



OFF CAMPUS ACTIVITY FORM

Before any instructor takes students off campus the following information must be completed and signed by the Program Director. The completed form will be filed with the Program Director and a copy filed with the instructor.

Instructor's Name _____

Program/Course _____

Date of the Activity _____ Time _____

Location of the Activity _____

Brief description of the activity _____

Have all students involved in the activity completed a release form and does the instructor have them on file? Yes _____ No _____

Instructor phone number (to be used in case of emergencies) _____

Instructor Signature

Date

Program Coordinator's Signature

Date

Program Director's Signature

Date

Field Trip Check List

1. Discuss plans with the Program Director prior to making arrangements.
2. Make contacts to receive information and verify possible arrangements.
3. Complete the "Off Campus Activity" form.
4. Contact site and set date and time for the activity.
5. Obtain site directions, drop off point and pick up points.
6. Obtain contact/tour guide name and number.
7. Make arrangements for other necessary items, such as lunch, payments, etc.
8. Make transportation arrangements as far in advance as possible.
9. Give Program Director the completed form.
10. Notify Student Services that the class will be off campus and provide them with the address of location.