

Mount Wachusett Community College

Gardner, MA 01440

Student Activities Trip Request Form

The _____ club/organization of MWCC intends to sponsor an activity following the policies and guidelines indicated in the *MWCC College Catalog and Student Handbook* and the *Student Club and Organization Handbook* (both available on-line on the mwcc.edu website).

This form must be completed in its entirety, including all required signatures, before the event can be submitted for approval. Approval must be obtained prior to a trip taking place.

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

Time of Event: Begin _____ End _____

NOTE: This only includes travel time if travel is college sponsored
i.e. college vehicle, college funded transportation.

Activity: _____

Event Location: (place, city & state) _____

Person Making Request: _____

Have arrangements been made for security personnel (police)? Yes _____ No _____ N/A _____

Mode of Transportation: College Vehicle _____ (Advisor must book with Campus Police)
Private Vehicle _____ (Private Vehicle Request form must be completed by all students and guests)

Is this a community service project? Yes _____ No _____

The following advisor will be present to the entire event: _____

Club Advisor Signature

Club Treasurer Signature

Each person attending this trip MUST complete an *Acknowledgement of Risk and Consent Form*.

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

This section for Student Life Office use only

Associate Dean of Students or his/her designee

Senior Dean of Student or his/her Designee