Travel/Off-Campus Activity Checklist and Emergency and Crisis Response Plan

1. RUO

2. RUO's Supervisor

3. ☐ Assessment/Health and Safety
   ☐ Pre-Trip Orientation/Date
   ☐ Release and Indemnity Agreement/Custodian
   ☐ Medical Information and Release Form/Custodian
   ☐ Team/Group Travel Authorization Form
   ☐ Copies of Travel Authorization to Dean of Students and Chief-of-Police
   ☐ Insurance/Phone # of Provider
   ☐ Drivers Certified
   ☐ Cellular Phone
   ☐ Access to Medical/Emergency Personnel

☐ Credit Cards or Cash Advance/Custodian