**INSTRUCTIONS**

Complete and submit form a minimum of 7 business days prior to flight request date to:

|  |  |
| --- | --- |
| Erin Sherman, Vice President for College Services | [esherman6@alamo.edu](mailto:esherman6@alamo.edu) |
| Nancy Guevara, Administrative Assistant to the Vice President for College Services | [nguevara12@alamo.edu](mailto:nguevara12@alamo.edu) |

**REQUESTOR INFORMATION**

|  |  |
| --- | --- |
| Requesting Organization |  |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email Address |  |

**FLIGHT DETAILS**

|  |  |
| --- | --- |
| Flight Date(s) |  |
| Flight Time(s) |  |
| Flight Duration(s) |  |
| Flight Purpose |  |
| Description of Flight Area |  |
| Drone Weight |  |
| Flight Height (altitude) |  |
| Additional Details (as needed) |  |

**REQUESTOR CERTIFICATION**

Requestor has reviewed NVC procedure CS 010 Drone (Remote Pilot Aircraft) Flight on College Property and agrees to follow Federal Aviation Administration (FAA) regulations, state regulations and laws, federal regulations and laws, and NVC procedures.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Date |
|  |
| Signature |

**VICE PRESIDENT FOR COLLEGE SERVICES REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request approved |  | | | |
| Request denied |  | | | |
| Note: Forward completed form to requestor, Alamo Colleges District Police Department (ACPD), NVC Risk Management, NVC Information and Communication Technologies, Marketing and Strategic Communications, Vice President for Academic Success and Vice President for Student Success | | | | |
|  | |  |  |
| Name | |  | Date |
|  | |
| Signature | |