

# School of Art

## TCU Sponsored Activities Away From Campus

Catalog & section no.: \_\_\_\_\_ Metroplex  
Course title: \_\_\_\_\_ other U.S.  
Instructor: \_\_\_\_\_

Date/time of event: \_\_\_\_\_  
Event location: \_\_\_\_\_  
Description of activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mode of travel: \_\_\_\_\_ TCU vehicle\*  
\_\_\_\_\_ transporting students in my vehicle\*  
\_\_\_\_\_ public transportation  
\_\_\_\_\_ student responsible for transportation  
\_\_\_\_\_ other: \_\_\_\_\_

Venue contact: \_\_\_\_\_

Contact telephone/email: \_\_\_\_\_ Instructor cell #: \_\_\_\_\_

\_\_\_\_\_ A signed Release and Indemnity Agreement for each participant has been filed with the department office (signed forms of all participants must be filed in the office before the event).

\_\_\_\_\_ If the event takes place outside the metroplex, confidential disclosure of specific health problems and medications have been filed in the Office and with the accompanying sponsor faculty/staff.

\_\_\_\_\_ Any program fee collected from participants has been collected and deposited in accounts in the Dean's Office.

Travel/Event Approved:

\_\_\_\_\_  
Chair, Richard Lane

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interim Dean, Richard Gibson  
(required for approval outside the metroplex)

\_\_\_\_\_  
Date

\* Sponsoring faculty and staff who drive TCU vehicles or who transport students should submit their information to Risk Management for a moving violations record check prior to driving. No one who has two or more moving violations in the past three years, a conviction for DUI, drag racing or manslaughter with a motor vehicle should drive on TCU business.