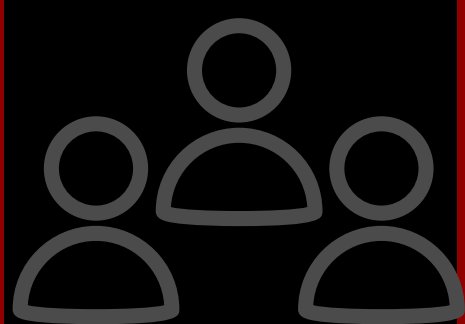




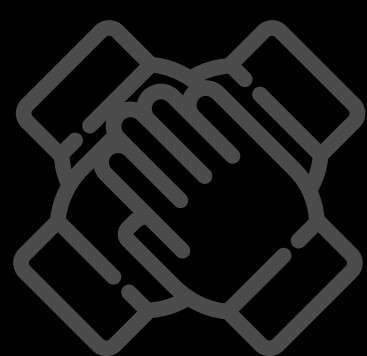
# STUDENT ENGAGEMENT & ACTIVITIES' GUIDE TO OFF CAMPUS EVENTS



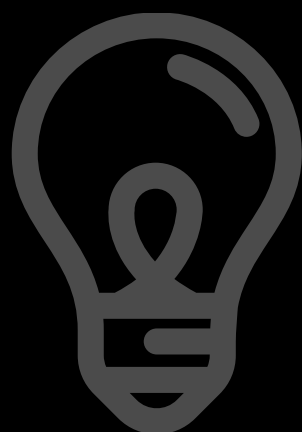
Off campus events are any event, service project, fundraiser, or trip scheduled outside the University.



Requests for all off campus events should be made by creating an event through the organization's SBEngaged page at least 2 weeks in advance of the date of the event.



Provide all information about the trip including Headcount, Location, Overnight Accomodations, Method of Transportation, Roster, etc... on SBEngaged.



If someone on the trip is driving, correct documentation must be provided through the Driver Eligibility form. Once approved, a Program Advisor may request to meet with the group to go over logistics of the event.