

Field Trip Checklist For Faculty

Class: _____ Instructor: _____

Date of Trip: _____ Location: _____

I. In-Class Time

9	Check below when completed.	Date
	Submit Field Trip Authorization Request Form	
	Ask student to complete the "Assumption of Risk Form". Be sure to discuss potential risks.	
	Run a copy of your class roster and check off the names of students participating in the trip. Indicate which students are not going on the trip.	
	Return this folder and the forms to the division office at least one week in advance of the trip.	

II. Out-of-Class Time

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