traveling with the group. See attachment B for a sample.

Read over the Transportation Policies and make sure that the Student Emergency Contact Sheet and Group Trip Itinerary are filled out. See attachment E for a sample.

Do Your Paperwork Now to Make Next Year Easier!

After an event, evaluate and follow up, request feedback from staff and attendees. Schedule a follow up meeting to discuss what went well and areas of improvement.

Giving Back

We highly encourage each organization to participate in *at least 25* hours of community service each school year. To submit your event form, participate in or help with scheduling community service events, please contact Dr. Taylor McCusker at taylor.e.mccusker@wilmu.edu or at 302.356.6968. All club community service opportunities will be posted on the ADC online calendar.

Tips for Planning Successful Events/Activities

- Plan an initial meeting with the event committee.
- Establish a budget. Consider: Facility Rental, Catering, Equipment Rental, Printing Costs, Transportation, and Accommodations.
- Choose a date. Have at least two (2) dates in mind: a preferred date and a just-in-case alternative date. That way, when you start checking out available facilities, you'll be able to choose the best option. Be sure to factor in national and religious holidays, school vacations, and semester breaks.
- Select a location. If using space at the New Castle camps, contact Kim Conwell at kimberly.n.conwell@wilmu.edu for reservations.
- Apply for and be sure to have written confirmation of approval from the Office of Student Life.
- Determine your audience—Students, Faculty, Staff, Alumni and/or Off-Campus Guests.
- Determine a realistic expectation of the number of people who will attend the event. Requiring RSVPs is a great way to determine a more accurate number of attendees.
- Identify one person who will be the main contact for the event.
- Develop a detailed preliminary agenda. Be sure to include a timeframe of the various components of the event.
- Promote your event. Advertise the event through flyers, website, bulletins, video messaging TVs, Calendar of Events, word-of-mouth etc.
- Reconfirm Everything! A couple days prior to the event take some time to reconfirm everything.

FUNDRAISING GUIDELINES

Helpful Websites for Fundraising Ideas

fundraisingideas.com

Fundraising.com

Fund-raising.com

GuideToFundraising.com



All fundraising activities must have approval from the Office of Student Life. An approval form (attachment J) must be submitted one month in advance for each fundraising activity. Approval must be granted to ensure the activity doesn't violate any University policies.

All required monies for any trips or activities, including those that require fund raising, must be deposited and be available at the time of the trip departure. No trips will be approved unless all required funds have been deposited by the predetermined deadline.

All checks must be made payable to Wilmington University and mailed to the University address, to the attention of the Office of Student Life. All money raised will be deposited into the Student Activities account and earmarked for the particular club. No outside accounts may be kept for any student club/organization.

Wilmington University STUDENT CLUBS/ORGANIZATIONS

Club/Organization	Advisor	Phone	Email
American Criminal Justice Association-Lambda Alpha Epsilon--Alpha Delta Chi Chapter	Jacob Andrews	327-4891	Jacob.m.andrews@wilmu.edu
Booked Up in the College of Health Professions Club	Lisa Drews	356-2022	lisa.m.drews@wilmu.edu
Digital Film Making Club	Timothy Day	356-6871	Timothy.c.day@wilmu.edu
Dover Ambassadors	Jonathan Mallory	734-2495	Jonathan.b.mallory@wilmu.edu
Education Club	Jim Boyd	356-6793	james.b.boyd@wilmu.edu
Esports Team	Christian Broderick, Head Coach	327-4753	Christian.g.broderick@wilmu.edu
Game Club	Debra Wylie	342-8625	Debra.1.wylie@wilmu.edu
Green Team	Thomas Hurd	295-1180	thomas.w.hurd@wilmu.edu
Multicultural Student Association	Angelina Burns	356-6741	Angelina.1.burns@wilmu.edu
Phi Theta Kappa Alumni Association	Aaron Stafford	356-6991	Aaron.m.stafford@wilmu.edu
Ping-Pong Club	Jim McCloskey	356-6880	James.m.mccloskey@wilmu.edu
Pre-Professional Health Club	Jessica Miller		jessica.l.miller@wilmu.edu
Society for Human Resource Management	Rob Weinstein	669-6605	Robin.b.weinstein@wilmu.edu
<u>Student Athlete</u> Advisory Committee (SAAC)	Derek Buckley	356-6967	Derek.j.buckley@wilmu.edu
Student Government Association	Taylor McCusker	356-6968	Taylor.e.mccusker@wilmu.edu
Student Legal Association	Nicole Ballenger	356-6765	Nicole.e.ballenger@wilmu.edu
Student United Way	Patty Greene	356-6972	Patty.t.greene@wilmu.edu
Team STAC	Christyn Rudolf	356-6937	Christyn.e.rudolf@wilmu.edu
The Pride Club	Tom Hurd	295-1180	thomas.w.hurd@wilmu.edu
WildCat Cheerleaders	Ashley Mundy	356-2308	ashley.r.mundy@wilmu.edu
WilmU Online Book Club	Jim McCloskey	356-6880	James.m.mccloskey@wilmu.edu
WilmU Toastmasters Club	Adrienne Bey	295-1224	Adrienne.m.bey@wilmu.edu
WilmU Toastmasters - Dover	Jonathan Mallory	342-8601	Jonathan.b.mallory@wilmu.edu
Young Professionals Association	Donna Hardy	295-1162	Donna.j.hardy@wilmu.edu



