

## 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