



This form should be completed whenever your Activity Group runs a trip to anywhere off the main University of Liverpool campus. It should be submitted to LGoS' Student Activities Manager at least 3 days before your trip.

For all trips, you must also complete an Individual Event Risk Assessment Form.

Failure to complete and submit these forms will mean that LGoS can not sanction your trip, which may affect the insurance status for participants.

Trip Details:

Activity Group:	
Name of trip leader:	
Contact details of trip leader:	E-mail:
	Phone:
Date(s) of trip:	
Trip location:	
Transport methods:	
Brief outline of planned activities:	
Please outline relevant experience or qualifications of the trip leader:	

Authorisation:

- I understand that only activity group members will be covered by LGoS insurance whilst on this trip;
- The names, Student ID numbers or emergency contact details for all participants on the trip are listed over the page;
- I have received emergency information contact details for LGoS;
- I understand that an Individual Event Risk Assessment Form also needs to be completed;
- I understand that an accident form needs to be completed for any accidents or near misses which occur during this trip/activity;
- I understand that if there are any changes to the details on this form I must notify LGoS as soon as possible.

Trip Leader

Signature: _____

Date: _____

LGoS Staff

Signature: _____

Date: _____

