MUSKEGON COMMUNITY COLLEGE
Overnight Trip Information Sheet

Copies to: Student Life Office and Advisor

1. Sponsoring Organization: ______________________________________________________

2. Reason for Trip: ______________________________________________________________

3. Advisor: ____________________________________________________________________

4. Mode of transportation: _________________________________________________________

5. Departure (time/date): _________________________________________________________

6. Return (time/date): ____________________________________________________________

7. Estimated total mileage: _________________ Location: _____________________________

8. Routing Information: __________________________________________________________

9. Lodging - List all lodging locations: _____________________________________________
    a. __________________________________________________________________________
       Hotel/City & State   Date   Phone

    b. __________________________________________________________________________
       Hotel/City & State   Date   Phone

Advisor Signature:_________________________________________________________________

________________________________________________________________________________

Name                                                                                   Date
List all (excluding advisors listed) who will be on the trip. All students participating in off campus trips must sign (please use a separate sheet if necessary). Attach proof of insurance each member who is participating.

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Student ID#</th>
<th>Emergency Contact &amp; Phone #</th>
<th>Signature*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students signature states that they agree to abide by all college policies while off campus. This includes the use of alcohol, illegal substances, and any contractual obligations.