



## ADVISOR RESPONSIBILITIES FOR OVERNIGHT EVENTS

1. Advisors must follow the Advisor Code of Conduct at all times.
2. An Advisor or parent of a participating MESA student must accompany a group of students at all times.
3. Advisors must inform students of appropriate behavior and consequences for inappropriate behavior. Refer to Student/Parent Field Trip Agreement Form. Advisors are responsible for students' behavior at all times, including travel.
4. Advisor or parent must assist in registration and allocation of rooms.
5. Advisors must ensure that students occupy their assigned rooms. This should be accomplished immediately after room assignments are made.
6. Advisors must check rooms immediately prior to lights out (11:00 p.m.), to ensure only those assigned to a particular room are in that room.
7. Advisors are responsible for the resolution of any difficulties or issues that may occur. Hotel management will be given the Advisor's room number as the point of contact.
8. Student wake-up calls are the responsibility of the Advisor. They should be performed one hour before breakfast or departure time.
9. Each Advisor is responsible for ensuring assigned students board the bus ON TIME.
10. Advisor must ensure individual students and parents are aware they will be made liable for any damages incurred.
11. Advisor must implement a "Check-Out/Check-In" policy in accordance with the group agreement if students are permitted to leave the hotel grounds. It is the responsibility of the student to locate the Advisor **before leaving** and **upon returning**. Failure to do so will result in a collect call home to inform parents of the student's behavior and possible removal of the student from further activities.
12. If a student fails to remain in his/her assigned room between 10:30 p.m. and 6:00 a.m., a collect call will be made to the student's home. The student may be removed from further activities.
13. Advisors must remain with students until all students have been retrieved by their parents/guardians.

***I hereby agree to perform all of the above tasks listed:***

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Advisor Signature / Date