

Student Organization Off-Campus Event Authorization

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 A.S. funds. In addition, each participant must submit a Liability, Behavior & Medical Consent form at least five (5) business days prior to departing for the event.

Event Name _____

Event Location _____ City _____ State _____

Event Start Date _____ Approximate Event Start Time _____

Event End Date _____ Approximate Event End Time _____

Number of Students Participating in Event _____ Chaperone Cell Phone Number (required — for emergencies only) _____

Will you be flying? Yes No If yes, flight itineraries must submitted with Liability, Behavior & 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 private vehicles, including rental vehicles, be used to travel to this event or at any time during the event? Yes No If yes, a Driver Authorization form must be submitted to the Center for Student Life with Liability, Behavior & Medical Consent forms

Description of Event—Be as detailed and specific as possible. Attach additional information, including programs or promotional materials, to this sheet if it will help clarify the nature 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:

- Travel Consent forms for each participant
- Driver Authorization forms (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 rules and regulations with respect to off-campus activities.

Student Coordinator	Date	Faculty Advisor/Chaperone	Date
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For Center for Student Life use only:

SLL Manager Approval _____ Date _____ VPSS Approval (if needed) _____ Date _____

Travel Consent forms Driver Authorization forms (if applicable) Flight itineraries (if applicable)