Illinois College
Off-Campus Trip Checklist

Please make sure to complete the following checklist. The Physical Plant or Security staff person will need to sign before any vehicle keys are issued.

☐ Copy of the Student/Participant Waiver and Release Form

☐ Copy (pink) of the Off-Campus Trip Participant Emergency Contact List
  ☐ The advisor or faculty members name has been circled.
  ☐ All certified drivers have a star next to their name.
  ☐ Cell phone number of a trip participant is listed on the bottom of the form.

__________________________  ___________________
Physical Plant/Security Staff     Date
Signature

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