

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 8, 2008
UNIVERSITY OF CALIFORNIA, BERKELEY**

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 38TH upon boarding the bus to the event. We will hold your check until 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**