SAMPLE OFF-SITE CLASS AND TRANSPORTATION NOTICE

On _________________ (date), class will be located at the address noted below.
Class will resume on-campus the following session.

Participants are required to provide their own transportation to this, and any other class site. Bus passes may be purchased and bus route maps are available at the UC concierge desk.

Course Name/Number:

Class Supervisor’s Name:

Class Start and End Time:

Address and phone number of site:

Driving Directions:

Emergency Contact:

SAMPLE OFF-SITE ACTIVITY AND TRANSPORTATION NOTICE

On _________________ (date), _________________ (activity) will be located at the address noted below.

Participants are required to provide their own transportation to this, and any other activity site. Bus passes may be purchased and bus route maps are available at the UC concierge desk.

Activity Name:

Activity Leader’s Name:

Activity Start and End Time:

Address and phone number of site:

Driving Directions:

Emergency Contact: