

**STUDENT CLUB/ACTIVITY TRAVEL**

Request & Approval Form

Submit this form to the Vice President of Student Development two weeks prior to the date of any off-campus college-sponsored student activity.

**SPONSOR CONTACT INFORMATION**

Sponsor’s Name: Signature: 

Phone:  Email:

**SPONSOR ACKNOWLEDGEMENT**

The above listed sponsor acknowledges that all participating students have been notified that they are fully responsible for any and all class work missed as a result of this college-sponsored activity. Students have been informed that while off campus for this college-sponsored activity they are expected to adhere to the terms of the Student Conduct Code. The above listed sponsor must be a full time employee of the college and is responsible for the supervision of all participating students and will accompany the student throughout the college-sponsored activity, including transportation.

**ACTIVITY INFORMATION**

Organization: 

Date(s) of Activity: 

Destination(s): 

Method(s) of Transportation: 

Description and Purpose of Activity:

Travel Itinerary:

(include arrival and departure time)

Number of Student Attendees:

**NOTE:** Student Hold Harmless Agreement and Emergency Contact Information **Must** be attached to this request form.

**APPROVAL/DENIAL**

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Vice President of Student Development Date

Approved Denied