FRATERNITY/SORORITY OUT OF TOWN TRAVEL FORM

To be submitted prior to travel outside Nashville. Examples would be a chapter retreat, new member retreat, formal, etc. It is important that we are able to reach you in case of emergency.

Fraternity or Sorority: ________________________________

Date/Time Leaving: _______________  Date/Time Returning: _______________

Reason For Traveling: ________________________________

Where will the event be taking place?

Name of Venue: _________________________  Address: _________________________

City, State: ___________________________  Phone: ___________________________

Chapter Member Emergency Contact: ________________________________

Position in fraternity: ________________________________

Cell Phone #: _________________________  E-mail: __________________________

Other Emergency Contact Information (if applicable): _______________________

Mode of transportation (bus, taxi, van, personal car, etc.): _________________

Please provide emergency contact information for Transportation Company:

_____________________________________________________________________

How many people will be traveling: _______?

Please circle the most appropriate designation for who will be traveling:

New Members with at least one active  Actives and New Members  Alumni Members

All Members and Dates  New Members and Big Brothers/Sisters

Will alcohol be present on the trip (circle)?  YES  NO

If yes, all University, IFC/Panhellenic and national risk management policies must be followed. Remember that there should be no alcohol at any new member event or activity.