



## Students Traveling Overnight

Dear CSA (Campus Security Authority),

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (a.k.a. the Clery Act)*, Fontbonne University is required to track and record any and all University sanctioned trips where students are housed overnight. For example: Athletic teams that travel to games or training; conferences students attend; mission trips; and/or any related trips where students stay two consecutive nights. In order to comply with the new required information, please fill out the form below to assist Public Safety in compiling crime statistics from the area our students were housed during your stay.

Name of the Student Organization: \_\_\_\_\_

\_\_\_\_\_

Dates for your entire trip: \_\_\_\_\_

\_\_\_\_\_

Dates you stayed two consecutive nights: \_\_\_\_\_

\_\_\_\_\_

Locations you stayed: (ex. Name of hotel): \_\_\_\_\_

\_\_\_\_\_

Address including zip code: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Jurisdiction of Law Enforcement if Known: \_\_\_\_\_

*(It should be mentioned that students that travel abroad without a Fontbonne University representative are not required to fill out this trip form. Student organizations that stay at a host university site are also not required to report their overnight trip. Please return this completed form to the Director of Public Safety, Ryan Hall- 101)*