

NORTHWEST VISTA COLLEGE
PROCEDURE CS 010 DRONE (REMOTE PILOT AIRCRAFT) FLIGHT ON COLLEGE PROPERTY
FLIGHT REQUEST FORM

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

Nancy Guevara, Administrative Assistant to the Vice President for College Services

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