

# COLLEGE-SPONSORED STUDENT ACTIVITY REQUEST FORM

In order for off-campus activities to be approved all information must be completed and signed .

For activities on campus or located in the Angwin area please fill out Section I.

For activities beyond the Angwin area, please complete the entire form.

Date submitted \_\_\_\_\_

## Section I – Activity Description

Requesting group \_\_\_\_\_

Date of activity \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number \_\_\_\_\_

Sponsor \_\_\_\_\_

Time of Event \_\_\_\_\_ to \_\_\_\_\_  
Begin End

Activity Description  Day outing  Weekend outing (see attached form)  
 Dinner  Pre-Vespers  Party  Other

Requesting religious attendance credit (must have at least a 20 minute worship)

Number in group \_\_\_\_\_

Location\* \_\_\_\_\_

Detailed explanation of event and/or worship \_\_\_\_\_

Signature of Faculty/Staff attending \_\_\_\_\_ Print Name \_\_\_\_\_

Signature of sponsor \_\_\_\_\_ Print Name \_\_\_\_\_

## Section II – Verification of PUC location and Media Services Scheduled

Location verified\* \_\_\_\_\_  Media Services  
schedule \_\_\_\_\_

Signature of department head \_\_\_\_\_

Signature of Media Service personnel \_\_\_\_\_

## Section III – Drivers' Information Verification

The use of any motor vehicle for all off-campus activities outside of the Angwin area must be verified prior to departure. Please complete the PUC Driver Verification Form for all transportation and return to Student Services no later than the Monday following the event.

All drivers must show the following proof of **current** driver information to the sponsor or designated club officer.

- 1) Insurance
- 2) Vehicle registration
- 3) License

**I, the sponsor, will ensure that driver verification will be obtained before departure.**

Signature of sponsor \_\_\_\_\_ Date \_\_\_\_\_

## Section IV – Travel details and Authorization

college vehicles

private cars (clearance of drivers required)

Driver(s) \_\_\_\_\_

bus(es) \_\_\_\_\_ Name, address, phone # of charter \_\_\_\_\_

Method of payment for transportation costs (indicate number if college account) \_\_\_\_\_

Date of departure \_\_\_\_\_ Time of departure \_\_\_\_\_

Date of return \_\_\_\_\_ Time of return \_\_\_\_\_

Round-trip mileage \_\_\_\_\_ Route plan \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

*I have read the "Guidelines for Off-Campus Activity Trips." in the Faculty Handbook.*

## Section V – Action Taken

Approved  Not approved Number Credits approved \_\_\_\_\_

Dean of Student's signature \_\_\_\_\_ Date \_\_\_\_\_

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## Section V - Itinerary of Off Campus Trip (Be specific and detailed)

Date	Day	Activities – Description

- All students must carry with them a current health insurance card.
- All overnight events must have a male and female sponsor in attendance.
- Unless cultural or folk dance, dancing is not an approved activity.
- Meat is not to be served at college sponsored activities.
- All drivers must verify current insurance, vehicle registration, and license.

## Section VI-Expectations:

1. Preferably separate houses for males and females. If only one house, male and females sleep in separate rooms.
2. Must abide by rules stated in the PUC Handbook
3. Mandatory participation in all worships
4. No consumption of illegal drugs, alcohol, or tobacco as stated in the PUC Handbook.
5. Friday night curfew 11:00 pm.
6. Saturday and Sunday curfew 1:00 am – lights out.
7. Everyone cleans up after themselves.
8. Respect each other and neighbors.

\_\_\_\_\_

Read and approved by sponsor

\_\_\_\_\_

Date