Student Transportation Policies and Procedures

Introduction

The safety of our students at Wilmington University is very important. Statistics have shown that travel by student groups can pose risks. With this in mind, Wilmington University has instituted the following policies and procedures for student group travel. All student groups must abide by these procedures.

I. Student Trip/Activity Travel Approval

Student groups must go through the following procedures when planning any trip while representing Wilmington University.

Non-athlete student groups who wish to take a trip must first complete the *Student Travel Trip Approval Form*. The form is available from the Director of Student Life. This form includes general trip information (date(s), destination, and distance round-trip), the preferred mode of transportation, hotel names and contact information, names of University staff who will be supervising the trip, and a description of how the trip will be funded. This form must be turned into the Director of Student Life for approval. No trips may be scheduled before they have been approved by the Director of Student Life.

Travel by student-athletes must be approved through the Assistant Vice President and Athletic Director. The *Student Travel Trip Approval Form* will only need to be completed for any overnight trips that are for non-conference games.

All groups (general student organizations and athletics) must show that they have the funds in place to take the requested trip.

In cases of inclement weather, the Director of Student Life has the final authority to cancel any general student trips, and the Assistant Vice President and Athletic Director has the final authority to cancel any student-athlete trips.

II. Policies and Procedures for Road Travel with Chartered Bus Companies and Air Travel by National Airlines

All student travel must use a chartered bus for group travel for any trip under 6 hours from the New Castle Campus. Student groups must use a national airline for any travel that is over 6 hours from the New Castle Campus.

Student groups shall book their travel through the Director of Student Life. All athletic travel shall be booked through the Assistant Grounds/Associate Athletic Director

Once the company has been booked, a copy of their insurance information will be requested and kept on file in the proper office.

Prior to departure, all student organizations shall complete the following forms:

1. *Team/Student Group Trip Itinerary Form*;
2. *Student Emergency Contact Information Sheet*;
3. *Travel Permission Slip* (for any traveler under 18);
4. *Health Form and Consent to Receive Treatment* (for any traveler under 18).

For student groups, these forms will be kept on file in Office of the Director of Student Life; the Assistant Vice President and Athletic Director will keep the forms for all student-athlete travel. In addition, copies of the Emergency Contact forms will also be given to the Assistant to the Vice President of Student Affairs (for student groups) and the Athletic Director (for athletic trips). They will keep these forms in case of any unforeseen emergency.

The transportation companies used for each trip will be given a list of emergency contact information. For student groups, the list will include contact information for the Director of Student Life, the Assistant to the Vice President of Student Affairs and Dean of Students and the Vice President of Student Affairs. For athletic trips, the list will include contact information for the Assistant Vice President and Athletic Director, Associate Athletics Director/ Compliance Coordinator, Assistant to the Vice President Student Affairs and Alumni Relations & Coordinator of Special Projects, and the Vice President of Student Affairs. The transportation companies will be instructed to contact these people IMMEDIATELY in case of any catastrophe.

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 have reached their destination. In these cases, the following policies and procedures must be followed.

Only paid University faculty or staff members who are over the age of 25 may drive the rented vehicles. In addition, the driver must have at least two years of driving experience. Prior to Driving a rented vehicle, the University MUST have on file a copy of the person's driver's license and driving record. Individuals must have a good driving record. Driving records may not contain the following:

1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
3. Any chargeable accidents within the last 24 months.

When driving rented vehicles, the driver may not drive over 200 miles (or more than 4 hours) without stopping.

No Vehicles may be rented that are larger than a "15 passenger van". In addition, the following occupancy standards apply:

1. In vehicles listed as 15 passengers, no more than 10 passengers are permitted.
2. In vehicles listed as 12 passengers, no more than 8 passengers are permitted.
3. In mini-vans or full-size SUV's, more than 5 passengers are permitted.

The driver and all occupants in the vehicle must wear safety belts at all times. All equipment must be stored properly and not loose. The driver must obey all posted speed limits.

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 Vice 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 the Assistant Vice President of Student Affairs and Dean of Students or Assistant Vice President 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 other 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. Copy of Driver's License
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. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
 - c. Any chargeable accidents within the last 24 months.
4. Statement signed by the student with the understanding that he/ she is liable for any injuries sustained by passengers in the vehicle.
5. A list of all passengers in the vehicle. Student drivers are limited to three passengers traveling in their cars on University-sponsored trips.

Students who wish to drive shall not use alcohol 8 hours prior to departure.

VI. Appendix-Forms

1. Student Travel Trip Approval Form
2. Private Vehicle Use Form
3. Student Emergency Contact Information Sheet
4. Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
5. Health Form and Consent to Receive Treatment
6. Team/Student Group Trip Itinerary Form



*Wilmington University
Student Travel Trip Approval Form*

THIS FORM MUST BE COMPLETED TWO WEEKS BEFORE A TRIP MAY BE SCHEDULED

Team/ Student Group: _____

Coach/ Advisor: _____

Travel Destination: _____

Purpose of Trip: _____

Number of People Traveling: _____

Are there any people traveling who are not Wilmington University staff members or students? NO YES (If "YES", explain)

Preferred Method of Transportation: Chartered Bus Airline

Rented Vehicles Student Vehicles

Event Dates: _____

Travel Dates: _____

Lodging (List names, addresses and phone numbers)

(OVER)

How will the trip be funded? _____

Head Coach/ Advisor Signature

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 transport Wilmington University students to _____ on _____.

In the event of an accident, I am fully aware that the private insurance on this vehicle will be the primary insurance named for any claims made as a result of the accident. If I am not the owner of the vehicle and the insurance policy, I have notified the owner of the intended use and liability.

I understand that I must submit a copy of my driver's license, liability insurance and driving record with this form. I verify that I have a good driving record that does not have more than six points, any major violations or any chargeable accidents within the last 24 months.

I also understand that I may only travel with a maximum of three passengers in my vehicle.

I will not use alcohol 8 hours prior to departure.

I have read, understand and agreed to the statements above.

Print Student Name

Student Signature

Date

(OVER)

List of Passengers in Vehicle:

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

For Office Use Only

Copy of Driver's License Received? Yes No

Copy of driving record received? Yes No

Number of points _____

Major violations? Yes No

If yes, please list dates and description: _____

Chargeable accidents in last 24 months? Yes No

Approved Yes No

Signature of Vice President of Student Affairs

Date



Wilmington University
Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement

- TO BE COMPLETED FOR ALL MINORS TRAVELING ON A WILMINGTON UNIVERSITY SPONSORED TRIP OR ACTIVITY.
- FORM SHALL BE SUBMITTED TO THE PROPER STAFF MEMBER 48 HOURS PRIOR TO DEPARTURE

Name of Trip:

Date(s) of Trip: _____

Trip Description: _____

Mode of Transportation: _____

I, -----parent/guardian of _____ give my child permission to participate in the Wilmington University sponsored trip listed above on the above listed dates.

I understand that with this trip, there are risks involved, In consideration of this, I specifically release and forever discharge Wilmington University and its staff from any and all liability claims for an injury, illness, death or loss of or damage to property which my child suffers while participating in the above activity.

In signing this document, I fully recognize that if injury, death or damage occurs to my child or his/her property while he/she is participating in the above activity, I will have no right to make a claim or file a lawsuit against Wilmington University or its staff

I have carefully read this agreement and understand its contents. I aware this is an assumption of risk, waiver and a release of liability and I sign it voluntarily. I also understand that this is a permission slip for my child to participate in all of the above activities.

Parent/ Guardian's Signature: _____ Date: _____

Child/ Participant's Signature: _____ Date: _____



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 treatment is 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 airport? If not, how will team members get to the airport? _____

Name of airline carrier: _____

Flight Information (include all departure and arrival times and airports, including connecting flights):

Departing Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:
Departing Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:
Departure Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:
Departure Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:

Please list all hotels in which the team is staying as well as the phone numbers at each hotel.

Name of Hotel	Phone Number	Date Arriving	Date Departing

ATTACH COPIES OF ROOM LISTS FOR ALL HOTELS.

Per University policy, you may only put up to 3 teammates in one room.

Did the students receive meal money for the trip? Yes No

How much meal money did each student receive? _____

List all tournaments or games in which the team will be participating.

Date	Game or Tournament	Site

Date of arrival back to Wilmington University: _____

Estimated time of arrival back to Wilmington University: _____

Contact phone numbers for coaches traveling with the team:

Coach/Staff Member Name	Coach/ Staff Member Phone Number

Wilmington University

Alcohol Policy

It is the responsibility of every member of the University community to know about the risks associated with alcohol use and abuse. This responsibility obligates students to know relevant college policies and federal, state and local laws and to conduct themselves in accordance with these laws and policies. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

Use of Social Media Policy

All members of the University community are advised to use caution and common sense when posting personal information on the web, as sharing information with the public can have long-term and far-reaching consequences. The Student Affairs Department will take disciplinary action against any student, advisor/coach who posts photos or captions, or disparaging comments that depict students or members of the University community. Please note that, regardless of privacy settings, items placed on social network sites are not truly private.

