

SECTION: Personnel Policies and Procedures
SUBJECT: Field Trips
SOURCE REFERENCE:

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FIELD TRIPS

Faculty or staff planning a field trip must request approval from his or her immediate supervisor. This request must be completed one week prior to the field trip and must be signed by both his or her immediate supervisor and the Campus Associate Dean. A faculty member or group sponsor employed by the College must accompany the students. Participants 19 and over must sign the Liability Release, Waiver, Discharge, and Covenant Not To Sue Forms (Participants 19 and Over) (*Appendix U*); participants under 19 years of age and their parents/guardians must sign the Liability Release, Waiver, Discharge, and Covenant Not To Sue Forms (Participants Under 19) (*Appendix V*).