OFF-CAMPUS STUDY/INTERNATIONAL PROGRAMS
TO BE COMPLETED BY FACULTY OR STAFF WHO ARE TAKING STUDENTS ON COLGATE-SPONSORED TRAVEL (excluding Colgate study groups or extended studies)

I NAME: ______________________________________

DESTINATION(S): ______________________________________

Department/organization/fund that is sponsoring this travel: ______________________________________

DATES: Indicate the dates of this Colgate-sponsored activity:

Travel Begins: ___________________________________

Travel Ends: ___________________________________

II STUDENTS AND ITINERARY: Please attach a list of the student participants along with an itinerary that includes where the students will be staying (name, location and phone of lodging), where you will be staying (if different from students), and dates at each location. If other Colgate faculty or staff are accompanying the group, include them along with a brief explanation of their role.

III EMERGENCY CONTACTS

In the event of an emergency during this travel period, list the best way for you to be reached:

In the event that you are personally involved in an emergency, indicate whom we should notify (include name, phone, email):

Return this form along with the three student forms to Off-Campus at least one month prior to departure. International SOS cards will not be authorized until the paperwork is completed. (Note that Off-Campus Study will send the student health forms to Student Health Services on your behalf.)

Forms can be found on the Off-Campus Study forms web site under “Other Colgate-sponsored travel”:

http://www.colgate.edu/academics/offcampusstudy/forms.html

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