FIELD TRIP

Ivy Tech Northwest ~ Request for Field Trip Authorization

Campus: **___ Gary** **___ East Chicago** **___ Valparaiso** **___ Michigan City**

Organization / **class** / **program** / **department** requesting field trip authorization (**circle one**, then list details):

_____

Does this trip involve **service learning**/ **volunteerism** or other **civic engagement**? **YES** or **NO**

Objective/ purpose of the field trip:

Date of trip: _____ Departure time:_____ from where? _____ Return time:_____

Business/ Industry where the field trip is planned:

Name: _____

Address: _____

_____

Phone #: _____

Mode of transportation: _____ Number of people attending: _____

I certify that:

1. Approval has been requested or obtained from the property owner(s) where the field trip is to be held.
2. All participants have been or will be notified of the appropriate clothing, equipment, objectives, location, transportation and times of the field trip at least 24 hours prior to departure.
3. Participants will be under direct supervision of the advisor/ instructor/ group leader at all times.
4. If the field trip is cancelled, the person who granted approval will be notified immediately.
5. If the field trip is cancelled, all students will be notified of alternate arrangements.

(*A CERTIFICATE OF LIABILITY* for outside vendors (i.e. a bus company) must accompany this form for approval. All students attending must sign off on a *STUDENT WAIVER FORM* to participate that the instructor/ advisor keeps on file)

_____ _____

Club Advisor / Class Instructor / Program Director Signature **Date**

APPROVED: _____ DISAPPROVED: _____ _____

Vice Chancellor- Campus (if applicable) **(Date)**

APPROVED: _____ DISAPPROVED: _____ _____

Director of Student Life, Development & Leadership **(Date)**

APPROVED: _____ DISAPPROVED: _____ _____

Vice Chancellor of Student Affairs OR Academic Affairs OR Dept. Executive Director (Date)

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* **STUDENT EVENTS & TRIPS: Service learning, volunteerism, civic engagement, leadership training, educational & cultural**: once trip/ event is complete, please fill out the follow-up report & return to the Director of Student Life via campus mail *

(**YELLOW PAPER**) Region 1 Field Trip Form
Last Revision: 4/29/2008