

Application/Approval Form For College-Sponsored Off-Campus Activity

All persons who are planning an off-campus activity, field trip, travel, etc must complete this form. It must be submitted for approval to the Division Chair or appropriate Vice President at least two weeks in advance of the planned activity.

**PROFESSOR, ADVISOR, OR OTHER COLLEGE EMPLOYEE RESPONSIBLE FOR
ACTIVITY OR TRAVEL:**

NAME OF GROUP/CLASS:

PURPOSE OF OFF-CAMPUS ACTIVITY/TRAVEL:

DESCRIBE THE ACTIVITIES IN WHICH STUDENTS WILL PARTICIPATE

LOCATION:

DATE(S) AND TIME(S)

DRIVERS:

NOTE: All drivers of college-owned or rented vehicles must show proof of a valid driver's license and must be at least 21 years of age. Copies of their drivers' licenses must accompany this request. Form printed on: 23 October 2008

Authorized:	Signature	Date
Activity Sponsor		
Authorizing Division Chair		
Vice President of Operations		
Vice President of Academic Affairs		