



## CLUB TRAVEL REQUEST FORM

The Club Travel Request Form must be completed for any off-campus student trip under the auspices of East Central College. The form must be submitted by the club advisor to the Student Activities Coordinator at least two weeks in advance of the planned activity.

Club Name: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Trip Date(s): \_\_\_\_\_

Purpose of the trip: \_\_\_\_\_

Transportation Method: \_\_\_\_\_

Attach a trip itinerary and include destination, arrival and departure times, etc.

### Student Responsibility

Students participating in a college-sponsored trip are individually responsible to make up any class work at the convenience of the instructors involved. Students are to fully adhere to the East Central College Student Conduct Code.

### Advisor Responsibility

The advisor must be a full-time college employee and is responsible to supervise students participating in the trip and their adherence to the East Central College Student Conduct Code.

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Activities Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Student Development Signature

\_\_\_\_\_  
Date