



2009 - 2010 OFF CAMPUS ACTIVITY

Please type or print

ACTIVITY INFORMATION:

Name of Activity/Event: _____ Organization: _____

Date(s): _____ Start Time(s): _____ End Time(s): _____

Please provide a brief description of Activity/Event: _____

Location: _____ How will the event be paid for? _____

Specify mode of transportation: _____

Provide list of attendees (attach if necessary): _____

Who can participate? (Check all that apply): Organization Members Students Faculty/Staff Community

Contact & Title: _____

Cougar Mail: _____ @ cougarmail.ccccd.edu Day Phone: _____

List below responsible contact for collecting/coordinating Liability Waivers and turning them in to Student Life for off-campus events:

Contact & Title: _____

Cougar Mail: _____ @ cougarmail.ccccd.edu Day Phone: _____

Attach the following items:

- Itinerary Budget Worksheet

ACTIVITY AGREEMENT:

- This approval form must be completed and turned into the Office of Student Life (CPC: B003, PRC: F1 85, SCC: F129) at **least eight (8) business days** prior to the event.
- All policies and procedures outlined in the Student Code of Conduct (found in the current Collin Student Handbook), and in the current SOPM (Student Organization Procedures Manual) must be followed.
- Local, state, or federal laws must be adhered to.
- If your event requires payment (including but not limited to registration fees, airfare, etc.), please provide appropriate documentation on proof of payment.**
- When the activity/event is held off-campus, Liability Waivers and Travel Commitment Forms must be completed** by all Collin student participants, and copies of all waivers must be turned into the Office of Student Life three (3) business days prior to the activity/event date.
- One advisor for every ten (10) students is required for off-campus events.
- All organization sponsored activities must be signed and approved by each of the individuals listed below before the activity/event may be publicized or held:
 - Organization Advisor, b) Facilities Scheduling Coordinator (if applicable), c) Student Life Representative, and d) Vice President of Student Development.
- Students must meet with the Dean of Students Office once per academic year prior to travel.**

As the Student Organization contact person for the activity listed above, I agree to ensure that the aforementioned guidelines and regulations are followed by all participants involved with this activity/event. I also understand that an incomplete or late application may result in the Student Organization event being denied.

Signature: _____ Date: _____

ADVISOR APPROVAL:

As the advisor(s) to the above named organization, I have knowledge of, approve, and plan to attend this activity/event. I also agree to ensure that all Collin policies and procedures are followed by the organization and its participants.

Primary Advisor _____ Date _____ Secondary Advisor _____ Date _____

ADMINISTRATIVE APPROVAL:

Director/Assistant Director: _____ Date: _____

Vice President of Student Development: _____ Date: _____

COMMENTS:

- Students can drive themselves. Too far for students to drive themselves.
- Liability Waivers due three (3) days prior to event. Advisor must attend entire event. Documentation attached & approved.

Texas House Bill 1922 (77R): With few exceptions, state law gives you the following rights regarding the information collected by the CCCCD about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.