

COLLEGE *for* Creative STUDIES

### Chaperone Registration Form

All registration forms must be submitted in hard copy to Academic Affairs for academic trips and Student Affairs for non-academic trips. This form must be submitted a minimum of two weeks prior to proposed trip date.

Sponsoring Department/Organization: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Description of Trip:

List chaperones responsible for planning and attending the trip (see policy for required number of chaperones):

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_

By signing this form, chaperones agree to abide by all College policies and procedures related to field trips, travel requirements, and to uphold all College policies related to student conduct including but not limited to the College’s Drug and Alcohol Policy, Student Code of Conduct, and Policy on Sexual Misconduct (Title IX). All policies can be found at <https://policy.collegeforcreativestudies.edu/>. Chaperones are required to collect and have available to them during the trip a full participant list, contact information, student emergency contact information, and relevant College contact information.

Signed: \_\_\_\_\_  
Chaperone

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
2<sup>nd</sup> Chaperone if necessary

Date: \_\_\_\_\_