



INSTITUTE OF
TECHNOLOGY

STUDENT DAY TRIP TRAVEL PACKET

General Instructions:

1. *Club/Organization Trips:* The **Campus Activity Request** will be approved by the Director of Student Life 48 hours prior to trip date.
Class Trips: The **Campus Activity Request** will be approved by the School Dean or School Assistant Dean approving off campus activity for the class 48 hours prior to trip date.

2. Trip Insurance – Employees are covered by other policies and do not require additional insurance. While not required, students can purchase travel insurance for university related trips.

Students are responsible for obtaining their own medical and travel insurance. Travel insurance can cover you, your health, your possessions, and protect your investment in case your trip is cancelled. It can be purchased by contacting an insurance agent or online. Contact the Student Life Office for a list of some insurance providers.

School vehicles are insured by OSUIT with liability coverage.

Be sure to read through OSUIT's Travel Policy – All Student Organizations are responsible for reading and abiding by the policies set forth in the Student Code of Conduct.

3. Only one trip may be reported on one form. All individuals making any one trip must be reported on the same form (First, Last Name and CWID). Any changes must be reported before the trip begins.
4. All blanks, except reporting date and time 'Student Life Use Only', must be completed.
5. The name and phone number of the contact person must be provided on the "Reported by" line. This person will not be covered under University Travel unless listed as making the trip.
6. If the Student Life office does not have an **Employee Acknowledgment** on file for the employees making the trip, please also sign and print this form! These forms will need to be signed and recorded annually.

Once you have all documentation in this travel packet filled out, please return to Student Life by email or in person - Covelle Hall or hope.hubbard@okstate.edu .



Campus Activity Request

When completed, submit this form electronically, to Student Life

Name of Event or Activity: _____

Facility/Area/Location to be used: _____

Event Date: _____ Day of week: _____ Time: from _____ am/pm to _____ am/pm

If Set-Up/Tear-Down Time Required, Please Specify

Date: _____ Day of week: _____ Time: from _____ am/pm to _____ am/pm

Purpose of Event/Activity/Trip: (list types of activities planned, i.e., meeting, lecture, etc): _____

Group Submitting Request: _____

Contact Person for Event or Activity: _____ Telephone #: () _____

Anticipated Attendance: _____ Open to Public: Yes _____ No _____

Who Will Set-Up? _____ Self _____ Physical Plant Services _____ Other (Please Specify)

Food Services Requested? _____ Yes (If Yes, Contact Food Services @ 293-4964) _____ No

Please List any Special Services or Equipment Requested:

(If you have an Audio Visual Equipment Request, Contact the Campus Library @ 293-5080)

Student Groups Requesting Approval for a Student Organization Sponsored Activity or Trips should submit completed documentation to the Office of Student Life. For Day Trip Requests, Travel Packets should be received at minimum 24 hours in advance of the Trip. For Overnight Trip Requests, 2 weeks in advance. All other requests to reserve Areas or Facilities on the OSU Institute of Technology Campus should be submitted to the Student Union Services Office for Approval.

Responsible Party Designee / Sponsor

Date

University Approval APPROVED OR DISAPPROVED

Date

◆ COPIES OF THIS REQUEST WILL BE FORWARDED TO APPLICABLE OSUIT OFFICES ◆

PARTICIPANTS

STUDENT PARTICIPANTS

NAME

CWID

SPONSOR PARTICIPANTS

If more than 25 students are taking a trip, please attach a second sheet.



INSTITUTE OF TECHNOLOGY Employee/Sponsor Acknowledgement Statement

As a result of the Drug-Free Policy Statement, 1-018, concerning the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and/or controlled by the college or as a part of college activities, the following expectations apply to you as a representative of OSUIT.

- All OSUIT individuals participating in an OSUIT-sponsored trip are held accountable to all policies of OSUIT as stated in the student handbook and campus policies. In addition, all individuals will obey civil laws at the local, state, and federal level.
- The use of alcohol during any OSUIT-sponsored activity is strictly prohibited, unless an exception has been granted by the Senior Administration, and written approval provided as documentation.
- Any violation of the drug-free policy shall be subject to disciplinary action up to and including termination from employment. In addition, any individual that chooses to violate this policy may be asked to reimburse OSUIT for his/her portion of the participation cost paid by the institution or its affiliates.
- After-hours, OSUIT employees are prohibited from purchasing or providing alcohol to students, regardless of students' age, and from fraternizing with students when alcohol is present.
- It is understood that the use and/or distribution of illegal drugs is expressly prohibited, and may result in immediate termination from employment, and involvement of law enforcement.

I have read, understood, and will comply with the above-mentioned information relating to policies and guidelines of OSUIT.

Print Employee's Name

Date

Employee's Signature

Date