



# Off Campus Student Activity - Non Class

By definition, off campus student activity/travel is any **off campus activity/travel** that **involves EMCC students, is organized/sponsored by EMCC and is for a specific date, time and place.**

- MCCC/EMCC full-time employee, who is the primary faculty/chaperone, must accompany the students
- Submit this form for approval based on Approval Timeline listed below
- Off campus activity/travel within Maricopa County that has expenses OR is outside of Maricopa County will also require a FMS Travel Authorization
- Non-students may **NOT** participate in the off campus student activity

## Non Class Activity Details:

Primary Faculty/Chaperone : \_\_\_\_\_ Primary Faculty/Chaperone Cell #: \_\_\_\_\_  
 Organization Student Club Student Group  
 Name of Organization/Club/Group: \_\_\_\_\_

## Activity Dates:

From: \_\_\_\_\_ Departure Time: \_\_\_\_\_ AM PM  
 To: \_\_\_\_\_ Return Time: \_\_\_\_\_ AM PM

## Activity Schedule: (Check all that apply)

Students meet at EMCC Campus vehicle used  
 Students meet at location Personal vehicle used

## Activity Location:

Maricopa County In State - Outside Maricopa County Out of State

Destination: \_\_\_\_\_  
 Address: \_\_\_\_\_

Description: \_\_\_\_\_  
 \_\_\_\_\_

Student Learning Outcomes (minimum 2): \_\_\_\_\_  
 \_\_\_\_\_

Describe how this activity will enhance your club/organization/group: \_\_\_\_\_  
 \_\_\_\_\_

Describe how students were selected: \_\_\_\_\_  
 \_\_\_\_\_

## Expenses: (Check all that apply)

No Expense Parking Airfare  
 Entrance/Registration Fee Ground Transportation Baggage  
 Per Diem Lodging Other: \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_



## Off Campus Student Activity - Non Class

EMC10		EMMAINCA							
GLBU	Account	Operating Unit	Fund	Dept	Function	DSTWD	Project	Activity	Source
----- CHARTFIELD STRING -----						----- GRANTS FIELDS -----			

**Assumption of Risk & Release of Liability:** Forms have been completed for all students: Yes No

### Approval Signatures:

Primary Faculty/Chaperone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor/Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director Student Life (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vice President (out of state only): \_\_\_\_\_ Date: \_\_\_\_\_

### Off Campus Student Activity/Travel Requirements:

- MCCC/EMCC full-time employee, who is the primary faculty/chaperone, is required to accompany the students on the off campus student activity/travel and must be present throughout the entire duration of the activity
- Only **students** can participate in the off campus student activity/travel. Student means all persons who are registered for classes, or otherwise entered into any other contractual relationship with MCCC/EMCC
- **Non-students** may **NOT** participate in the off campus student activity/travel. Non-students include: significant other of chaperone or student, children of chaperone or student, family/friends of chaperone or student
- Review all requirements and process at: <https://www.estrellamountain.edu/employees/travel/student-travel>

**Assumption of Risk & Release of Liability (AOR):** An AOR is required for each student attending the activity/travel and copies are required to be maintained by the division or Student Life.

**Student Learning Outcome:** List a minimum of two student learning outcomes as a result of this off campus student activity.

**Describe how this activity will enhance your club/organization/group:** Is the off campus student activity a necessary component of your club/organization? If not, explain how it will enhance your club/organization.

**Describe how students were selected:** EMCC provides opportunities for all students to engage in activities. Explain how students were selected to participate in this off campus student activity.

**Funding:** Off campus student activity/travel with expenses must be budgeted/earned/revenue received and approved by the appropriate administrator prior to completion of this form.

### Approval Timeline for Off Campus Student Activity/Travel

- **Within Maricopa County** - a minimum of two (2) weeks prior to departure date
- **In State - Outside Maricopa County** - a minimum of three (3) weeks prior to departure date
- **Out of State** - a minimum of six (6) weeks prior to departure date
- Off campus student activity/travel with an expense require FMS approvals and will add additional weeks to approval timeline

**FMS Travel Authorization:** Off campus student activity/travel within Maricopa County that has expenses OR is outside of Maricopa County OR out of state will also require a FMS Travel Authorization. The FMS Travel Authorization will **require FMS approval and will add additional weeks to approval timeline.**

### Review:

1. All sections of form have been completed
2. Student Roster/List with phone numbers is attached
3. Assumption of Risk & Release of Liability form for all students is complete
4. All signatures are on the Off Campus Student Activity form
5. Submit FMS Travel Authorization if activity has expenses OR is outside of Maricopa County OR out of state