

**San Mateo County Community College District
Student Activities Checklist & Roster**

(Use this form to document student participants and required forms 7 days before and on the day of the trip to document per-diem cash dispersed and student attendance)

Cañada

CSM

Skyline

Staff/Faculty/Chaperone Name(s): _____

Date: _____

Charter Bus Charter Bus Vendor Name: _____ Event/Trip Name: _____

Event/Trip Date(s): _____

District Vehicle District Vehicle Driver Name: _____ Event/Trip Location: _____

Event/Trip Time: _____

Instructions to Staff/ Faculty/ Chaperone:

1. All travel must be pre-approved by the responsible Dean and Vice President.
2. All travel expenditures must be pre-approved by the responsible Dean and Vice President.
3. Adhere to the per-diem allowances which have been budget approved.
4. Each student traveling on this budget must sign for meal money on the trip when it is issued.
5. **Return all unused activity cash to the Cashier's Office within 30 days of the event.**

Complete this section 7 days before the event and submit to VPI or VPSS Office:

Complete this section on the day of the event:

Student Name (Last, First)	G #	Is Student Enrolled (Y/N)	Release from Liability, Behavior, Standards, Medical Consent	Photo Release Form	Title IX Certificate	Student Voluntary Transportation Agreement (if applicable)	Student Boarding Departing (if applicable)	Student Boarding Returning (if applicable)	Per-Diem Amount (if applicable)	Student Signature	Date
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Staff/Faculty/Chaperone Signature _____

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Staff/Faculty/Chaperone Name(s): _____

Date: _____

Charter Bus

Charter Bus Vendor Name: _____

Event/Trip Name: _____

Event/Trip Date(s): _____

District Vehicle

District Vehicle Driver Name: _____

Event/Trip Location: _____

Event/Trip Time: _____

Complete this section 7 days before the event and submit to VPI or VPSS Office:

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Grand Total: _____

Staff/Faculty/Chaperone Signature _____

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