

Rhode Island College Off-Campus Trip and Event Registration Form



Rhode Island College Student Activities
Student Union 408
(401) 456-8034
www.ric.edu/student-activities

Today's Date	
Organization Name	
Date(s) of Event	
Location of Event	
Telephone Numbers of Location (if applicable; i.e. hotel, conference center, event coordinator)	
Name and Cell Phone Number of Student Event Leader	
Purpose of Event	

Signature of Organization President

Signature of Organization Advisor

Submit this registration form with **YELLOW** copies of the waiver for **trips** and/or the **Third Party Vendor Contract for events where alcohol will be served** to the Rhode Island College Office of Student Activities (Student Union 408) at least three (3) business days in advance of the event for trips, and at least ten (10) business days in advance for off campus events where alcohol will be served. *See opposite side for more information.*

Definitions

Trip – Any off-campus activity where the student organization provides transportation and the duration of the activity is the time the transportation leaves from RIC to the time the transportation returns.

Off-Campus Event – Any off-campus activity where the begin and end time of the event is designated by the organization at an off-campus location, and no transportation to or from RIC is provided.

Third Party Vendor – Any venue that is not owned by the college or a member of the organization. This includes, but is not limited to the following:

- Restaurants
- Bars and Taverns
- Banquet Halls and Rooms (i.e. hotels, VFW halls)
- Boat Cruises
- Night Clubs
- Any other establishment where alcohol is served

Additional Trip Requirements:

The organization must complete the following tasks:

1. 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 at least one business day in advance.
(*Please note that students who are under 18 years of age are required to have their parent or guardian sign the waiver form on their behalf.)
2. Give each attendee a fact sheet that lists of important information about the trip, including exact times of drop-off and pick-up, contact phone numbers, and items to bring.
3. Remind attendees that they are required to follow the RIC Student Code of Conduct while on the trip in addition to federal, state, and local laws.
4. Personal vehicles cannot be used for transporting others.

Additional Off-Campus Events with Alcohol Requirements

Submit **Third Party Vendor Contract** in addition to this form must be used for any activity where alcohol will be served. This may include, but is not limited to:

- Banquets
- Formals
- Concerts, Battle of the Bands, etc.
- Social Functions/Parties

When planning one of these events, keep in mind the following:

- The forms must be completed before any payments are made
- Local, state, and federal laws
- College Policies
- Organization policies
- Costs of venues
- The funding timeline and approval from SCG
- Contracts must be approved by SCG, the College, and/or your national organization as applicable
- Transportation
- Additional security (Requirements and costs)
- Ensure vendor has a method for identifying those who are under 21 years old
- Providing food for guests
- Wait to advertise until AFTER the event space has been booked
- Coordinating with the Student Union to sell tickets