

## CLUB TRAVEL REQUEST APPLICATION

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 Campus Life and Leadership 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(s), arrival and departure times, etc.**

### **STUDENT RESPONSIBILITY:**

Students participating in a college-sponsored trip are individually responsible for making arrangements with instructors to make up missed class time and assignments. Students must fully adhere to the East Central College Student Conduct Code. Students that choose to participate in activities or travel to locations not included on the trip itinerary assume the risk of all damage, loss, cost and expense, and further agree to indemnify and hold harmless East Central College.

### **ADVISOR RESPONSIBILITY:**

The advisor must be a 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

\_\_\_\_\_  
Campus Life and Leadership Coordinator Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date