

County College of Morris
Off-Campus Trip Reporting Form
Appendix A

This form **MUST** be completed for all CCM off campus events. This includes day trips, overnight trips, field work, optional meetups at art galleries, courthouses or other venues. The reporting requirement applies to both domestic and international trips. Answer every question. If not known, please enter "unknown".

Is the travel a College sponsored trip? Yes ☐ No ☐

Day trip or overnight trip? Day ☐ Overnight ☐ Number of Nights

Is there a written agreement of any type involved? Yes ☐ No ☐

Attach copies of rental agreements (formal or informal) to this form when submitted.

If yes, explain details (contact person, department, host institution, contact information)

Trip Date(s):

Starting: Ending:

Check In Time: Check Out Time:

College Department / Group Sponsoring Trip (example: Athletics, Campus Life)

Name of Group, Organization or Team, etc. (example: Softball Team, SGA)

College Responsible Person (Clery Act Campus Security Authority - CSA)

CSA's contact information: Office address/Office Phone #/Cell #/Email Address

The Clery Act outlines legal responsibilities of CSAs who must receive annual training.

Has the CSA completed Clery CSA training in the past 12 months: Yes ☐ No ☐

Name of Site / Building / Hotel / Location:

Address (City, State, Zip and Country) of Location:

Lodging Information (name, floor, room #, building, etc.) etc.):

Has your Department / Group used this location before? Yes ☐ No ☐

Name / Title Contact Information for Location Representative:

Telephone and Email Contact Information for Location Representative:

Name of local Law Enforcement Jurisdiction for Clery Reporting Contact:

Did the Host Institution make all the housing arrangements for our visiting students (no College involvement)? Yes ☐ No ☐

Any other pertinent information please include below or attached:

Email the completed form to: publicsafety@ccm.edu