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## **Guidelines for Faculty/Staff Supervising College-Sponsored Off-Campus Field Trip/Events**

### Supervisory Instructor/Staff Responsibilities:

1. Complete the required Travel Request Form and obtain approval signatures.
2. Review the "Field Trip/Event Expectations" with all participants and secure a signed "Field Trip/Event Consent Form" from each participant.
3. Arrange for a meeting site and time for the origination and return of the field trip/event. A designated field trip/event origination point may be identified on each campus.
4. The supervising instructor/staff member is encouraged to arrive at least 30 minutes prior to the time students are expected to arrive for the field trip/event. Every student is responsible for making appropriate travel arrangements prior to and after the field trip/event.
5. From the time the field trip/event originates until it concludes, all participants must adhere to all college policies, procedures, and instructor/staff directives. Each supervising instructor/staff member should have a copy of the "Field Trip/Event Expectations" available during the field trip/event.

Each participant in a college-sponsored field trip/event must complete the Field Trip/Event Consent Form. Completed forms must be on file prior to the field trip/event and maintained in the Division or Department sponsoring the field trip/event for one year.