

**GENESEE COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION
Trip Request Form**

Advisor: _____ Date of Request: _____

Trip/Conference: _____

Location: _____

Total Number Participating in Proposed Trip: _____

Departure: Date and Time: _____ Return Date and Time: _____

Alternate Dates: _____

Provision for Transportation: _____

Name of Driver(s) if College Van(s) Used: _____

Purpose of Trip and its Relevance to SGA:

Submitted by: _____ Date: _____
 Advisor

Approved by: _____ Date: _____
 Director of Student Engagement & Inclusion

Approved by: _____ Date: _____
 Assistant Vice President for Student Engagement & Inclusion

If the Field Trip involves Out-of-State or International Travel:

_____ Date: _____
Vice President for Student & Enrollment Services

_____ Date: _____
President

A LIST OF THE STUDENTS PARTICIPATING IN THE TRIP AND EMERGENCY CONTACT NAMES AND PHONE NUMBERS MUST BE ATTACHED.

(Refer to Procedure #308B)

Copies of the signed form and list of participants and emergency contacts will be given to the Director of SEI, the Assistant VP of Student Engagement & Inclusion, the Vice President for Student & Enrollment Services, and Campus Safety.

Student Group Travel Information

Student's Emergency Contacts

Student Group Name:

Advisor:

Cell Phone Number:()

E-mail:

Departure Date:

Departure Time:

AM PM

Number of Participants:

Return Date:

Return Time:

AM PM

Trip Destination:

Participant Name:

800 Number:

Emergency Contacts

First and Last Name:

Phone Number:

Relationship:

Contact 1:

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Contact 2:

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Participant Name:

800 Number:

Emergency Contacts

First and Last Name:

Phone Number:

Relationship:

Contact 1:

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Contact 2:

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Participant Name:

800 Number:

Emergency Contacts

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First and Last Name:

Phone Number:

Relationship:

Contact 1:

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Contact 2:

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Participant Name:

800 Number:

Emergency Contacts

First and Last Name:

Phone Number:

Relationship:

Contact 1:

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Contact 2:

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Need to add more participants? Once you have saved the form, click "Save As" and save an additional copy of the file. From there, all you need to do is delete participant names and add new ones in their place!