

FRATERNITY/SORORITY OUT OF TOWN TRAVEL FORM

To be submitted prior to travel outside Nashville. Examples would be a chapter retreat, new member retreat, formal, etc. It is important that we are able to reach you in case of emergency.

Fraternity or Sorority: _____

Date/Time Leaving: _____ Date/Time Returning: _____

Reason For Traveling: _____

Where will the event be taking place?

Name of Venue: _____ Address: _____

City, State: _____ Phone: _____

Chapter Member Emergency Contact: _____

Position in fraternity: _____

Cell Phone #: _____ E-mail: _____

Other Emergency Contact Information (if applicable): _____

Mode of transportation (bus, taxi, van, personal car, etc.): _____

Please provide emergency contact information for Transportation Company:

How many people will be traveling: _____?

Please circle the most appropriate designation for who will be traveling:

New Members with at least one active Actives and New Members Alumni Members

All Members and Dates New Members and Big Brothers/Sisters

Will alcohol be present on the trip (circle)? YES NO

If yes, all University, IFC/Panhellenic and national risk management policies must be followed. Remember that there should be no alcohol at any new member event or activity.