

Field Trip Checklist – Travel Abroad

The following forms must be completed and sent to Risk Management at least 6 months prior to field trip. Please keep all copies on file for one year and a day, after the date of the event.

Faculty/advisor must complete and route for approval:

- _____ Field Trip Request Form (include Dean of Instruction approval - **required**)
- _____ Description of field trip for out of state travel (**required**)
- _____ Copy of student roster to Department and Risk Management (**required**)

All participating students must complete and sign the:

- _____ Volunteer Activity/Excursion Form and Waiver (parent/guardian signature required for minors) (**required**)
- _____ Agreement Form for Students Traveling Abroad (parent/guardian signature required for minors) (**required**)

For field trips out the country (USA), faculty/advisor must also include:

- _____ Board of Trustees approval (**required**)
- _____ Area Vice President approval (**required**)
- _____ Superintendent/President approval (**required**)

All completed forms sent to Risk Management at least 6 months prior to trip (required).