



Off Campus Student Activity - 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.**

- The primary faculty is required to accompany the students on the off campus student activity
- Submit this form to the appropriate Division Chair and Dean at least two weeks prior to the activity
- Off campus student activity within Maricopa County that only has a registration/entrance fee expense will NOT require a FMS Travel Authorization
- Off campus student activity outside of Maricopa County will require a FMS Travel Authorization
- Any class related off campus student activity cannot occur out of state and cannot occur overnight
- Non-students may **NOT** participate in the off campus student activity

Class Activity Details:

Primary Faculty Name _____ Primary Faculty Cell Phone _____
 Class Name and # _____ Section: _____ # of Students _____
 Class Time: _____ AM PM To _____ AM PM Class Days M T W R F S

Alternate Assignment: Has an alternate assignment been provided for students who are unable to attend this activity, if activity is scheduled outside of regular class time. Yes No NA

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

Activity Date: _____ **Departure Time:** _____ AM PM **Return Time:** _____ AM PM

Activity Schedule: (Check all that apply)

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

Activity Location:

Maricopa County _____ In state – Outside Maricopa County _____

Destination: _____
 Address: _____

Description: _____

What will students learn from this activity? _____

Describe how this activity will enhance your class: _____

Expenses: (Check all expenses that apply)

No Expense _____ Entrance/Registration Fee _____ Parking _____
 Ground Transportation _____ Other: _____

Total Expenses: \$ _____

Off Campus Student Activity - Class

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

Approval Signatures:

Primary Faculty: _____ Date: _____
 Division Chair: _____ Date: _____
 Dean: _____ Date: _____

Off Campus Student Activity/Travel Requirements:

- The primary faculty is required to accompany the students on the off campus student activity 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
- Any class related off campus student activity cannot occur out of state and cannot occur overnight
- Review all requirements and process at: <https://www.estrellamountain.edu/employees/travel/student-travel>

Alternate Assignment: If student is unable to attend off campus student activity, the faculty should provide an alternate assignment if activity is scheduled outside of regular class time.

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

What will students learn from this activity: Describe what students will learn from this off campus student activity.

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

Funding: Off campus student activity 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

FMS Travel Authorization: Off campus student activity/travel within Maricopa County that has expenses OR is outside of Maricopa County 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. Class/student roster with cell 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 is in state - outside of Maricopa County