

NWTC Co-Curricular Travel Guide

Northeast Wisconsin Technical College (NWTC)

Student Travel (non-study abroad) Guidelines & Expectations

Click [HERE](#) to submit an Incident Report

Purpose

This guide outlines the expectations, responsibilities, and required procedures for all NWTC student organization travel. It ensures that travel is conducted safely, responsibly, and in compliance with NWTC institutional policies, including the Student Code of Conduct, Title IX requirements, financial policies, and safety standards. Travel is considered an official college activity, and all participants are held to institutional expectations.

Travel Authorization & Requirements

- All travel must be approved in advance through NWTC processes
- Submit required forms at least 2 weeks prior to travel
- Advisor or staff member must attend all trips
- Participant roster and risk waivers are required

Advisor Responsibilities

- Supervise and attend all travel activities
- Ensure compliance with NWTC policies and conduct standards (Title IX, Anti-Hazing, Code of Conduct, AODA, etc.)
- Ensure students are knowledgeable on their rights, our expectations, and college processes related to their safety and wellbeing
- Approve travel plans, logistics, and itineraries
- Provide leadership and emergency response during travel

Transportation Standards

- Use approved rental or contracted transportation when possible
- Drivers must complete required MVR checks
- 15-passenger vans are prohibited
- Maximum 500 miles driving per 24-hour period
- No cell phone use while driving

- Personal vehicle use assumes full liability

Conduct Expectations

- Students must follow the NWTC Student Code of Conduct and college policies
- Represent NWTC professionally at all times
- Follow host site rules and advisor expectations
- Behavior during travel, lodging, and events must align with college standards

Alcohol & Drug Policy

- Alcohol is prohibited during travel and official activities
- Illegal drugs are always prohibited
- Violations may result in institutional discipline

Risk Management & Reporting

- All incidents must be reported immediately or as quickly as possible.
- Includes injuries, misconduct, threats, and policy violations
- Follow NWTC reporting procedures

Emergency Protocol

- Contact advisor immediately, if responding party is not the advisor
- Contact emergency services if needed **(911)**
- Notify NWTC Security **(920-498-5699)**
- Submit [Incident Report](#) as soon as possible

Financial Guidelines

- All travel expenses must follow NWTC financial policies
- No personal handling of organization funds
- Maintain receipts and documentation

Please direct any questions to the Student Involvement Office in SC118 on the Green Bay Campus or by emailing student.involvement@nwtc.edu or calling 920-498-5483.