

BOARD POLICY
San Mateo County Community College District

Subject: 8.47 Study/Travel Tours

Revision Date: 10/12

1. The name of the District or one of its Colleges may be associated with an organized tour, group travel arrangement, or other travel enterprise or activity only when the study/travel tour has been approved as a part of the educational program of the District.
2. Study/travel tours will be approved only if they have educational value not associated with commercially conducted or independent tours.
3. A principal test of such educational value is that the study/travel tour must be approved through established District-College channels as an integral part of a credit course or as a Community Education Program administered through the Community Education Office.
4. The College President will be responsible for approval of the individual study/travel course after taking into consideration both its educational value and the possible risk or liability which the District might incur.
5. No employees, while on District property or at any authorized District or College function, shall publicize, solicit for, or in any manner attempt to seek students or staff as participants in tours or other travel ventures except for those study/travel tours which have been officially approved as outlined above.
6. Staff members or the tour organization they represent may place paid advertisements in student newspapers on the same basis as any other commercial enterprise.
7. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures except for those study/travel tours which have been officially approved as outlined above.