

Off-Campus Trip and Conference Approval Form for Student Organizations

Office of Student Activities and Leadership Development
Meredith College

1. Name of Student Organization _____
2. Type of Trip/Conference _____
3. Dates of Trip/Conference _____
4. Purpose of Trip/Conference _____
5. Location _____
6. Means of Transportation _____
7. Names and total number of students, faculty, or staff in attendance *(attach list if additional space is needed)*

8. Adviser Attending *(if applicable)* _____
9. Estimated Expenses _____
10. Funding Source _____

CONTACT PERSON

Name _____ Phone _____
Address _____
Signature _____ Date _____

APPROVAL

Director/Assistant Director

Student Activities and Leadership Development

Date

RELEASE FORMS REQUIRED

Release forms available in Student Activities & Leadership Development
Each PARTICIPANT will complete the form(s) as checked:

_____ Trip Participant Contract & Release Form (black form -pages 1&2) **ADVISER keeps these forms during the trip.

_____ Release Form for Individual Attendance at Conferences/Off-Campus Activities (blue form-pages 1 & 2)

**Used when an ADVISER is not in attendance at a conference: Give to Student Activities

White: *Student Activities*

Yellow: *Student/Adviser*