

- “Fundraising Weekend” refers to any weekend in which Atlas members are travelling outside of State College to raise funds for The Penn State IFC/Panhellenic Dance Marathon (THON). This includes, canning, canvassing, and THON sanctioned “Canning & Fundraising Outreach Weekends.”
- I. Vehicle Checks
- A. Documentation
    1. All vehicles to be used on Fundraising Weekends must be checked for the following current (up to date) and valid documentation
      - a) State Inspection
      - b) Proof of Registration
      - c) Proof of Insurance
      - d) Driver’s License
  - B. Seatbelts
    1. All vehicles to be used on Fundraising Weekends must be checked to ensure all seatbelts are functioning.
    2. The number of individuals in the car must not exceed the number of confirmed, functioning seatbelts.
    3. Under no circumstance may the vehicle be moving while a passenger is not wearing a fastened seatbelt.
- II. Drivers
- A. Primary Drivers
    1. On Canning Weekends, Primary Drivers may be reimbursed up to three (3) dollars for the purchase of coffee or caffeinated beverage if they feel it is necessary to remain alert.
    2. All Primary Drivers, in coordination with the Alternate Driver are responsible for ensuring that all seatbelts are functioning and fastened before the vehicle is moving.
  - B. Alternate Drivers/Safety Coordinators
    1. Each vehicle must have at least one other individual with a valid driver’s license who has agreed to take over for the Primary Driver if needed.
    2. The Alternate Driver is required to take over for the Primary Driver in any of the following circumstances:
      - a) The Primary Driver becomes too tired to drive (ie. falling asleep, feeling drowsy)
      - b) The Primary Driver becomes ill
      - c) The Primary Driver feels uncomfortable driving
      - d) The Primary Driver requests a break

- e) The Primary Driver for any reason requests for the Alternate Driver to take over
    3. The Alternate Driver must be agreed upon IN ADVANCE of departing on the journey and documented by the Canning Chair, Canning Captain, and/or a member of the Atlas Executive Board.
    4. The passenger seat should be occupied by a member to be awake during the duration of the journey to ensure the alertness and well-being of the Primary Driver.
      - a) The Alternate Driver is not required to remain awake during the duration of the trip, unless sitting in the passenger seat.
- III. Mandatory Stops
  - A. All vehicles must make a stop for a 10 minute or longer break halfway through the expected duration of the journey OR within one hour and thirty minutes (90 minutes) of the journey.
  - B. During each stop, the driver will be given the option to rest for longer, switch drivers, return to State College, or continue to the destination.
- IV. Feedback
  - A. All individuals will be encouraged to vocalize and make known any concerns regarding their safety during the duration of the journey and Fundraising Weekend as a whole.
  - B. All individuals will be asked to fill out an anonymous driver feedback form evaluating the safety practices of the Primary Driver and Alternate Driver.
  - C. Any driver who receives negative feedback at any point will not be permitted to act as a Primary Driver or Alternate Driver.
- V. Miscellaneous
  - A. All individuals are required to have completely THON's Fundraising and Safety E Course (TELMS) before participating in any Canning & Fundraising Outreach Weekend per THON's rules.
  - B. Each vehicle must be checked by the Canning Chair, Canning Captain, and/or a member of the Atlas Executive Board before departure. The individual who checks the car must sign off verifying that the vehicle is safe and all drivers, and passengers have read, understood, and are practicing all listed safety procedures before departure.