

Travel Pre-approval for Bates Student Clubs and Organizations

This form must be completed and signed by a Campus Life staff member in advance of any overnight trip that an official Bates club or organization wishes to participate in. Overnight trips that are not pre-approved by the Office of Campus Life will not be recognized as a Bates College sponsored event and will therefore, not be the responsibility of Bates financially otherwise ; this includes reimbursements, cash advances, and charging event expenses to a College/student club budget and access to Bates liability insurance in the event of an emergency or accident occurs.

Only currently enrolled students, are eligible to participate in Bates sponsored/supported trips, activities, and outings. Staff, faculty, coaches and official advisers may be eligible to participate if they are currently employed at Bates or serve in an official advising role recognized by the College.

Once completed and approved; this document will be shared with Bates Security and Bates Accounting

1. Full Name

2. Cell Phone

3. Check all that apply.

Option 1

4. Email address

5. Name of club or organization you are representing

6. How are you affiliated with Bates?

Mark only one oval.

Student

Faculty member

Staff member

Other: _____

7. Mark only one oval.

Option 1

8. Name of trip leader and title/position, i.e. Darth Vader, President of the Star Wars Club

Name: _____ Title/Position: _____

9. Trip Destination

10. Date and Time of Departure

11. Date and Time of Return

12. Mode of Transportation. For information on transportation options and polices, click here (link to transportation page that will includes options and information on policies and procedures

Mark only one oval.

- Bates Van
- Rental vehicle from U-Save
- Commercial air flight
- Commercial Bus (i.e. Grey Hound, school bus rental, etc.)
- Zipcar
- Rental other national car company (i.e. Enterprise
- Personal Vehicle (strongly discouraged. Bates liability insurance does not apply when using one's own vehicle, event for Bates sponsored activities.
- Train
- Other. Please specify (horse? magic carpet? Do tell!)

13. Please list the names and email addresses of all trip attendees, including their affiliation with Bates. For example: Betty Crocker, student '18; Michael Phelps, Bates swim coach, etc. Trip attendees will be notified via email and asked to confirm their interest in participating in this trip. They will also be asked to complete the General Consent Assumption of Risk for the current academic year`if they haven't already

Trip Attendees

Name	Email Address	Affiliation	Class Year	Signed Assumption of Risk	
				No	Yes
				No	Yes
				No	Yes
				No	Yes
				No	Yes
				No	Yes

*If you need additional space to list Trip Attendees please use the table below on page 6.

14. Estimated expenses. Please be specific

15. Does your club have the funding to support this trip?

Mark only one oval.

- Yes
- No
- Not sure. What are my options?

16. Funding for trips must be confirmed in advance of the trip. This includes funding you may receive from Student Government Additional Funding pool or co-sponsorships you may receive from campus partners or donations. Please explain how you will fund this trip. Verification will be required. Retroactive requests will not be accepted.

Mark only one oval.

- Option 1

17. Please indicate the name of the club or organization you are representing

18. Where will the group be staying? Please specify your accommodations?

19. Purpose of travel and type of activities planned. Please include why this trip is relevant to your club's mission or purpose.

20. Have you filled out the Required "Assumption of Risk" form for the current Academic Year?

Emergency and Accident Protocol

Should an accident occur the following steps should be followed:

Attend to injured parties

Report immediately to local law enforcement

Make no statement to anyone other than law enforcement or to Bates security to Admit no liability

Notify Bates Security (207-786-6254)

If in a rental vehicle follow procedure on rental agreement

This trip is not approved until the Trip Planner meets with a member from Campus Life to review this form. Once approved it will be signed by a member of Campus Life.

Contact the Office of Campus Life at 207-786-6305 or email campuslife@bates.edu

Trip Planner Signature: _____ Date: _____

Campus Life Approval: _____ Date: _____

cc: Accounting, Security