Student Organization Off-Campus Event Authorization Form

Instructions This form must be submitted to the Center for Student Life at least four (4) weeks prior to each off-campus event being sponsored or participated in by a recognized student organization. Travel arrangements, including transportation, lodging, or registration, may not be made until authorized by the Student Life and Leadership Manager. Any costs incurred prior to approval are the responsibility of the individual and may not be reimbursed from College or Associated Students funds. In addition, each participant must submit a Liability, Behavior, and Medical Consent form at least five (5) business days prior to departing for the event.

Event Name		Sponsoring Group	
Event Location		No. of Students	
Location		Attending	
Address		City, State, ZIP	
Event Start		Event Start	
Date		Time (approx.)	
Event End		Event End	
Date		Time (approx.)	
Chaperone		Chaperone	
Name		Mobile Phone	
Will you be flying?	□ Yes	□ No	If yes, flight itineraries must be submitted with Liability, Behavior, and Medical Consent Forms.
Will you be needing College vehicles?	□ Yes	□ No	Requests for College vehicles must be made at least 2 weeks in advance through the Center for Student Life and are based on availability.
Will you be chartering a bus?	□ Yes	□ No	Only District-approved Charter Bus companies may be utilized. Please consult with the Center for Student Life for the current list of companies.
Will private vehicles, including rental vehicles, be used to travel to this event or at anytime during the event?	□ Yes	□ No	If yes, a Driver Authorization Form must be submitted to the Center for Student Life with Liability, Behavior, and Medical Consent Forms.

Event Description – Be as detailed and specific as possible. Attach additional information, such as conference programs/schedules, promotional materials, etc., to this sheet to help clarify the nature and purpose of the event.

In addition to this form, we understand that the following forms and information are also required at least five (5) days prior to the event:

- Liability, Behavior, and Medical Consent Forms for each student participant
- Advisor Off-Campus Travel Agreement for each advisor accompanying the group
- Driver Authorization Forms and backup documentation for each student driver (if applicable)
- Flight itineraries (if applicable)

The undersigned confirm that they will be present at the above referenced event for the entirety of the activity in a coordinating and advising capacity, and agree to abide by all College and District policies and procedures with respect to off-campus activities.

Student Coordinator	Student Coordinator Date		Faculty Advisor/Chaperone		
For Center for Student Life use only:					
SL&L Manager Approval	Date	VPSS Approval	(if needed)	Date	
Liability, Behavior, and Medical Consent Forms	□ Advisor Off-Campus Tr	avel Agreement	Driver Authorization Forms	Flight itineraries	Device of Mary 200