Acknowledgement:

I have read, understand, and agree to abide by the above policies.

Name of Team/Club

Print Name

Member or Coach/Advisor

Signature

Date

Wilmington University
Coach and Club Advisor (Paid or Volunteer) Code of Conduct

- Every Coach or Club Advisor has an ethical obligation to maintain a professional relationship with students and to place the well-being of students ahead of their own personal interests. Conflicts of interest are endemic to amorous relationships between coaches/advisors, and students. The costs to the team/club and the University necessitate a strict prohibition on amorous relationships between coaches/advisors and students.
- Coaches and advisors may not serve alcohol to or consume with students, student workers or recruits.
- Coaches and advisors should use their best judgement when visiting restaurants or establishments where alcohol is served and should not consume alcohol in the presence of students.
- Conduct inconsistent with Wilmington University values is inappropriate and will not be tolerated.
- Coaches and advisors may not have students stay overnight at their personal residence nor transport them in their personal (or University owned) vehicle or other forms of transportation.

Acknowledgement

I have read the above statements and understand my responsibility to comply with the Wilmington University expectations of conduct.

Coach/Club Advisor Name

Signature

Date

Wilmington University
Coach & Club Advisor Behavioral Expectations and Agreement Form

Serving as a Club Advisor is an important function to Wilmington University. Appropriate conduct is both expected and required of you; therefore, the following expectations apply during any activity, meeting, and outings involving Wilmington University on and off campus:

- No use of alcohol.
- No use of drugs.
- No inappropriate or romantic relationships with students.
- No activity that violates criminal law.
- No gambling/gaming activities.
- No use of strippers, gentlemen's club or an equivalent, or escort services.
- No activities or events at any location that may cause a perception of impropriety.
- **DO NOT** engage, or allow the student to engage in any activity that would bring harm to you, other students or the reputation of Wilmington University.

Violations of any of these rules will result in a report to the Vice President of Student Affairs. Coaches or Club Advisors (paid or volunteer) involved in such violations will automatically be suspended from their duties until the Vice President of Student Affairs or his/her designee reviews the circumstances. It should be clear that Wilmington University will not tolerate inappropriate behaviors or activities. Violations may result in termination of role as Coach or Club Advisor and up to termination from any other positions at Wilmington University. Remember, you are responsible for the safety and wellbeing of students. Therefore, if at any time, you find yourself in a situation that you need assistance with students, you must contact Taylor McCusker, Director of of Student Life, taylor.e.mccusker@wilmu.edu or 302-356-6968. In the event that you are unable to reach her and you feel that the situation warrants, please contact campus security or the police immediately.

By signing below, I affirm that I have read, understand, and will abide by the above provisions.

Name of Club/Team: _____

Print Name: _____

Signature: _____ **Date:** _____

**Wilmington University
Club Member Expectations and Agreement Form**

As a club member, appropriate conduct is both expected and required of you; therefore, the following expectations apply during any activity, meeting, and outings involving Wilmington University on and off campus:

- No use of alcohol under the age of 21.
- No use of drugs.
- No inappropriate or romantic relationships with Coaches, Club Advisors, or Volunteer Staff.
- No activity that violates criminal law.
- No gambling/gaming activities.
- No use of strippers, gentlemen's club or an equivalent, or escort services.
- No activities or events at any location that may cause a perception of impropriety.
- **DO NOT** engage in any activity that would bring harm to you, other students, or the reputation of Wilmington University.

Violations of any of these rules will result in a report to the Vice President of Student Affairs. Members involved in such violations will automatically be suspended from their duties (if applicable) or participation in club activities and meetings until the Vice President of Student Affairs or his/her designee reviews the circumstances. It should be clear that Wilmington University will not tolerate inappropriate behaviors or activities. Violations may result in suspension or expulsion from Wilmington University.

Remember, you are responsible for your own safety. Therefore, if at any time, you find yourself in a situation that you need assistance, you must contact your coach or club advisor. If you are unable to reach your club advisor or coach, contact Taylor McCusker, Director of Student Life, taylor.e.mccusker@wilmu.edu or 302-356-6968. In the event that you are unable to reach her and you feel that the situation warrants, please contact campus security or the police immediately.

By signing below, I affirm that I have read, understand, and will abide by the above provisions.

Name of Club/Team: _____

Print Name:

Signature: _____

Date: _____

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