TRIP FORM

This form is a mandatory requirement for all Athletic Union/Guild of Societies trips and activity whether you are hiring a vehicle from the Students’ Union (CUSU) or using personal transport. A list of all participants is essential for insurance and releasing any CUSU vehicle for an activity. This is to be **submitted a minimum of 1 working day (Monday to Friday) prior to an activity** to enable staff to resolve issues and reallocate vehicles/cancel any hired vehicles if necessary.

**This form is mandatory. If you do not fill out this form, you will not be granted a vehicle provided by the Students’ Union and future Club/Society activity may be restricted.**

All organised events that involve the core constituted activities with a group of members are deemed an “official” activity whilst studying at Cardiff University. This form/information submitted to CUSU can be used to register any activity thus protecting members, providing basic insurance, giving access to Union support and guidance, and providing a point of contact if activities encounter problems. Any personal information collected in this form is the responsibility of the Committee or Trip Leader until this form is submitted to CUSU at which point it is deemed the responsibility of CUSU to keep all personal information safe in line with CUSU policy. You can find out more on the way that the CUSU collects and processes data at <https://www.cardiffstudents.com/privacy/>. If you have any concerns around this, please contact [studentsunion@cardiff.ac.uk](mailto:studentsunion@cardiff.ac.uk).

**CLUB/SOCIETY:……………………………………... DESTINATION:…………………………..………..……**

**ACTIVITY:..……………………………………………………………………………………………………….………**

**TRIP LEADER NAME:……………………………..… CONTACT NUMBER:………………………………**

**Date Departing: ………………... Time leaving: ………… Date Returning: ………………... Time returning: …………**

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| **PARTICIPANTS NAME** | | **STUDENT NUMBER**  *(Associate members to include NOK contact number)* | **First Aider**  *(tick box)* | **Providing a leading role in activity**  *(tick box)* |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
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*(Please complete additional sheets for additional members)*

By submitting this form, the Trip Leader, who has been named in the above form, believes that the information provided is accurate and true to the best of their knowledge and will ensure that any changes will be notified to the Students’ Union prior to the trip. They also understand that failure to submit participants details in advance of activity may result in forfeiture of transport and future activity. By submitting this form, the Trip Leader accepts the responsibility of assessing the risk of the activity, ensuring emergency procedures are followed, first aid provision is present, that appropriate activity is undertaken to ensure the safety of the members, and that all participants are informed of their requirements.