APPENDIX C

Checklist for Planning a Field Trip

Planning:
☐ Obtain departmental approval when appropriate for field trip
☐ Information concerning optional or required field trips should be included in the course syllabus and have a well defined academic purpose
☐ Written contract if collaborating entity is coordinating all or part of trip responsibilities
☐ Consider relevant policies, procedures and regulations:
  • SIUC Field Trip Policy and Field Trip Guide
  • SIUC Employee Handbook
  • SIUC Code of Conduct
  • SIUC Participant Agreement and Assumption of Risk Form
    (Parental signature under legal age, note risks on form, confirm when participation is voluntary)
  • Health and safety standards and policy on risk-limited activities
  • Orientation for faculty, staff and students

Accommodations - Specify realities of lodging and travel prior to field trip:
☐ Acquire feedback from students regarding disabilities, needed support, limitations. When necessary outline “auxiliary aids” to accommodate participation
☐ Cancellation policies when fees are collected as a group
☐ Housing (family/home stay, dorm, apartment, hotel, etc.)
☐ Meals (who provides food, alcohol consumption, etc.)
☐ Transportation (air, bus, personal vehicle, rental vehicle, university vehicle)

Orientation meeting: discuss and provide written documentation:
☐ Academic expectation - conditions of participation
  • Approved and restricted activities
☐ Acknowledge risks and realities of field trip site
☐ Behavioral expectations
  • Any zero tolerance issues
  • Student misconduct or threats to the safety of others
☐ Climate at field trip site
  • Appropriate clothing and gear
☐ Emergency contact information
  • Cell phones/Buddy Systems
  • Procedures for separation from group
☐ General safety and personal security
☐ Health and safety guidelines including any possible health hazards
☐ Institutional policies that will apply
  • Student Code of Conduct (i.e., alcohol)
  • Employee handbook
☐ Outline any relevant expenses
☐ Inform participants of required pre-trip documentation
  • Participant Agreement and Assumption of Risk Forms
Clarify:
- All contracts and agreements
- Student's adult role in policy, information and procedures
  - Including when students are acting independently of the program
- Insurance
  - Liability (institutional and personal)

**Verify documentation left on file with department (maintain 3 years)**
- Original signed Participant Agreement and Assumption of Risk Form for each participant
- Itinerary and contact information
- If necessary, approval and/or notification from chair and dean

**Assemble paperwork you will be taking:**
- Participant Agreement Form (p.1)
- Emergency contact for each site
- Itinerary