

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
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Location (If Applicable)
 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 (City, State or Country) _____

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.
- If using college logo or likeness must obtain approval from **marketing director**. _____ (initial, date)
- 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 Minnesota State Services contract is required.
- Requests for activities and travel must be approved prior to the event.
- All goods and services must be encumbered prior to the event.
- 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 comply with college food purchasing process.
- 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)

Student Senate Advisor	Date	Facilities Director (On Campus Activity)	Date
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Check to add to "Northland Now"

Dean of Student Affairs or Director of Athletics	Date	Facility Scheduler (On Campus Activity)	Date
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Dean of Academic Affairs (Field Trips only)	Date	Club/Organization/Team Advisor	Date
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I claim the club advisor per diem under the MSCF Contract yes no

Please submit completed form and any required documentation 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 Director (On Campus Events only) PDF completed top sheet to: Supervising Dean

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator.