



EXTRACURRICULAR TRIP / OUTING FORM

This form must be submitted with the Consent and Release Agreement forms to the Director of Student Affairs at least one business day prior to the trip departure date.

EMPLOYEE/TRIP LEADER NAME: _____

EMPLOYEE/TRIP LEADER CELL PHONE: _____

EMPLOYEE/TRIP LEADER EMAIL: _____

PROGRAM/ORGANIZATION NAME: _____

TRIP DESTINATION: _____

DATE(S) OF TRIP: _____

PURPOSE OF PLANNED TRIP: _____

MODE OF
TRANSPORTATION _____

NAME(S) OF EMPLOYEES PARTICIPATING: _____

NUMBER OF STUDENTS ATTENDING: _____

NAME(S) OF STUDENTS PARTICIPATING (ATTACH ADDITIONAL FORMS IF NEEDED)

***NOTE: STUDENTS ARE NOT COVERED BY BAKER COLLEGE'S INSURANCE ON TRIPS/OUTINGS NOT REQUIRED FOR COMPLETION OF THEIR DEGREE.**