



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:** \_\_\_\_\_

