COLLEGE-SPONSORED STUDENT ACTIVITY REQUEST FORM

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_____
(Please print) Begin End

Activity Description o Day outing o Weekend outing *(see attached form)* o Service project
o Dinner o Pre-Vespers o Party o Other _____

o 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_____

*Please note the following:

- An advisor is to be present at all meetings.
- Club advertising (Announce messages, flyers, and all social media) may only be sent out once this form is approved.
- Food provided for a fee to students on campus must be provided by Bon Appetit only. Requests for an exception must receive prior approval from Student Life.
- All food in the cafeteria dining area or side rooms is to be provided only by Bon Appetit.
- Vegetarian food is to be served at college-sponsored activities.
- Advertisements (Announce emails or flyers) indicating that meat will be served on or off campus will not be approved.
- Unless cultural/folk dance, dancing is not an approved activity.
- In honoring and keeping the Sabbath, secular activities are to end no later than 30 minutes before sundown Friday, and not to begin earlier than 30 minutes after sundown on Saturday night.
- All students must carry with them a current health insurance card (on & off campus).
- All drivers must verify current insurance, vehicle registration, and license.

Section II – Verification of PUC Location and Media Services Scheduled

o Location verified* _____ o Media Services scheduled _____
Signature of department head **Signature of Media Services 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 Life 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 – Action Taken

o Approved o Not approved Number of credits approved _____

Dean of Student's signature _____ Date _____

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

Date	Day	Activities – Description

Section VII – Expectations:

1. All overnight events must have an approved sponsor in attendance. If the sponsor cannot attend the full event time frame, the event cannot continue and the club must return to campus.
2. A copy of the rental property contract must be submitted to Student Services in advance, including the maximum occupancy and parking restrictions.
3. Separate housing for males and females. If only one house, male and females sleep in separate rooms.
4. The student roster of those attending the overnight event must be submitted to Student Services no later than the Wednesday prior to the event.
5. Must abide by rules stated in the PUC *Student Handbook.*
6. Events held during Sabbath hours must keep the Sabbath, provide worship opportunities, and expect participation of attendees (submit attendance to Student Services).
7. Illegal drugs, alcohol, or tobacco are strictly prohibited, as stated in the PUC *Student Handbook*.
8. Friday night curfew is 11:00 pm.
9. Saturday and Sunday night curfew is 1:00 am – lights out.
10. Everyone cleans up after themselves.
11. Be civil and respectful of each other and neighbors.
12. Albion retreats require the sponsor to check in and check out with the Albion staff.

_____ _____ _____

Read and approved by sponsor (signature) **Date** **Cell Phone #**

_____ _____ _____

Club president (signature) **Date** **Cell Phone #**

PUC DRIVER VERIFICATION FORM

Date: _____

Approved Activity: _____

Verifier (club sponsor or designee): _____

Cell Phone Number: _____

The activity sponsor (or designated club officer) is responsible for verifying the following ***current*** information on all drivers prior to departure: 1) registration, 2) license, and 3) proof of insurance.

-**OR**-

Driver Name	**PUC ID #**	**PUC Vehicle Permit #**	**Registration**	**License**	**Insurance**

Please return this completed form to Student Services no later than the Monday following the event.