

## Guidelines for Filling out the Notification of Training Camp, Competition, or Off-Campus Activity, etc.


In the situations below, student organizations are required to submit the "Notification of Training Camp, Competition, or Off-Campus Activity, etc." to Student Support Division of College of Arts and Sciences, etc.


If notifications were also made to other locations (sports club, Environment, Health and Safety Office, etc.), please attach those to this submission.

- When conducting training camps (including on-campus training camps using the Communication Plaza Japanese-style House, joint training camps with other universities, etc.)
- When conducting competitions (competitions conducted off campus, competitions with off-campus organizations, competitions held outside the Komaba I Campus, etc.)
- When conducting activities off campus (lectures or other events, participation as a student organization in conferences or meetings, etc.)

The participant list may be submitted in other formats.

(For student organizations submitting notification by email, or by printing out and submitting a file prepared on a computer)

 Color indicates required items. Please submit the form to the Student Support Section with all colored cells filled and converted to white.

 Indicates automatically calculated item. This is calculated automatically if the participant list is entered.

However, for student organizations submitting a participant list in a separate format, numbers can be entered directly.

Please submit the notification two days before conducting the event. If notification is not submitted, injuries, etc. may not be covered by Disaster and Accident Insurance for Students.

\* Where to submit: Student Support Section, Student Support Division, shien-kakari@adm.c.u-tokyo.ac.jp  
Reception hours: 24-hour (however, confirmation will be performed during weekday business hours only)

(For student organizations planning to print out and fill out by hand)

In general, all items should be filled in.

Indicate checked boxes (☐) with color, check marks, etc.

Please submit the notification to the Administration Building, 1F, Counter No. 8, two days before conducting the event.

If notification is not submitted, injuries, etc. may not be covered by Disaster and Accident Insurance for Students.

\* Where to submit: Counter No. 8, Administration Building, Student Support Section, Student Support Division  
Counter hours: Weekdays (excepting summer holidays and Year-End / New Year holidays):  
Regular hours: 9:00 - 16:50; during extended holidays: 9:00 - 16:50 (closed 12:30 - 13:30)

Date (mm-dd-yyyy):

Notification of Training Camp, Competition, or Off-Campus Activity, etc.

To: Manager of Student Support Division, College of Arts and Sciences

Notification is provided that Training camp will be conducted.

Name of student organization	(Club, sports team, etc.) The UTokyo Gourmet Tour Club						
Faculty Advisor *1	Department:	College of Arts and Sciences		Position title	Professor		
	Name	Taro Komaba		Emergency contact information	090-XXXX-YYYY		
	Contact to Advisor	<input checked="" type="checkbox"/> Contact has been made		<input type="checkbox"/> Contact is planned			
Representative (Captain)	Department:	Arts and Sciences	College/Faculty	Stream Department of Integrated Sciences	3	Year	Student ID Card Number YY-XXXXXX
	Name	Shingo Takimoto		Mobile phone	080-GGGG-FFFF		
Person entering information	Department:	Arts and Sciences	College/Faculty	Humanities and Social Sciences III Department	2	Year	Student ID Card Number XX-YYYYYY
	Name	Ryuta Ueda		Mobile phone	070-EEEE-CCCC		

Objective and content of activity *2	Summer training camp						
Period	From (mm-dd-yyyy)	August 20, 2013			10	:	00 (time)
	to (mm-dd-yyyy)	August 23, 2013			18	:	00 (time)
Location of activity	Facility name	Yamanaka Dormitory-Naito Seminar House		TEL	0555-62-0491		
	Address	Yamanashi Prefecture 506-296 Hirano Yamanakako-mura, Minami-tsuru-gun					
Means of transportation *2	Public transportation <input type="checkbox"/> Railway <input type="checkbox"/> Bus <input type="checkbox"/> Airplane						
	<input type="checkbox"/> Privately-owned car <input checked="" type="checkbox"/> Chartered bus <input type="checkbox"/> Other						
	Automobile	Driver	Division/Department:	____ Transit Co., Ltd.	Name	Teruyoshi Ueno	
Submission of Application for Vehicle Entry onto School Grounds (Komaba I Campus only) <input checked="" type="checkbox"/> Y <input type="checkbox"/> N							
Number of participants *4	Student of The University of Tokyo	Male	6 (no.)	Female	5 (no.)	Total	11 (no.)
	Student of other university	Male	2 (no.)	Female	1 (no.)	Total	3 (no.)
Emergency contact information	Department:	Arts and Sciences	Faculty	Humanities and Social Sciences III Department	2	Year	Student ID Card Number XX-YYYYYY
	Name	Ryuta Ueda		Mobile phone	070-EEEE-CCCC		
	Email address	ueda_ryuta@xxx.ne.jp					
Attached documents *5	<input checked="" type="checkbox"/> Participant list <input type="checkbox"/> Overview of competition <input type="checkbox"/> Activity plan <input checked="" type="checkbox"/> Overview of training camp <input type="checkbox"/> Safety and Health Management Plan for Outdoor Education and Research Activity <input type="checkbox"/> Mountain climbing notification <input type="checkbox"/> Other Document name:						

\*1 Not required in the absence of Faculty Advisor, etc.

\*2 For details of activities accompanying training camps, please submit a schedule indicating itinerary and lodging facilities.

\*3 If transportation is by automobile, indicate Department and name.

\*4 Please submit a participant list indicating Department, etc.

\*5 In case of "Other," list the names of documents related to the submission.

Date (mm-dd-yyyy):  

Notification of Training Camp, Competition, or Off-Campus Activity, etc. – Participant List

Name of student organization		The UTokyo Gourmet Tour Club					
	Title	Name	UTokyo Non-UTokyo	Faculty (UTokyo only)	Academic Year	Gender	Notes
1	Secretary-General	Shingo Takimoto	UTokyo	College of Arts and Sciences	3	Male	
2	Deputy Secretary-General	Ikue Izumi	UTokyo	Faculty of Engineering	3	Female	
3	Accounting	Miyuki Ban	UTokyo	College of Arts and Sciences	2	Female	
4	Person responsible for training camp	Ryuta Ueda	UTokyo	College of Arts and Sciences	2	Male	
5		Takao Haneda	UTokyo	Faculty of Engineering	4	Male	
6		Shinichi Ooi	UTokyo	Faculty of Letters	4	Male	
7		Masayuki Ozaki	UTokyo	Faculty of Science	3	Male	
8		Shunsuke Ueno	UTokyo	Faculty of Agriculture	3	Male	
9		Mayuko Mukai	UTokyo	Faculty of Economics	3	Female	
10		Megumi Fukushi	UTokyo	Faculty of Education	3	Female	
11		Sayaka Osaka	UTokyo	College of Arts and Sciences	2	Female	
12		Hanako Anzai	Non-UTokyo		1	Female	Aoyama University
13		Mitsuhiro Hirano	Non-UTokyo		2	Male	Yokohama University
14		Mitsuru Kono	Non-UTokyo		1	Male	Tokyo Bunri University
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