

WPI

GUIDELINES FOR STUDENT ORGANIZATIONS

WPI requires that all Student Organizations, as well as any other organized campus activity involving WPI students, adhere to the following policies, procedures and guidelines.

INFORMATION REQUIRED:

Information to be submitted to the Director of Student Activities:

- ✓ A formal description of the organization – general purpose and structure;
- ✓ A list of officers, including addresses and phone numbers;
- ✓ A list of “members” or participants, including addresses and phone numbers;
- ✓ A list and description of any outside affiliations or memberships;
- ✓ An agenda of all planned meetings and activities - updated as changes occur;
- ✓ An itinerary of all planned trips, including mode of transportation, destination, list of participants and, for overnight trips, where the group will be staying.

Note: Only WPI students are permitted to participate in WPI organizations

GENERAL GUIDELINES FOR ACTIVITIES:

- All meetings, trips and activities must be pre-planned and carefully organized by the organization’s officers or other designated members. Activities should not involve any obvious risks to the students participating or be known to have caused undo risk of injury to participants in the past. When there is a doubt as to the safety of a planned activity, the activity should be reported to and cleared with the Director of Student Activities.
- All activities of the organization will adhere to the ethical and moral guidelines of WPI. WPI does not permit, endorse or recognize any activities, communications or publications that are illicit or illegal in nature. Further, WPI does not permit hazing, sexual harassment or any other form of physical or mental abuse.
- All organizations are expected to enlist a member of the WPI faculty, staff or administration as an advisor and whenever possible, that advisor should be in attendance at all meetings, activities and trips.

GENERAL TRAVEL GUIDELINES:

- The use of personal autos for travel to and from activities or meetings is discouraged by WPI due to the inherent dangers of general automobile travel and the additional risks represented by transporting others in a personally owned auto. However, WPI realizes that it is unrealistic in many cases for small groups of students to rent or lease an auto, or charter commercial transportation. As such, personal autos are often the only reasonable and affordable mode of transportation.
- When students must use their own vehicle to transport themselves and/or others, they do so at their own risk. WPI is in no manner responsible or liable for any injury to the driver or passengers in the driver's automobile. The student driver's personal auto policy must respond to any bodily injury claims and expenses to the driver and passengers in the auto, as well as any third party that is injured. As such, it is important for the student/driver to verify that they have insurance and that the limits of liability protection against such potential claims are adequate.

The student's auto policy must also respond to any property damage caused by or to the student's auto. Damage to the student's auto is covered only if the student carries "collision" insurance and theft of or glass damage to the student's auto is covered only if "comprehensive" coverage is purchased. WPI is not responsible or liable for any property damage to the student's auto, any other auto or any "personal" property.

- When a group needing transportation to and from an activity exceeds five persons, WPI recommends that the group consider rental of an eight-passenger van. An adult chaperone is the preferred driver, however, the van must be driven by a person at least 21 years of age. The driver is encouraged to obtain training specific to the use of the van and to purchase adequate insurance to protect against bodily injury, property damage and collision/theft claims. **Note:** 15 passenger vans are not to be rented, leased or driven by WPI students, faculty or staff.
- When a group exceeds twenty-five persons, WPI recommends that the group consider chartering a bus or other commercial mode of transportation if it is financially viable.