

TUSKEGEE UNIVERSITY STUDENT ORGANIZATION
OFF-CAMPUS NOTIFICATION FORM

Name of Organization _____

Name of Activity _____

Date of Activity _____ Time: _____ until _____

Purpose _____

Procedure _____

Place _____

In accordance with University policy:

1. All off-campus events must be registered with the office of Student Life and Development, the Vice President for Student Affairs and Enrollment Management, and the Department of Public Safety for information.
2. The sponsoring organization must have an advisor(s) in attendance from the beginning of the event until it ends and provide professional security personnel or police protection for the event. If this is out-of-town travel, the PRIMARY ADVISOR must make travel arrangements and accompany the students during their travel.
3. Occupancy must be placed on the DRUG POSTER BOARD of the facility as determined by local fire and safety.

Acknowledged by: _____

Organization President

Organization's Primary Advisor

Student Life and Development

Vice President for Student Affairs
and Enrollment Management

Tuskegee University Department of Public Safety

March 2013