

VOLUNTARY STUDENT CAMPUS ACTIVITY APPROVAL FORM

INSTRUCTIONS:

- ▶ This form is to be completed by a USA faculty or staff member.
- ▶ Student activity for **any voluntary, USA-sponsored purpose** must be approved by the Vice President for Student Affairs/Dean of Students **prior** to the activity. Complete and submit this form to the Division of Student Affairs. Fax completed form to 460-6157.
- ▶ After approval, if necessary, a "Release From Liability" form will be sent to you by the Attorney's Office. The release form must be copied and provided to each student to sign prior to the activity. Release forms should be collected prior to the activity and submitted to the College/School or Departmental office.

Participants: Graduate Students Undergraduate Students Both

Organization Name: _____
(USA College/School/Department or student organization sponsoring activity)

Date of Activity: ____/____/____

Name/Description of Activity: _____

Location: _____

NOTE: Students must be notified of expected conduct, including the alcohol policy.

Date of Notification/Expected Date of Notification: _____

Signature of Faculty/Staff Member

Printed name of Faculty/Staff Member

Faculty/Staff Member phone number

Faculty/Staff Member e-mail address

Signature of Department Chair or Dean of College/School

Date

Approved by VP for Student Affairs/Dean of Students

Date

Request forwarded to Attorney's Office for Release From Liability Form _____

OR

Request returned to Faculty/Staff Member (Release From Liability Form not necessary) _____
(Faculty/Staff Member to retain this form for three years from date of activity)