

Off-Campus Trip Request Form

This form must be filled out and returned to the Office of Student Engagement (OSE) at least seven (7) business days before a planned trip. Once approved and returned to you, you must follow the steps outlined in the “Day of Trip Procedures” section. OSE will scan and send the complete form to the Office of Campus Safety.

Today’s Date: _____

Club Name/Purpose of Trip: _____

Name of Trip Organizer: _____

Phone: _____ Email Address: _____

Destination (city/state): _____ Overnight Trip? Yes No

Name of accommodations/location of stay: _____

Address/phone of accommodations: _____

Date(s) of Trip: _____ *Expected Attendance: _____

*Provide the name and phone of each trip participants on the “Participant List” section of this form. All participants must read and sign waiver forms provided to you by OSE. This list, as well as signed waivers, must be returned to OSE no later than 7 business days (for trips further than 250 miles from campus) or 48 business hours (for trips less than 250 miles from campus) before departure time. Participants without signed waivers may not attend the trip.

Will an advisor or member of the faculty or staff attend? Yes No

NOTE: For trips further than 250 miles from campus, a faculty or staff advisor must be available to serve in an on-call capacity for the duration of the trip. By signing below, your advisor is agreeing to serve in this capacity.

Advisor Name: _____ Phone Number: _____

Advisor Signature: _____ Email Address: _____

NOTE: Adviser’s signature is required for all applications

Mode of Transportation:

Goucher van or bus Off-campus provider* Privately owned vehicles

*Name/phone of off-campus provider: _____

NOTE: If using college-owned, leased or privately owned vehicles, all drivers must comply with college policies. Please review the college’s [Vehicle Policies](#) for more information. To avoid last-minute problems, be sure to review and ensure compliance with these policies and procedures well before your departure date.

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Day of Trip Procedures:

- A. **Individual signed waivers are required for all participants. Any participant for whom a signed waiver has not been provided to OSE may not participate on the trip.**
- B. Before departing, please make an announcement to all trip participants about the drop-off and pick-up locations, time of departure from destination, and any other safety announcements. Please be sure to have phone numbers for all trip participants, and share your number with them as well. This will help with communication should a student not return to the departure location on time.
- C. When you are ready to depart from your destination, please take attendance to make sure everyone has arrived back to the bus safely.
- D. If you are missing any participants, please try to call them. If you are unable to reach a student and you are concerned about their well-being, please call the Office of Campus Safety (410-337-6111) immediately.

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For Office of Student Engagement use only:

Date Received: _____ Reviewed and approved, Director of Student Engagement initials: _____

Participant List

Please submit this form to the Office of Student Engagement no later than 7 business days (for trips further than 250 miles from campus) or 48 business hours (for trips less than 250 miles from campus). Check if signed waiver has been provided. **Participants who do not sign a waiver may not attend the trip.**

FULL NAME	PHONE NUMBER	WAIVER
1. _____	_____	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>
6. _____	_____	<input type="checkbox"/>
7. _____	_____	<input type="checkbox"/>
8. _____	_____	<input type="checkbox"/>
9. _____	_____	<input type="checkbox"/>
10. _____	_____	<input type="checkbox"/>
11. _____	_____	<input type="checkbox"/>
12. _____	_____	<input type="checkbox"/>
13. _____	_____	<input type="checkbox"/>
14. _____	_____	<input type="checkbox"/>
15. _____	_____	<input type="checkbox"/>
16. _____	_____	<input type="checkbox"/>
17. _____	_____	<input type="checkbox"/>
18. _____	_____	<input type="checkbox"/>
19. _____	_____	<input type="checkbox"/>
20. _____	_____	<input type="checkbox"/>
21. _____	_____	<input type="checkbox"/>
22. _____	_____	<input type="checkbox"/>
23. _____	_____	<input type="checkbox"/>
24. _____	_____	<input type="checkbox"/>
25. _____	_____	<input type="checkbox"/>

Please attach pages for additional signatures if necessary.