

On-Campus Activity Confirmation Form

Please have the student worker confirm the following items with the club officers in advance. Equipment can only be borrowed after confirmation by the staff in charge.

☐ Approved Activity Application Form

☐ Assisting Advisor: _____

☐ Participant Standard Contracts (Clubs are responsible for verifying these documents.)

☐ Participant Insurance Information (Clubs are responsible for verifying these documents.)

☐ Participant Contact Information Sheet (including name, phone number, parent's name, and emergency contact number – the club is responsible for verification.)

☐ Please monitor the weather. If a typhoon warning is issued, consider canceling or postponing the activity.

☐ Review any additional notes listed on the activity application form by the staff in charge.

☐ All documents must be thoroughly reviewed and verified by the club. The club is responsible for any injuries or loss of rights caused by errors.

Club Name: _____

Confirmed by: _____ (Club President or Event Leader)

Confirmation Date: _____ / _____ / _____ (YYYY / MM / DD)

Student Worker: _____

Staff in Charge: _____