Community Service Office
Gephardt Institute for Public Service

Service Trip Intent Form

To be completed by the service trip leader

WU Group/Individual organizing/leading service trip: _____

Community Service Partner/Purpose of trip: _____

Destination(s): _____

Trip to take place *(circle one)*: FALL BREAK SPRING BREAK WINTER BREAK SUMMER BREAK

Anticipated number of participants: _____ **Anticipated number of organizers:** _____

Anticipated cost per participant: _____

Contact for prospective applicants: _____
Name Email Website

Participant Eligibility: _____
(i.e. graduate students, WGE residents, student group members, open to anyone, etc.)

Trip Contact #1 (Trip Leader)

Name: _____
First Last

Email: _____

Trip Contact #2 (Trip Leader)

Name: _____
First Last

Email: _____

Trip Contact #3 (Trip Leader)

Name: _____
First Last

Email: _____

By signing and submitting this form, our Service Trip agrees to:

- Participate in the Service Trip Advisory Council trainings, events, and meetings
- Attend to health, safety, & travel precautions in planning & implementation of trip
- Provide information to trip participants as outlined in Service Trip Planning Guide
- Collect and submit required forms from trip participants and organizers
- Require that all trip participants attend the Council's training and culminating events
- Participate in planning process for shared programming

Contact #1 Signature: _____ Date: _____

Contact #2 Signature: _____ Date: _____

Contact #3 Signature: _____ Date: _____