

TUSKEGEE UNIVERSITY STUDENT ORGANIZATION  
OFF-CAMPUS NOTIFICATION FORM

Name of Organization \_\_\_\_\_

Name of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_ Time: \_\_\_\_\_ until \_\_\_\_\_

Purpose \_\_\_\_\_

Procedure \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place \_\_\_\_\_

In accordance with University policy:

1. All off-campus events must be registered with the office of Student Life and Development, the Vice President for Student Affairs and Enrollment Management, and the Department of Public Safety for information.
2. The sponsoring organization must have an advisor(s) in attendance from the beginning of the event until it ends and provide professional security personnel or police protection for the event. If this is a violation is placed on the DRUG and ALCOHOL policy.

Acknowledged by:

\_\_\_\_\_  
Organization President

\_\_\_\_\_  
Organization's Primary Advisor

\_\_\_\_\_  
Director, Student Life and Development

\_\_\_\_\_  
Vice President for Student Affairs  
and Enrollment Management

Tuskegee University Department of Public Safety

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Revised: March 2013

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