



Field Trip Proposal Form

THIS FORM MUST BE SUBMITTED FOR APPROVAL AT LEAST 3 WEEKS IN ADVANCE OF THE FIELD TRIP.
SEE OTHER SIDE FOR INFORMATION ON PROCEDURES

Faculty Name <i>(Please print)</i>		
Course Name, Number & Section		
Date of Field Trip:		
Destination:		
Mode of Transportation:		
Cost of Field Trip:		
Number of Students Attending:		
Itinerary:		
Purpose of the Field Trip:		
Faculty Signature	Date	
Signature of Assistant Dean	Date	
Dean's Signature	Date	

Submit this form to your Assistant Dean for signature. Please review the Travel Policy for field trips in the Faculty Handbook.



Field Trip Proposal Form

Policies and Procedures:

- A detailed proposal must be submitted for any trip which takes students off campus.
- The proposal must be submitted to the Deans' Office for approval no less than 3 weeks prior to the proposed departure date.
- All students attending field trips must sign waivers of liability BEFORE departure. These forms are available from the Deans' Office or in the mail room.
- Faculty will keep the waivers until the completion of the field trip then submit the forms to the Deans' Office.
- For class or field trips within the city, faculty will arrange to meet the students at the destination site.
- Faculty MUST NOT transport students. Students may travel together but faculty will in no way arrange transportation for students.

IF YOU ARE PLANNING AN OUT OF PROVINCE/COUNTRY FIELD TRIP PLEASE CONTACT THE DEANS' OFFICE AT LEAST 10 WEEKS IN ADVANCE.

**If you have any questions please contact
the Deans' Office, Room D2320**

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