

FIELD TRIPS PROPOSAL FORM

A proposal form must be submitted anytime a field trip is planned.

Faculty/staff organizers should review the Field Trip Policies handout, then complete this form and submit it to the Dean of Students at least **three weeks prior** to your departure date for domestic trips or **six months prior** to your departure date for international trips.

Students who are planning an off-campus field trip on behalf of a recognized student organization and who plan to use funds provided by or managed by CCAD must work with their faculty/staff advisor to complete this proposal form. The completed form should be submitted to the Dean of Students.

All field trips must be approved by the Dean of Students. No field trip may be advertised and no contracts or guarantees may be signed until approval for the trip is granted.

An incomplete proposal form will likely delay the trip's approval decision. Please see the Field Trip Policies handout for additional requirements and procedures.

Trip organizer contact info

Name _____ Phone _____
Title _____ Email _____

1. Purpose of trip _____

2. Destination _____

3. Dates of trip _____

4. Anticipated attendees (number and types of individuals; names not necessary)

5. Mode(s) of transportation _____

6. Will any CCAD employees be driving the students in a personal or college-owned vehicle? Y N

7. If yes, who will be driving students? _____

Please note that the driver must have a driving record check completed by Human Resources no more than one year before the trip

8. Food and lodging plans _____

9. Schedule of activities (attach additional sheet if necessary) _____

10. On-site supervision provided by _____

11. Contact names and numbers for emergencies _____

12. Anticipated risks or unusual activities (describe fully and attach additional sheet if necessary)

13. Required visas, passports, ID papers/procedures, or immunizations for international travel only

14. Source of funding or revenue _____

15. Direct cost to participants _____

I have fully read the Field Trip Policies and take responsibility for ensuring compliance with those policies.

Signature of Faculty/ Staff Organizer

Date

I/we approve the off-campus field trip proposed above.

Signature of the Dean of Students

Date