

## Event Sign-Up Form

The following information must be fully completed **BEFORE** an organization may **commence** sign up for an event. Any organization going off campus without completing this form will not be covered by the university's insurance policy and risks suspension or losing recognition.

### Section 1: EVENT INFORMATION

Check one:  On Campus Event  Off Campus Event - (if the event is Off campus, Section 4 must be filled out)

ORGANIZATION:  EVENT:

EVENT LOCATION:  EVENT DATE:  TIME FRAME:

### Section 2: HOST CONTACT INFORMATION

HOST NAME:  \*This person must be the point person who is going on the trip (off campus event) or organizing the event (on campus event).

EMAIL:  CELL PHONE:

### Section 3: SIGNATURES

SIGNATURE OF PROFESSIONAL STAFF (REQUIRED):

SIGNATURE OF ORGANIZATION ADVISOR (Off Campus Events):

SIGNATURE OF RISK MANAGER (if required):

### Section 4: TRANSPORTATION INFORMATION - \*Only for Off Campus Event\*

DEPARTURE TIME:  RETURN TIME:

COMPANY PROVIDING TRANSPORTATION:

-If you are using Carroll University vehicles, **ALL** drivers must be approved by the university. Use of unapproved drivers may result in sanctions.

-In order to become an approved driver, go to the Information Desk in the Campus Center. You will need your driver's license.

-University vehicles can be reserved by emailing vans@carrollu.edu.

### Section 5: SIGN-UP INFORMATION

SIGN-UP OPENING DATE:  TIME:  MAXIMUM NO. TIX AVAILABLE:

SIGN-UP CLOSING DATE:  TIME:

### Section 6: ACCOUNT INFORMATION

\*The Campus Center Information Desk will assist in the collection of money for your event\*

Are you charging for this event?  NO  YES (if yes, complete all remaining blanks)

COST PER PERSON:  LIMIT OF TICKETS PER STUDENT:

ACCOUNT IN WHICH MONEY SHOULD BE DEPOSITED:

IS THIS A FUNDRAISER?  NO  YES

\*This form must be submitted to Angela Meldonian at least **three (3) business** days prior to the sign-up opening date.

\*\*If there is additional information you would like from students attending your event, please attach the proper information needed.

# EVENT PARTICIPATION SHEET

This **completed** form must be submitted with a completed Event Sign-Up form to the following offices before the event:

- Student Activities or Residence Life       Public Safety       Campus Center Information Desk

**\*\*RECEIPT IS REQUIRED** for proof of payment for all events and/or activities requiring purchase. **MUST KEEP YOUR RECEIPT!**  
Your receipt serves as your ticket for transportation.\*\*

#	Name	Student ID	Email Address (@pio.carrollu.edu) and Phone Number	Name & Phone of Emergency Contact	Receipt #

\*Please note, refunds are not guaranteed. Refunds under \$5.00 will not be granted. If you have questions, please contact the event host.\*  
By signing up for this event and/or activity, you are agreeing to all policies previously stated.