



College of Fine Arts

UPDATED Request for Approval: **DFW Off-Campus Activity or Event**

Who must approve events and what is the process?

All off-campus events involving students occurring around the Dallas-Fort Worth Metroplex must be approved by the Chair/Director. If the off-campus activity is a course requirement, students must sign a [TCU indemnification form](#).

Please reach out to **Tracy Rohrer** (t.rohrer@tcu.edu) in the Dean's Office if you have any questions.

Off-Campus Activities:

- This form is for off-campus activities with students in the DFW area that are local and drivable. This includes fields trips, museum visits, performances, internships, etc. - *not* anything involving overnight travel. For overnight Domestic or International travel with students please visit the [TCU Global Registration Travel website](#) for information.
- All student participants must sign the [Off-Campus Informed Consent Assumption of Risk Form](#) prior to participating. This indemnification form is provided by TCU Global. These must be filed by the unit in the Dean's Office Box folder for collecting **CoFA Student Off-Campus forms**, along with this form (once approved/signed by the Chair/Director). The Dean's Office is responsible for maintaining a log of off-campus activities and file of forms.
 - If a class/group has multiple off-campus activities planned, consider collecting one indemnification form per student to encompass all the activities for the semester. Each activity, with dates and locations, must be listed in the comments section or as an attached document.
- University Rules of Conduct apply to TCU off-campus activities and the University [Code of Student Conduct](#) will be followed.

Cancellation Policy:

- All approved activities are subject to modification depending on current conditions and health and safety guidance.

College of Fine Arts Request for Approval: Off-Campus Activity or Event

Name of Activity:			
This activity is scheduled during:			
Spring	Summer	Fall	*Activities may be submitted for consideration, but approval is pending guidance by the University and subject to change. Be prepared to adjust/cancel accordingly.
Sponsoring Department or Unit:			
Description of Activity:			
Date(s) of Activity:		Time (Start/End):	
Location of Activity:			
Anticipated Number of Participants:		Students:	Employees:
Description of Student Participants (attach a list if additional space is required)			
Please identify TCU employees involved and leaders/facilitators (with title or description)			
Will any participants or vendors be in attendance who are not affiliated with TCU (student/employee)?		YES	NO
If YES, please describe:			
Please provide a brief itinerary:			
Does participation in the activity require travel/transportation?		YES	NO
If yes, please describe (private car alone or with others, charter bus, etc.)			

I request approval for this activity or event:

Organizer Name (printed):

Date:

Chair/Director:

I have reviewed and approve this activity, noting that this activity proposal:

- is mission critical.
- is consistent with the priorities of the College.

Chair/Director Signature of approval:

Date: