Student Activities Trip Request Form

The [club/organization] of MWCC intends to sponsor an activity following the policies and guidelines indicated in the College Catalog & Student Handbook (on line at www.mwcc.edu/catalog/default.html) and the Student Club and Organization Handbook.

This form must be completed in its entirety, including all required signatures, before the event can be submitted for approval. Clubs will be notified in writing of final approval by the Student Life Office.

Date of Event (month, day, year): ________________ Day of the Week: ________________

Time of Event: from ________________ to ________________

Activity: ________________________________________

Event Location: (place, city & state): _________________________________

Person Making Request: _________________________________

Have arrangements been made for security personnel (police)? Yes ___ No ___

How will you be traveling? College Vehicle ___________ Private Vehicle ___________

* (adviser must contact Security to reserve vehicle)

The following adviser will be present for the entire event ________________________________

__________________________ Club Adviser's Signature ________________________________

__________________________ Club Treasurer’s Signature ________________________________

Each person attending this trip must fill out an Acknowledgement of Risk and Consent form which is available in the Student Life Office.

Please return this form to the Student Life Office at least 3 weeks before planned event.

This section for Student Life Office Use

______________________________ Assistant Dean of Students or his/her Designee ________________________________

______________________________ Executive Vice President or his/her Designee ________________________________

WHITE and YELLOW copies – Student Life Office

PINK copy – Club/Organization*

*After form has been signed and approved by the Assistant Dean of Students and the Executive Vice President or their designee(s).