



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3020

Fax 860.253.3063

Dean of Student Development

## Program/Activity Request Form

Instructor/Staff Name: \_\_\_\_\_

Class/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program/Activity: \_\_\_\_\_

Provided transportation (please check):

BUS     AIRPLANE     AUTOMOBILE     TAXI  
 OTHER     NONE

*If you are driving, circle the appropriate response as verification that you have insurance covering your vehicle and passengers: YES \_\_\_\_\_ NO \_\_\_\_\_*

*Please include itinerary for any transportation that is booked through an external company i.e. plane, train reservations.*

Location (s) of activity or trip: \_\_\_\_\_

Date(s) of activity or trip: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Program/Activity start time: \_\_\_\_\_ Return time: \_\_\_\_\_

Collected Emergency Contact Forms from students: YES NO

Collected Activity Waiver Forms from students: YES NO

\_\_\_\_\_  
Instructor/Staff Signature

\_\_\_\_\_  
Date

***\*In the event of an emergency during the activity please contact ACC Security (860)253-3013 and the Interim Associate Dean of Student Development, Dawn Bryden (860)253-1277.***