

INSTRUCTIONS FOR COMPLETING THE STUDENT TRAVEL ROSTER (T7)

A Student Travel Roster (T7) is required for all Cameron University student travel. The Student Roster must be **typed** and must accompany the Student Travel Authorization Request (T6) documentation. Do not send the roster by itself unless it is an amended roster (*see instructions below).

Do not send original T8 forms or copies of the T8 forms with the travel packet. The signed T7 form will verify that you have collected the necessary documentation.

1. Check the box that correlates to the travel roster situation. If you are submitting an original roster, select "Original Form". If this is an amendment to the original form, select "Amended Form".
2. Enter the name of the Organization or Club hosting the student travel event.
3. Enter the destination of the student travel event. Include the event location AND the city /state of the travel.
4. Enter the date the student travel event will occur.
5. Begin entering the first and last name of each student participating in the student travel event. Chaperones and hosts should not be included on this roster.
6. Enter the Cameron University student ID# of each student traveler. If the student traveler is a minor and is not yet a student of the University, please enter N/A.
7. Enter the first and last name of the student traveler's emergency contact person. This must be an adult. If the traveler is a minor, this must be a parent or guardian.
8. Enter a VALID telephone number for the student traveler's emergency contact.
9. When the student traveler has completed the required T8 (Voluntary Assumption of Risk and Informed Consent), this box must be marked with an X or a checkmark. Travelers who do not complete a timely T8 are not to participate in the trip and should not be allowed to board the vehicle.
10. The Student Roster (T7) must be signed by the trip coordinator to verify that all information is correct and accurate and that all T8 documentation has been received by each student traveler.

* If a change on the roster has occurred, please note the change on the form and select "Amended Form" at the top of the form, and email the form by itself - **before** the trip commences - to the Office of the Dean of Students at studentservices@cameron.edu.



Student Travel Roster

Please type this document. Mark and sign accordingly.

1
 Original Form
 Amended Form

2
 Organization/Club and Destination EMSS 3
Oklahoma's Promise Day, OKC Date 04/01/2023 4

Name 5	CU ID# 6	Emergency Contact Name 7	Emergency Contact Number 8	T8 Rcv'd 9
Stacy Nummer	123456	Jenny Nummer	580-867-5309	<input checked="" type="checkbox"/>
Jamie Skryin	987654	Nowon Skryin	580-555-5555	<input checked="" type="checkbox"/>
Mya Street	909090	Uptha Street	217-715-8263	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Note: All amendments must	be submitted	to the Ofc of Dean of Students	prior to departure.	<input type="checkbox"/>
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Student Travel Roster

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Original Form
 Amended Form

Organization/Club and Destination EMSS

Oklahoma's Promise Day, OKC

Date 04/01/2023

Name	CU ID#	Emergency Contact Name	Emergency Contact Number	T8 Rcv'd
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A signature is required to verify all student participants have submitted a T8 Waiver.