



**Eastern Michigan University
Club Sports and Rec/IM Department
Off-Campus Trip Form**

Level A _____ Level B _____ Mode of Transportation _____

All off-campus trips must meet the following criteria:

Related to the mission of the club/organization.

Level A Off-Campus Trips must be submitted to the Director of Club Sports **THREE** weeks prior to the trip.

Level B Off-Campus Trips must be submitted to the Director of Club Sports **TWO** weeks prior to the trip.

In order for an off campus form to be approved, all parts of the form must be completed in its entirety.

An event sponsored by clubs and organizations that are scheduled to take place outside of the Eastern Michigan University Campus.

Practices for sports clubs are not events, therefore, are not considered to be off-campus trips.

Club Name: _____	Date Submitted: _____
Trip Coordinator: _____	Trip Coordinator Cell Phone # _____
Trip Destination: _____	Date of Trip: _____
Destination Address: _____	Purpose of Trip: _____
_____	_____
Destination Phone: _____	Web-Site: _____

TRIP ITINERARY

Departing From Eastern Michigan Date & Time: _____	Arrival at Off-Campus Site Date & Time: _____
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Return Trip

Departure from Off-Campus Site Date & Time: _____	Arrival at Eastern Michigan Date & Time: _____
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LODGING

If this is an overnight trip, please provide the following lodging information.

Lodge Name: _____

Address: _____

Phone Number: _____

APPROVALS

Faculty Advisor Signature: _____ Date: _____

Director of Club Sports Signature: _____ Date: _____

Revised February

2013

Driver's Name (First & Last)	Proof of Insurance Attached	
	Yes	Already On File

**PLEASE READ AND COMPLETE THIS PAGE IF YOU ARE DRIVING YOUR PERSONAL VEHICLE OR A RENTAL CAR.
(Each driver must complete one)**

In consideration of participating in the _____ on
Name of Event

_____ and any related events and activities pertaining to driving other students,
Date of Event

I, _____, acknowledge, appreciate, and agree that:
Print Student's Name

1. The risk of injury from driving the students in any car is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce the risk of serious injury does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for the passengers in the automobile I am driving; and,
3. I willingly agree to comply with the stated and customary terms and conditions for driving a car. If however I observe any unusual significant hazard during my presence or participation, I will remove myself and the passengers in the car from participation and bring such to the attention of the nearest official immediately; and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, indemnify, and hold harmless Eastern Michigan University, Student Government, its officers, officials, agents and/or employees, clubs, and organizations ("Releases"), With respect to any and all injury, disability, death, or loss or damage to person or property, to the fullest extent permitted by law; and,
- 5. I understand that if injury or property damage occurs as a result of an accident, I will have to look first to my own personal automobile liability insurance for liability coverage.**

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

I have provided the Rec/IM with a copy of my automobile insurance card, my driver's license, insurance declarations page with appropriate limits and affirm that the insurance is in effect.

It is understood that I am not acting as an agent, partner, or sub-contractor for Eastern Michigan University. It is mutually agreed that no contractual relationship exists between the parties, either expressed or implied.

Participant's Signature

Participant's Age

Participant's Phone Number & E-Mail Address

Date

Emergency Contact Name & Relationship

Emergency Contact Phone #