SGA Trip Leader Guidelines:

For SGA Club trips (both day and over night) one of the clubs’ E-board members will serve as the trip leader. The responsibilities of the trip leader will be as follows:

- The trip leader is in charge of all preparations for said trip such as registration, travel and hotel arrangements, if applicable. Said leader is allowed to have assistance from another trip attendee.
- The trip leader is the contact person for the group and is therefore has a responsibility to remind the attendees that they represent SUNY Potsdam and SGA.
- If an incident occurs that violates the SGA Guidelines and/or the SUNY Potsdam Student Code of Conduct and Responsibilities, the trip leader must contact SGA as soon as possible (numbers to call will be provided at the end of this form).

Name of the trip leader: __________________________

Signature of trip leader: __________________________

Numbers to call in case of emergency:

**Day time hours:**
- (315) 267-3285; President’s office phone
- (315) 267-2588; SGA Main office

**Evening/Night time hours:**
- (631) 746-5905 SGA President cell – Sandra Cruz
- (315) 212-9726 SGA Business Manager’s Cell – Maureen Taylor

*Following the call to SGA, Ruth Policella, Interim Assoc. Dean of Students, must be notified.*