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

☐ 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:

• 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, Student Out-of-State Travel 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 must be encumbered or have secured financing before ordering/acquisition.
• If ordering food, Special Expense form must be completed prior to encumbrance.
• Groups wanting to use outside food vendors must show that the exclusive food vendor cannot accommodate the request.
• 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 – 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 Director (On Campus Events only)