

FIELD TRIP PROCESS

Step 1

- A. Field Trip Request form is completed by faculty member or club advisor.
- B. Faculty member or club advisor must have a completed Waiver of Claims and Consent to Treatment form for each student participating in the field trip. (Forms will be available in division offices and the Office of Student Activities.)*
- C. The faculty member or club advisor retains the white copies of the completed Waiver of Claims and Consent to Treatment form. **The white copies MUST be taken on the field trip.**
- D. The faculty member or club advisor forwards the Field Trip Request form to the division office for signature, along with the yellow and pink copies of the complete Waiver of Claims and Consent to Treatment form.

Step 2

A – Curricular Field Trips:

- 1. The Division Dean signs Field Trip Request form.
- 2. Copies of Waiver of Claims and Consent to Treatment form are retained in the Division Office.**
- 3. Division Dean forwards the Field Trip Request form to appropriate Instructional Dean for approval.

B – Extra-Curricular Field Trips:

- 1. The Supervisor of Student Activities signs Field Trip Request form.
- 2. Copies of Waiver of Claims and Consent to Treatment form are retained in the Student Activities office.**
- 3. The Supervisor of Student Activities forwards Field Trip Request form to the Vice-President of Student Services for approval.

Step 3

- A. The appropriate Dean or Director signs Field Trip Request form and distributes as follows:

Original – send to faculty member or club advisor

Copy – Transportation office (Manazza Kayani)
Copy – retained in the respective administrator’s office

Step 4

- A. Immediately upon return from the field trip the faculty member sends the white copies of the Waiver of Claims and Consent to Treatment form to Risk Management.

Note:

- * Faculty members have two options:
 - 1) Attach a list of students participants with the Waiver of Claims and Consent to Treatment forms, or
 - 2) Place the course code number on the Field Trip Request Form. Rosters must identify students not participating in the field trip.

**** Under no circumstances will a student be allowed to travel without a Waiver of Claims and Consent to Treatment form on file.**
