

**MACALESTER COLLEGE
VAN TRIP SPONSOR and ITINERARY FORM**

Groups traveling 400 or more miles one-way must submit a Van Reservation Request Form and a Sponsor and Itinerary Form. The proposed trip must comply with the Macalester College Van Safety Protocols, which can be found on the back of the Sponsor and Itinerary form. Completed forms for trips over 400 miles must be returned to the Facilities Office at least 3 weeks prior to the departure date.

DEPARTMENT/GROUP: _____

TRIP LEADER (S): _____ PHONE: _____

PLANNED ROUTE: _____

LAYOVERS and FINAL DESTINATION (8 hour layover required after 16 hours of travel)

Date/Time: _____

Date/Time: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Date/Time: _____

Date/Time: _____

Address: _____

Address: _____

SPONSOR AGREEMENT

- I agree to serve as the faculty/staff sponsor for this College van trip.
- I have reviewed the trip plans for compliance with the Van Safety Protocols on the back of this form.
- I have discussed with the trip leaders potential hazards and safety issues that may arise during travel or at the destination, along with appropriate responses to any such situations.
- I hereby attest that the trip leaders are adequately trained in issues of risk management, and understand their responsibilities as leaders.

Check one:

- I am a trip participant.
- The trip participants will know how to reach me at all times in case of Emergency or for assistance with decision-making.

Sponsor Signature: _____ Date: _____

Phone: (day) _____ (evening) _____

Approved by:

- Director of Security _____
- Associate Dean of Students _____