

## OFF-CAMPUS ACADEMIC ACTIVITY FORM



### **Request for an off-campus academic activity approval that does not involve an overnight stay**

Dawson's policy on off campus activities is designed to ensure the safety of all participants in any college off-campus activity and to monitor and maintain a record of these activities.

This form is to be used for all off campus activities that do not involve an overnight stay. Students participating in activities that take place outside the Greater Montreal Area must also complete a **Consent and Acknowledgement of Risk Form** before they may take part in the activity.

As per Dawson's policy on off campus activities, all activities must be approved by the Sector Dean before any financial commitment is made. The form must be submitted to the Sector Dean at least two weeks in advance of the activity taking place.

Please note:

- The duration of the activity should not prevent students from attending any class prior to or after the activity.
- Fees are not permitted for compulsory activities unless the fee has been previously stated in the timetable.

Teacher:
Department/Program/Profile:
Phone number: (In case of emergency)

Course number and section:
Course title:

Date of the activity:	Time:	Duration:
Expected number of participants:		
Location of the activity:		
Please provide details of the planned pedagogical activities:		

Compulsory activity: Yes	No	Optional activity: Yes	No
An alternative activity must be provided (for learning or assessments) for students that cannot participate in any compulsory activity. Alternative activity:			

Means of Transportation:
Students will find their own way
Public Transport
Rented bus (The procedures for the purchase of services must be followed)

I have added a list of participants to this request. Yes      No

Please note that the Dawson Code of Conduct still applies when students are participating in an off-campus activity.

Once the activity is approved, the information will be submitted to Security.

The Activity Coordinator must immediately inform the Sector Dean and Dawson Security of any incidents and must submit a Post-Activity Incident Report within three weeks of the conclusion of the activity.

Submitted by:

Date: