

Travel Planning Commitment & Waiver

I _____ request permission to participate in the Habitat for Humanity College Build Project described below. I understand that advance plans involving transportation and accommodations must be arranged prior to our departure. These arrangements involve non-refundable payments. I agree that I am able and eligible to participate in this project on the conditions stated below.

Student group name: Oakton Chapter Habitat for Humanity

Purpose of trip : College Building Project

Habitat for Humanity will provide delegates from Oakton Community College the opportunity to participate as workers on a build site in or near Starkville MS.

I understand that activities will include constructing and rehabilitating residential buildings, working in Habitat offices and living in housing provided for volunteers of Habitat. This work likely involves physical labor, use of power tools, ladders and construction materials.

Dates of Travel: March 11 to March 17, 2018

Location of Travel: Starkville MS.

Mode of transportation: College Van, departure from Des Plaines Campus Lot C at 3:00 am on Sunday, March 11, 2017. Return to Des Plaines Campus Lot C at approximately 7:00 am on Saturday, March 17, 2018.

Types of expenses to be provided by club: All transportation, six nights lodging and twelve meals.

Types of expenses I will be responsible for: NON-REFUNDABLE deposit of \$60 .00 by February 8, 2018 and the remaining payment of \$100.00 payable to Oakton Community College Habitat for Humanity Campus Chapter by February 23, 2018. (Total \$160.00) I am also responsible for the cost of my meals on the dates of travel (March 12 and 17), daily breakfast, along with any personal items including snacks and souvenirs.

I understand the following rules apply to students who travel with the College and agree to abide by these. I agree to sign a behavioral contract that outlines how these principles will be applied.

1. Neither Habitat for Humanity nor Oakton Community College provides primary medical or disability insurance of any kind for the participant. Each volunteer is responsible for and expected to obtain his or her own health, medical, travel, disability and other insurance coverage.
2. In addition to signing this waiver for Oakton Community College the participant must also sign waivers required by Habitat for Humanity. It is inherent in signing these documents that when releasing Habitat for Humanity from any and all liability associated with the work of the build, the participant releases Oakton Community College from any and all liability as the work of the build is inherently dangerous and the cause and conditions of the work is described, directed and managed by Habitat for Humanity.
3. I understand that as a condition of the club providing funding for travel, that I must stay with the delegation and participate in the activities planned by the organizers. I will travel under the conditions determined by the club and the College.
4. I will attend all pre-trip, on-site and post-trips delegation meetings.
5. I will attend and participate in **ALL** aspects of the arranged activity to include training sessions, meals and other meetings so designated by my delegation and or Habitat for Humanity.

6. I will engage in behaviors which are responsible and mature. Intoxication, use of illegal substances, providing alcohol to minors, disruptive, abusive, or any inappropriate behavior may result in dismissal from the delegation. If I am asked to leave, I understand that I must reimburse the organization and the College for any expenses they covered for my participation in the conference and any expenses required to send me home.
7. I understand that while on this trip, I am subject to the Code of Student Conduct and other College policies.
8. I understand that I will be assigned sleeping accommodations provided by Camp Seminole. I agree to accept these accommodations. I understand that I am to provide my own sleeping bag, pillow, towels and personal hygiene items.
9. I agree to be respectful of my fellow travelers and those with whom I interact at Habitat for Humanity and any group or individual associated with this program.
10. I understand that I am responsible for collecting receipts for my expenditures and for providing them to the organization representative who is submitting the Travel Expenses Report (within five days of our return).
11. I understand that I have an obligation to the Delegation to participate in all aspects of this trip and to work as a team. I further understand that if there is any need for resolution of difference while at the event, that the arbiter shall be the Marvin Bornschlegl the group advisor who is present to address such issues and whose decisions are final.

Cost reimbursement clause:

Having understood these stipulations, I agree that by signing below that I express my desire that travel arrangements be made on my behalf. Further, I understand that these are all or in part non refundable arrangements and agree that if I decide that I do not wish to travel for any reason, that I will reimburse the student group and the College for all non-refundable expenses. I further understand that this responsibility will be a part of my official college account therefore; I will be unable to conduct any Enrollment Center activity until the debt has been paid.

Signature

Date

Photo Release:

I do hereby authorize the Board of Trustees of Oakton Community College District 535, as well as the College's agent, successors and assigns and those acting with permission and authority of the College, to copyright, use and publish for any lawful purpose whatsoever and in any media produced or maintained by the College, photographic portraits or pictures of me or in which I may be included in whole or in part, taken at the Habitat for Humanity Build Trip, Starkville Mississippi.

I waive any right to inspect or approve the photograph(s), the advertising, copy or other finished product in which such photograph(s) may be used, or the use to which such photograph(s) may be applied.

Signature

Date

Emergency Contact & Release

In the event of emergency while traveling, I permit Oakton Community College to contact the individual below and provide an update of my circumstances and that of the delegation.

Name of Contact: _____

Relationship: _____

Phone: _____

Cell Phone: _____

Signature

Date

Release clause:

By signing below I indicate that I understand and agree to the above stipulations and to the following release of liability.

I agree that I have read, signed and attached/enclosed/provided the original copies of the following documents to this Travel Planning Commitment and Waiver:

- 2018 Individual Volunteer Application http://www.occhfhcc.org/OCCHFHCC_Forms.html
- 2018 Volunteer Waiver and Release
- I have also completed the on-line safety course located at:

http://hfhaffiliateinsurance.com/?utm_source=hfhvolunteerinsurance.com&utm_medium=hfhvolunteerinsurance.com&utm_campaign=hfhvolunteerinsurance.com

I understand that Oakton Community College District 535 is not responsible for my safety or the safety of my belongings.

I do hereby release and forever discharge and hold harmless Oakton Community College District 535, its Board of Trustees, administrators, faculty and staff, its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or equity, which arise or may hereafter arise from my participation in this trip. I understand that this release discharges Oakton Community College District 535 and those stated above from any liability or claim that I or my heirs, assigns, next of kin or legal representatives may have with respect to any bodily injury, personal injury ,illness, death or property damages that may result from my involvement in this project.

I further agree that I am at least 18 years of age and have the ability to enter into this agreement and sign this release to that effect.

Signature

Date