Student Life Activity Request Form

[ ] East Grand Forks   [ ] Thief River Falls

[ ] Field Trip   [ ] Student Life Activity

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 ________________________________.

Please check for required documents:

- 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.
- If taking a chartered bus—a professional/technical services contract is required.
- 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.
- Participation of a college representative maybe required depending on the nature of the trip.

Special Equipment/Set-Up Requirements

Student Life/Senate Advisor       Date       Facilities Director (On Campus Activity)       Date

[ ] Check to add to "Northland Now"

Dean of Students or Designee       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 – Abdul Chamma, Office 425G

College representatives are expected to do their best due diligence to ensure a safe and educational experience.

For Internal Use Only

[ ] Place event information on TV Monitors

[ ] Email event information to Students and Employees

[ ] PDF copies to: Facilities Director (On Campus Events only)

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