



Student Life Request Form

- East Grand Forks Thief River Falls
 Field Trip Student Life Activity Student Life Purchase

Club/Organization/Team

Title of Event/Activity/Purchase

If Applicable:	Date (s)	Time	Club Representative/Contact Name

Location (If Applicable) <input type="checkbox"/> On Campus (Describe specific location below) <input type="checkbox"/> Off Campus (See note below for information that must be submitted, plus describe travel arrangements in space provided) If off campus, indicate location _____
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Please check for required documents:

- If purchasing items, describe what, amount and total expense (need to be approved prior to purchase).
- Cost centers and/or budget reports must be submitted with request to identify source/s of funding for activity.
- 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.
- Requests for activities and travel must be approved prior to the event.
- All goods and services purchased must be encumbered or have secured financing before ordering/acquisition.
- 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 (If Applicable)
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Student Life/Senate Advisor	Date	Facilities Director (On Campus Activity)	Date
<input type="checkbox"/> 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** - Reception Desk **TRF Campus** – Office 451

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 (Develop powerpoint slide and send to marketing director to post)
- Email event information to Students and Employees (Furnish a summary of event to front receptionist (EGF) or Jason Pangiarella (TRF))
- PDF copies to: Facilities Scheduler (On Campus Events only)