

College of Art and Design

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):

- Emergency contact forms should be alphabetical by last name. Please paperclip together. **DO NOT staple.**
- Release agreement forms should be alphabetical by last name. Please paperclip together. **DO NOT staple.**
- List of Student Names and University ID #'s - **Please attach a class list** (including TAs or GAs going on trip)
- **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.)
- Submit to Donna Sterlace, Student Services (1075 Gannett Hall)

Option 2 (Scanning):

- 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
- 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
- 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)
- **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.**
- Email to ciasfieldtrips@rit.edu with the subject line:
 - "Field Trip – instructors last name" (ex: Field Trip-Kingsbury)