

## Rhode Island College Trip Registration Form



Rhode Island College Student Activities  
Student Union 408  
(401) 456-8034

[http://www.ric.edu/student\\_activities/](http://www.ric.edu/student_activities/)

|   |  |
|---|--|
| Today's date:   |  |
| Organization name:  |  |
| Date(s) of trip:  |  |
| Destination of trip:  |  |
| Telephone numbers of destination (if applicable, i.e. hotel, conference center, event coordinator): |  |
| Name and telephone number of student trip leader:   |  |
| Purpose of trip:  |  |

\_\_\_\_\_  
(Signature of Organization President)

\_\_\_\_\_  
(Signature of Organization Advisor)

Submit this Trip Registration Form, **with YELLOW copies of waiver forms attached**, to the Rhode Island College Office of Student Activities (Student Union 408) at least three (3) workdays in advance of the trip.

### **For each trip, remember to complete the following tasks:**

- ✓ Have each student attending the trip complete a waiver form. Take the WHITE copy with you on the trip, give the PINK copy back to the student, and hand the YELLOW copy into Student Activities.
  - Please note that students who are under 18 years of age need to have their parent or guardian sign the waiver form on their behalf.
- ✓ Give each attendee a fact sheet or list of important information about the trip, including exact times of drop off and pick up, contact phone numbers, and items to bring.
- ✓ Remind attendees that they need to follow all RIC student code of conduct while on the trip, as well as federal, state, and local laws.
- ✓ Personal vehicles cannot be used for transporting others to or from the destination.
- ✓ Note for club sports – please have each player complete a waiver form at the beginning of the season, and attach the match/game schedule. The schedule, trip registration form, and yellow copies of waivers should be handed into Student Activities.