

STUDENT TRIP REGISTRATION FORM

Please complete every line, using N/A where not applicable. Be sure to complete all pages and sign where indicated.

STUDENT INFORMATION

Student Name: _____
Contact Phone: _____ Mobile Home Email: _____
Address: _____
KSU ID #: _____ Date of Birth: _____

TRIP INFORMATION

Trip/Conference Name: _____
Destination (City, State): _____
Travel Start Date: _____ Trip End Date: _____
Trip Semester: Fall Spring Summer

Note: The student **MUST** be registered for classes during the semester of travel. If the student is not registered for classes during the semester of travel, prior approval must be obtained from Compliance (compliance@kennesaw.edu) before any booking arrangements are made on behalf of the student.

SPONSORING DEPARTMENT INFORMATION

Department Name: _____
Speed Chart: _____
Trip Leader/Faculty Member: _____

EMERGENCY CONTACT INFORMATION

Name: _____
Address: _____
Primary Phone: _____ Mobile Home Work
Secondary Phone: _____ Mobile Home Work
Relationship to Student: _____

Have you signed the *Waiver of Liability and Covenant Not to Sue*? Yes No

Have you signed the *Alcohol Policy Form*? Yes No

Have you completed and signed the *Travel Request Form*? Yes No

I agree that as a participant in this school sponsored trip, I will be responsible for my own actions at all times.

Student Signature

Date

Print and attach the “Travel Request for Advance Authorization to Travel and/or Standing Authorization to Travel” form

<http://ofm.kennesaw.edu/docs/forms/travelrequestform.pdf>

NOTICE TO ALL PERSONS PARTICIPATING IN KENNESAW STATE UNIVERSITY TRAVEL

All participants in Kennesaw State University sponsored travel are required to sign the *Release, Waiver of Liability and Covenant Not to Sue* below.

I **acknowledge that** I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary travel. In this regard, my health and accident insurance policy is provided by the provider named below.

Do you have insurance? Yes No

If yes, name of insurance company: _____

RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE

Please read carefully before signing.

The undersigned hereby acknowledges that participation in any extracurricular activity involves some risk and assumes all such risks. The undersigned hereby agrees that for the consideration of Kennesaw State University allowing the undersigned to participate in travel, the undersigned participant does hereby waive liability, release, and forever discharge the Institution and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents, and employees of and from any and all claims, demands, rights and causes of action of whatever kind of nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such travel.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents, or employees for any claim for damage arising or growing out of my voluntary participation in school travel.

I understand that the acceptance of this release, waiver of liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employees thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Boards, its members, officers, agents, and employees.

Further, I understand that this release, waiver of liability and covenant not to sue shall be effective during the time period indicated below while I am enrolled or employed at Kennesaw State University.

I certify that I am _____ years of age and that I have read the above carefully before signing.

Student Signature

Date

Phone: _____

Kennesaw State University Policy on the Use and Possession of Drugs, Including Alcohol

V. Use and Possession of Drugs, Including Alcohol

Use and/or possession of drugs (controlled substances) is/are prohibited. The Kennesaw State University Alcohol Policy is as followed:

- a) Kennesaw State University expressly prohibits the use, possession, sale or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible club or organization representative acknowledges responsibility for monitoring alcoholic consumption. Student Activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding, and enforcing the laws of the state of Georgia. Violation of those state laws, shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president.
- b) All student organizations must submit an "Acknowledgement of Alcohol Policy" from the Vice President for Student Success and Enrollment Services during the first week of classes each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State University that they and individuals responsible for the group's social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages.
- c) Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the "drawing card" for the event. Organizations choosing to advertise the service of alcohol beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver's licenses.
- d) Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.
- e) Any violation of this policy at any club or organization activity shall be reported to the Vice President for Student Success and Enrollment Services by the designated monitor(s) verbally within 24 hours of returning to campus and followed by a written report within 3 working days. The Kennesaw State University Department of Campus Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Vice President of Student Success and Enrollment Services. The Vice President of Student Success and Enrollment Services shall then be responsible for disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of non-academic University rules and regulations as provided for in the University student code of conduct.

~ *From the Kennesaw State University Policy and Procedures*

Name (*please print*): _____

Organization/Activity: _____

My signature below indicates that I have read the above Kennesaw State University Policy on the use and possession of drugs, including alcohol, and that I agree to abide by this policy as a participant in the indicated activity.

Student Signature

Date