

**School of Business, Technology and Trades**

**Field Trip Checklist  
For Faculty**

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Class: \_\_\_\_\_ Instructor: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Location: \_\_\_\_\_

**I. In-Class Time**

<input checked="" type="checkbox"/>	<i>Check below when completed.</i>	<i>Date</i>
	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**

<input checked="" type="checkbox"/>	<i>Check below when completed.</i>	<i>Date</i>
	Submit Field Trip Authorization Request Form	
	Ask each 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.	

*Note: Because of liability concerns, **all** students who participate in field trips **must** sign an Assumption of Risk Form.*