

Office of Student Life and Leadership Development **Off Campus Trip Request Form**

Please complete this form during the planning process of your off campus trip/program. You **MUST** complete the full form, and receive approval from the Office of Student Life before advertising for your event. At this time, you will also receive an approval for the proposed off campus trip. Prior to your trip you must submit a roster of those students traveling on the trip along with their emergency contact information. **In addition, you must have ALL students participating in your trip complete a university off campus waiver form and conduct agreement form. You must also have your advisor or chaperone complete an advisor agreement form.** If you have any questions see the Office of Student Life and Leadership Development in Hillwood 102.

Name of Organization: _____ **Today's Date:** _____

Name of Representative: _____ **Phone:** _____

Contact Email : _____

Name of Trip: _____ **Location of Trip:** _____

Date(s) of Trip : _____ **Transportation:** _____

Departure Time: _____ **Return Time:** _____

Chaperone Attending : _____ **Chaperone Phone:** _____

Chaperone Email: _____

Please note that this form MUST be received NO LATER THAN 2 WEEKS before your off campus trip.

Explanation/Purpose of trip:

Approved: _____ **Denied:** _____

SPECIAL INSTRUCTIONS FROM STUDENT LIFE:

Return this form to the Office of Student Life and Leadership Development

To reach Fernando, call x2606 or email fernando.mendoza@liu.edu

To reach Eric, call x2818 or email eric.zirlinger@liu.edu