



FSU Campus Recreation
OUTDOOR PURSUITS

CUSTOMIZED TRIP REQUEST FORM

Please make sure that the Request Form is filled out, in its entirety, before submission. Incomplete Forms will not be processed. This form must be submitted to the FSU Outdoor Pursuits Office at The Florida State University Reservation, via:

MAIL:

FSU Reservation
3226 Flastacowo Road
Tallahassee, Florida 32310

FAX:

850-644-9852

EMAIL:

kgerbers@admin.fsu.edu

A minimum of three weeks is required for scheduling.
Submitting this form does not guarantee confirmation of your trip.
Call 850.644.2449 for further information.

ORGANIZATION/DEPARTMENT/GROUP:

REQUESTED DATE, TIME & LOCATION OF TRIP:

REQUESTED ACTIVITY (PLEASE CIRCLE):

CANOEING KAYAKING HIKING OTHER _____

REQUESTED TRIP DURATION (PLEASE CIRCLE)::

DAY NIGHT OVERNIGHT (1 NIGHT) WEEKEND (2 NIGHTS) OTHER

GROUP CATEGORY (PLEASE CHECK:

- FSU RSO (REGISTERED STUDENT ORG*)
- FSU DEPARTMENT/ACADEMIC COURSE
- OTHER FSU GROUP
- NON-PROFIT AGENCY
- OTHER (PLEASE SPECIFY) _____

*Please note: having FSU students in your organization does not necessarily qualify you as an RSO.

CONTACT PERSON & RELATIONSHIP TO GROUP:

CONTACT INFORMATION:

PHONE _____
EMAIL _____
FAX _____

Please complete the other side of this form.



PRE-TRIP

All overnight trips run through FSU Outdoor Pursuits conduct mandatory pre-trip meetings which are held at least 3 days before your trip and are for your group's benefit to plan and prepare.

PLEASE SPECIFY YOUR GROUP'S PREFERRED DATE AND TIME FOR A PRE-TRIP MEETING: _____

QUESTIONS

(These questions will help us better serve your group)

1. Why did your group decide on this program?

2. Do you have goals for your group participating in this program?

3. Is participation in this course mandatory or voluntary?

4. Is your organization or department paying for the participants?

5. Will your organization/group's advisor be attending and/or actively participating?

6. Please list any special needs or accommodations a participant in your group may have:

ADDITIONAL INFORMATION

Declaration of Attendance: (number of confirmed participants) _____

Please attach a separate list of confirmed participants by first and last name.

*Each participant must complete an individual trip registration form and be at least 18 years of age.

*The minimum number of participants for a trip is eight (8).

BILLING INFORMATION

PAYMENT OPTIONS: Cash, Check, FSUCard, or credit card in FSU Reservation rental office.

*Participants can pay individually or payment can be made as a group.

Attention to: _____

Street address: _____

City, state, zip: _____

Contact Person's Signature: _____

Printed Name: _____

Signature indicates formal agreement to all above terms.

Please keep this page for your records.

At least two weeks prior to your program you must declare the number of participants who will be in attendance. The minimum number of participants is eight (8) in order to properly schedule staff and program. Fees are due a week before the trip date unless the program coordinator has made other arrangements with your group. Fees are based on number of participants, trip location, and gear fees.

A trip quote may vary according to number of actual declared participants. You will receive a confirmation letter that will list your confirmed price which will be the amount billed. Unless you cancel in writing (via fax or email) at least two weeks in advance, you will be billed for the above mentioned fees.