


INSTRUCTIONS FOR BLUETREE ALLIED ANGELS FIELD TRIP

- Your chaperone is Prof. Ken Smith and he will be in touch with you to discuss travel arrangements, departure place/time, etc. Please watch for his email.
- Please sign both the "All Claims Form" and this document and return them to Ms. Stillwaggon before the trip. (You may print them off yourself and sign or I have hard copies in my office-- HAL 205.)
- **Take your driver's license (or another form of ID) with you. You will need this for building access.**
- People you will meet at BlueTree:
 - Mrs. Catherine Mott, President/CEO 
 - Ms. Rachel McQuiston, Administrative Assistant
 - Please introduce yourself to both and thank them for the opportunity to attend the meeting.
- Ms. Stillwaggon will send you a copy of the meeting agenda a day or two before the BT meeting. Read through it and familiarize yourself with the presenting companies.
- Dress code is business professional or business casual.
- This is a school function and you are expected to follow all the guidelines of Community Life found in The Crimson (Student Handbook).
- Your trip is being sponsored by *The Center for Entrepreneurship + Innovation*. We have a blog and would love to hear about your trip to BlueTree. If you're so inclined, submit a write-up (300 words or less) and if we like it, we'll post it on our blog and in our social media! 😊 Please submit to Mrs. Stillwaggon within two weeks of attending and we'll reward you with a gift!

Questions? Please contact stillwaggonla@gcc.edu (724) 450-1544

I have read and understand the above information _____

Your Signature

Date