**Coordinate Your Trip with the Office of Legal Counsel**

- **Plan your trip**
  Before your trip to the Custer Gallatin National Forest, the appropriate approvals must be given under the university’s permit. Coordinate the following information: proposed dates, proposed locations, proposed activities, and estimated number of participants.

- **Submit Proposed Use Forms**
  Only MSU staff or faculty can submit the proposed use forms. The proposed use forms can be submitted at: https://www.montana.edu/policy/forest_service_use/

- **Wait for Approval**
  The forms will be immediately submitted to the Office of Legal Counsel and then sent to the USFS for approval. Occasionally, additional information will be required, or locations need to be discussed. If that happens, Legal Counsel will contact the requestor directly.

- **Have a Great Trip**
  Be sure to follow all rules/guidance outlined in the Permit as well as university policies.

- **Submit Actual Use Forms**
  Actual Use Forms must be submitted within **14 days** after the trip. Actual Use Forms can be submitted at: https://www.montana.edu/policy/forest_service_use/

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**Have Questions?**

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*If you would like to plan a trip outside MSU’s permit with the Custer-Gallatin National Forest, you will be responsible for obtaining the required permits and the cost of the permit. The Office of Legal Counsel can assist in providing contacts for you.*