



## 2021-22 Events Exception Request

**Request:** *(Please describe exactly what you need approval for. What is the justification for this request? Providing details allows an efficient and informed approval process.)*

*(Description of your Request: Name of Event or Class, who, what, where, when, and involving how many participants, public or students, any minors attending? etc.) Please be as detailed as possible.*

### Anticipated Number of Participants:

**Is this a curriculum related or Course Completion required request? Check the box if it is.**

**Does your request require travel? (If so, read the information in the box below, carefully.)**

- 1.) Please provide the [Travel Authorization Form](#) for in-state & out-of-state destinations located in the **Business Office forms** if your event includes travel, along with this **2021-22 Events Exception Request form**.
- 2.) If you are driving, please ensure your **driver's license and proof of personal car insurance** are current and recorded using the **Motor Vehicle Driving Record Form** on the Hub, used for fleet and personal vehicles.  
**NOTE:** We are NO LONGER using the Annual Authorization Form for Regular In-District Travel. The MVD Form replaces it.
- 3.) Will students be traveling? You will be required to complete a **field trip packet** if students are also traveling.

### Dates/Times Pertaining to this Request:

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**NOTES:** All required forms may be found on the Hub. Depending on the event, staff may be asked to complete additional forms such as an Assumption of Risk and Waiver Release form.

*Updated: 8/18/2021 Replaces all previous versions including Internal Exception Request forms*

**Safety guidelines** regarding COVID remain in place and are found in the Fall 2021 Updated Health Guidelines. They are based on local and state health department recommendations. By completing this form, you are agreeing to comply with these guidelines. Federal mandates currently require the use of masks on public transportation such as buses or traveling together for a college-sponsored event/activity/class.

- **Any students or staff exhibiting signs of illness (fever, repetitive coughing, shortness of breath), will refrain from attending labs/classes and complete them at a later date.** The college will work with students to accommodate the makeup of material missed due to illness.
  - **Students** are asked to contact Student Affairs at the first sign of illness at 307-675-0123
  - and let the instructor know if they are going to be a no-show.
  - **Staff** displaying signs of illness should notify HR for instructions at 307-675-0571.
  - **Visitors** displaying signs of illness should refrain from visiting campus.

If conditions change between the approval date and the actual travel dates, and NWCCD should have a rolling shut down in place due to local, county, state or CDC restrictions, travel and/or events will be re-evaluated and may be postponed or cancelled.

**FORMS:** Are located on the Hub.

<b><i>Requestor or Staff/Faculty Member</i></b>		
<b>By completing this form, I agree to comply with all NWCCD Safety &amp; Event Guidelines.</b>		
<input type="checkbox"/> Request is Curriculum Related		<input type="checkbox"/> Travel Required
Date Signed:	Requestor's Name:	
Requestor's Phone:	Requestor's Email:	
<b><i>Reviewing Supervisor Signature</i></b>		
Date Signed:	Supervisor's Signature:	
<b><i>Reviewing Department Vice President's Signature</i></b>		
Date Signed:	Vice President's Signature:	
<b><i>Vice President for Administrative Services &amp; CFO Signature</i></b>		
Date Signed:	Vice President Achord	
<b><i>NWCCD Office of the President Use Only</i></b>		
President's Comments:		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED		Signature:
<b>Approved or Declined</b>	<b>NWCCD President, Dr. Walter A. Tribley</b>	<b>Date</b>

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