



## Trip Roster/Emergency Contact Notification

This form is to be completed and submitted via email **48 hours** prior to the trip or immediately preceding the trip to ensure accuracy in the event there are additions or deletions: **University Police** [police@francis.edu](mailto:police@francis.edu) , **Associate Dean of Students** [lbanks@francis.edu](mailto:lbanks@francis.edu) , **Residence Life** [residencelife@francis.edu](mailto:residencelife@francis.edu) , and **Student Life** [studentlife@francis.edu](mailto:studentlife@francis.edu):

Name of Group or Department: \_\_\_\_\_  
 Chaperone's Name: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Description of Trip: \_\_\_\_\_  
 Travel Destination/Location: \_\_\_\_\_  
 Departure date/time: \_\_\_\_\_  
 Expected date/time of return to SFU: \_\_\_\_\_

# of People Traveling: \_\_\_\_\_  
 Are there any people traveling who are **not** Saint Francis University faculty, staff, or students?  
 NO  Not applicable  YES (If "YES", explain): \_\_\_\_\_  
 Method of Transportation:  University Vehicles  Rental Vehicles  Chartered Bus  Airline  
 # of Vehicles \_\_\_\_\_

### SECTION A

*In the case of an emergency, the following University personnel must be contacted (these individuals are not on the trip):*

Name	Title	Cell #	Work #

### SECTION B

*The following individuals will be traveling on this trip:*

Traveler's Name	Cell #	Emergency Contact/Relationship	Emergency Contact #

**Chaperones:** Please retain a copy for your personal records. In the event of an emergency, call 911 and then University Police as soon as practical.