

## ***SAMPLE INTERNAL TRACKING FORM***

(Campus contact: This form is optional and is intended to help you track your students who are traveling by bus or car, (e.g., you can change name of form to "Bus Reservation Form" to keep record of students traveling by bus and submitting a \$20.00 deposit) Note: \$20.00 is not mandatory but experience has shown if students are asked to return a simple reservation form with a \$20.00 refundable deposit, the chances are very good they will show up and you won't be stuck with a half-empty bus!)

### **INTERNAL TRACKING FORM**

#### **NORTHERN CALIFORNIA FORUM FOR DIVERSITY IN GRADUATE EDUCATION**

**November 7, 2009  
UNIVERSITY OF CALIFORNIA, SANTA CRUZ**

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Academic Standing: Soph Jr Sr Grad

E-mail Address: \_\_\_\_\_

Telephone (current): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

How will you travel to and from the event? Bus (provided) Personal Car Other

**If you plan to ride the bus, you must submit a \$20.00 deposit with this form to reserve a seat.** Details on departure time and place will be emailed to you before the event. You will be required to attend an informational workshop before the event date. Please make check payable to *California Forum*. Your \$20.00 will be returned on NOVEMBER 7TH upon boarding the bus to the event. We will hold your check until the date of the event. If you do not show for the event, your check will be deposited in the Graduate Forum account.

**Submit this form to:**

**Contact Person's Name  
Name of Office  
Location  
E-mail address**