



**Central Alabama Community College
Student Activity Request Form (Page 1 of 2)**

Student Activity Requests should be completed at least 10 working days in advance of the planned activity and four weeks in advance if the activity requires out-of-state travel.

Campus or
Location _____

Organization Sponsoring Activity _____

Student Contact _____ E-Mail _____

Address _____

Sponsor Contact _____ Extension _____

Activity Title _____ Date/Time of Activity _____

Brief Description of Activity _____

Location of Activity _____

NOTE: When using College facilities, all facilities must be coordinated through the individual responsible for reserving the facility. If an activity is off campus, an Emergency Contact Information Form must be completed and submitted to the Dean of Students.

Type of Attendance: Club Members _____ CACC Community _____ Open _____

Is a fee charged for attendance? No _____ Yes _____ Amount \$ _____

Who is funding the activity? _____

Will the activity require students to miss class? _____ (If so, submit a Request for Excused Absence for College-Sponsored Activities form.)

Do you require support from Security? _____ If so, please describe _____

Do you require support from the Office of Student Services? _____ if so, please describe. _____

**Please see next page for travel information.
Central Alabama Community College**

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Is travel required? _____

NOTE: All transportation and travel arrangements must be approved by the Dean of Students. Travel must also have the approval of the Dean of Instruction if it is a class field trip or instructional club or organization trip. Students are to be transported in college vehicles when college vehicles are provided. All students must sign a Release and Waiver of Liability to attend off campus events.

In-State Travel _____ Out-of-State Travel _____

Brief Description of Travel Plans _____

Describe Associated Risks and Management Plans _____

If overnight stay, list name/address/location/contact information of where group may be located

Name and Contact Information for Sponsors on Trip _____
Proposed Cost and Budget _____

AS THE SPONSOR OF THIS CLUB/ORGANIZATION, I UNDERSTAND THAT CENTRAL ALABAMA COMMUNITY COLLEGE STUDENT CODE OF CONDUCT AND POLICIES AS STATED IN THE STUDENT HANDBOOK AND COLLEGE CATALOG ARE IN EFFECT THROUGHOUT THIS ACTIVITY/TRIP.

Organization/Club Sponsor/Date

Campus Dean (if applicable)/Date

Dean of Students /Date

Dean of Instruction (if applicable)/Date

Distribution Checklist

- Organization/Club Sponsor
- Campus Dean (if applicable)
- Dean of Instruction (if applicable)
- Director of Safety and Security

ACTIVITY IS NOT APPROVED UNTIL SIGNED FORM IS RECEIVED BY ACTIVITY SPONSOR.