STC ACADEMY · SIMULATION TRAINING CENTER

TRIP PERMISSION & CONDUCT AGREEMENT

Overnight travel permission + trip rules • One form per student, per trip

FORM NO. **STC-TR-1401**

SECTION 14
Annual Trip • Policy Section 14

INSTRUCTIONS Turn in with STC-TR-1402 and a current STC-SL-1003 (Event Type: Field Trip). Under 18: a parent or guardian signs. (* = placeholder rule)

TRIP NAME	TRIP # (STC-TR-1405)	DESTINATION	LEAVE DATE	RETURN DATE

1 STUDENT

FULL NAME	STUDENT ID #	DATE OF BIRTH	COHORT / CLASS

PROGRAM ☐ EMT ☐ AEMT ☐ Paramedic ☐ Nursing ☐ Fire & Rescue

UNDER 18? ☐ Yes ☐ No

2 HEALTH & EMERGENCY INFO

Already on STC-SL-1003, not repeated here

Emergency contact, allergies, medications, medical conditions and the event waiver live on STC-SL-1003 Event Participation. Turn in a current SL-1003 for this trip with this form. This section only adds what an **overnight trip away from campus** needs.

PARENT / GUARDIAN PHONE DURING TRIP (IF NOT ON SL-1003)	HEALTH INSURANCE CARRIER	POLICY / MEMBER #

MEDICATIONS ON THE TRIP ☐ None ☐ Student carries & takes own* ☐ Chaperone holds & hands out*

OVERNIGHT / SLEEP NEEDS (CPAP, SLEEPWALKING, ETC.)

3 TRAVEL PERMISSION

Parent / guardian initials each box (or student if 18+)

1 **Travel & Overnight Stay** — My student may travel with STC on the dates above and stay overnight in the lodging STC assigns.	INITIALS	3 **Emergency Care Away From Home** — The SL-1003 consent to emergency care covers the whole trip, out of the area and overnight, if I cannot be reached.	INITIALS
2 **Transportation** — My student may ride the academy shuttle / vehicles (logged on STC-TRN-705) or the transport listed on the itinerary.	INITIALS	4 **Free Time*** — My student may spend approved free time in groups of 3 or more, never alone, checking in with a chaperone.*	INITIALS

4 TRIP CODE OF CONDUCT

STC Code of Conduct (STC-AC-102) still applies 24/7 on the trip. Initial each.

1 **Respect & Professional Language** — Treat everyone with dignity. "Clear, respectful communication is required at all times." You represent STC.	INITIALS	4 **Curfew & Room Checks*** — In your room by curfew. Chaperones do room checks. Only assigned roommates in your room.*	INITIALS
2 **Chain of Command** — Follow the trip lead and chaperones "unless they compromise safety."	INITIALS	5 **Drug-, Alcohol-, Tobacco- & Vape-Free** — None on the trip, at any age. Includes the hotel and free time.*	INITIALS
3 **Stay With the Group*** — Never leave the group, hotel or venue without a chaperone. Be on time for every headcount.*	INITIALS	6 **Photos & Social Media** — No photos or posts of patients, sims or classmates without approval (STC-AC-102). Classmates' choices on STC-ADM-011 apply.	INITIALS

If rules are broken: the trip lead follows the STC-AC-102 discipline steps and writes it up on **STC-AC-108**. Zero Tolerance items (harassment, discrimination, abuse) and the Drug / Alcohol rule mean the student is **sent home early at the family's cost**, with the parent / guardian picking up or approving travel, and **no trip refund**.*

5 SIGNATURES

STUDENT SIGNATURE	DATE	PARENT / GUARDIAN SIGNATURE (IF UNDER 18)	DATE

TRIP LEAD / OFFICE USE

Completed by staff only

SL-1003 ON FILE?	SL-1003 #	AC-102 ON FILE?	RECEIVED BY (TRIP LEAD)	DATE
☐ Yes ☐ No		☐ Yes ☐ No		