

# Off-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

☐ Accompanying and Supervising Advisor: \_\_\_\_\_

☐ Please monitor the weather. Do not proceed if there are typhoon warnings, heavy rain alerts, or other hazardous conditions.

☐ Participants are not allowed to ride motorcycles.

☐ Participant Standard Contracts and 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.)

☐ Tour Bus Rental Information – read the safety guidelines carefully and prioritize safety.

☐ 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:** \_\_\_\_\_ (Team Leader or Club President)

**Confirmation Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (YYYY / MM / DD)

**Student Worker:** \_\_\_\_\_

**Staff in Charge:** \_\_\_\_\_