Northland Community and Technical College
Student Activity Request Form

☐ East Grand Forks  ☐ Thief River Falls
☐ Field Trip  ☐ Student Life Activity  ☐ Fundraiser

Date Received ____________

Club/Organization/Team

Title of Event/Activity

Date (s)      Time                                   Club Representative/Contact Name

Location
   ____ On Campus (Describe specific location below)
   ____ Off Campus (See note below for information that must be submitted, plus describe travel arrangements in space provided)

   If off campus, indicate location ____________________________.

Note:
   • Waiver of Liability forms must be completed for all off campus travel and other applicable events.
   • Itineraries must be attached, including departure and return times, destination/s, and list of attending individuals.
   • If traveling out of MN, Out-of-State Travel/Special Expense form must be completed and attached listing student participants which require the approval of the College President.
   • If utilizing a state vehicle, drivers must be approved through the online approval process. If approved driver is under 21, he/she may only drive in MN.
   • The use of private vehicles for college-related activities is prohibited, unless approved by college administration.
   • Cost centers and/or budget reports must be submitted with request to identify source/s of funding for activity.
   • Requests for activities and travel must be approved prior to the event.
   • All goods and services must be encumbered prior to the event.
   • If ordering food, Special Expense (Out-of-State Travel/Special Expense) form must be completed prior to encumbrance.
   • Groups wanting to use outside food vendors must show a 10% or greater savings and attach quotes.
   • NCTC policies are applicable during on and off campus activities.

Special Equipment/Set-Up Requirements

_______________________________________   ________________________________________
Student Life Director (Student Life Events) Date   Facilities Director (On Campus Activity) Date

_______________________________________   ________________________________________
Dean of Students   Date   Food Service (On Campus Activity)  Date

_______________________________________   ________________________________________
Dean of Academic Affairs (Field Trips only) Date   Club/Organization/Team Advisor Date

Please submit form to:   EGF Campus - Karen Meine, Reception Desk   TRF Campus - Kari Sundberg, Suite 425

For Internal Use Only

☐ Place event information on TV Monitors.
☐ Email event information to Students and Employees.
☐ PDF copies to: Director of PR, Student Life OAS, Facilities Director (Campus of Event only)

☐ Event followup sent

10/26/09
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