

OAR POLICIES AND PROCEDURES

-STUDENT ACKNOWLEDGEMENT FORM-

ALCOHOL

- OAR abides by the Student Handbook (Section II, C) relating to Alcoholic Beverages.
- Trips are offered to students to increase their awareness of outdoor recreation and whether on-campus or off-campus we abide by these policies.
- Students (regardless of age) found in the presence of alcohol at an OAR event or trip is subject to disciplinary actions.

ATTIRE

- Some trips may specify certain attire (please refer to trip info sheet).
- Participants should wear weather appropriate athletic attire (e.g. mesh shorts or pants, sweatpants, sneakers, etc.)
- No flip flops or open toed shoes of any kind.
- No jewelry, belts, or other non-essential accessories allowed.
- No denim clothing items, unless otherwise specified may be worn (shorts or pants) due to the restriction of movement.

DEADLINES

- All trips will have a registration deadline assigned to them; however, some trips may become full prior to that set date.

EQUIPMENT

- Outdoor Recreation equipment is provided for all participants on trips, unless noted otherwise.
- Participants are to bring a bagged lunch and water when requested.

FEES

- Fees for trips always go towards your trip equipment, transportation, and staffing (unless noted otherwise).
- All paid participants will receive a receipt, and must retain in the event of trip cancellation or requesting a refund (if allowed).

LODGING

- There are trips where we will camp or stay in hotels.
- We split up rooms based on gender (i.e. girlfriend and boyfriends won't stay together).
- Only married couples may stay in a room together.

Student Signature: _____

Date: _____

PRE-TRIP MEETINGS

- Mandatory attendance for registered participants; if you're unable to attend please contact Joy Kearney to schedule a separate time!
- Anyone who does not attend the mandatory meeting, or set-up an alternate time, will not be allowed to attend the trip and no refund will be issued!
- Most trips will have a pre-trip meeting (take note of the date, if any).
- Meetings will provide important information about the trip, reminders on what to bring, etc.

REFUND / CANCELLATION POLICIES**

- If CNURec must cancel a trip all participants will receive a full refund.
- Should a paid participant need to cancel their spot for a trip they must notify us as soon as possible!
- Prior to the pre-trip meeting if a participant must cancel their spot, and we have a replacement to fill the spot, a full refund will be issued.
- If a participant must cancel their spot prior to the pre-trip meeting, and we do not have a replacement, we will retain 50% of the paid registration fee.
- No refunds will be issued after the pre-trip meeting.
- No refunds will be issued for trips that clearly note refunds aren't allowed.

**** Please Note:** Refunds may take up to 30 days to process.

TRIP REGISTRATION

- -All trip participants must sign up in the CNURec office - Freeman Center, Field House.
- Everyone **MUST** sign an accident waiver and release of liability form prior to going on a trip!
- Trip registration is on a first come, first served basis.

TRANSPORTATION

- CNURec provides transportation to and from any trip or event site.

TRIP LEADERS & ASSISTANTS

- There currently are not Trip Leaders or Trip Assistants other than the Director of Rec. Services.
- Trip Leaders & Assistants will be hired in the near future!

WAITING LIST

- All trips will have a waiting list for interested parties.
- Individuals on this list do not have to pay a fee, until a spot for them has been confirmed.
- Once confirmed, payment must be received in the CNURec office within 24 hours.
 - Should a spot become available for a trip, wait listed individuals will be notified via phone and email, individuals will be given 24 hours to respond.
 - If we receive no response within this time frame, the next person on the list will be contacted.

WAIVER AND RELEASE OF LIABILITY FORM

- All participants must sign this prior to going on a trip.
- It's encouraged that all participants have their own health insurance prior to participating in any OAR trip or activity!

Student Signature: _____

Date: _____