# College of Imaging Arts and Sciences
# Field Trip Approval Form - Local

**\*Submit at least one week prior to field trip –
See instructions below.**

*(Please print or type)*
Instructor:

_____

Class Name: _____

Course ID: _____*(ex: IDDE-101)*   Class ID: _____*(ex: 12345)*

Number of Students: _____

Field Trip To:   (Name)_____ _____

(Address)_____

Purpose of Trip: _____

\*\*Date(s) of Trip: _____

Departure Time: _____

Return Time: _____

Instructor's Cell Phone Number: _____

Mode of Transportation: _____

\*\*Dates cannot exceed the term

## Please follow the below instructions for submitting forms:
**Option 1 (Hard Copies):**
- o Emergency contact forms should be alphabetical by last name. Please paperclip together. <u>DO NOT staple</u>.
- o Release agreement forms should be alphabetical by last name. Please paperclip together. <u>DO NOT staple</u>.
- o List of Student Names and University ID #'s - ***Please attach a class list*** (including TAs or GAs going on trip)
- o **Paper clip all documents together, with this cover sheet on top.** It is important that your paperwork stays together.  (If not a class, please provide a word document with this information.)
- o Submit to Donna Sterlace, Student Services (1075 Gannett Hall)

**Option 2 (Scanning):**
- o Emergency contact forms should be together and alphabetical by last name.  Scan into one PDF document.  *Naming format MUST BE:*
  - ▪ instructor last name_first name_school_date of travel_location_emergency contact forms
  - ▪ Example:  kingsbury_deb_22aug2013_MAG_emergency contact forms
- o Release forms should be together and alphabetical by last name.  Scan into one document.  *Naming format MUST BE:*
  - ▪ instructor last name_first name_school_date of travel_location_general release forms
  - ▪ Example:  kingsbury_deb_22aug2013_MAG_general release forms
- o List of Student Names and University ID #'s – ***you can attach a class list or a word doc with this information if it's not a class*** (including TAs or GAs going on trip)
- o **This cover sheet, a class list, the PDF of release forms, and the PDF of emergency contacts should be emailed together.  Do not send these in separate emails if possible.**
- o Email to ciasfieldtrips@rit.edu with the subject line:
  - ▪ "Field Trip – instructors last name" (ex: Field Trip-Kingsbury)