

Local Field Trip Approval Form during COVID

Instructions

Step 1: Submit and Review Local Field Trip Approval Form

Due to current COVID safety protocols, all requested field trips must be reviewed and approved in advance. Please complete the local field trip approval form (page 2) and email it to debbie.kingsbury@rit.edu. Deb will review the information and schedule a time to discuss your plans with you, and your school director, as applicable. This needs to be done **before making any travel arrangements, or asking students to complete forms.**

Field trips will be considered for approval based on the following:

- Local
- Single day
- Directly related to curriculum requirements
- Class can be divided into small groups
- Students must follow RIT safety protocols
- Destination must follow NYS safety protocols
- No buses or carpooling permitted
- Must be optional

Step 2: Approval Process

1. Deb Kingsbury approves and emails the local field trip approval form to the School Director.
2. School Director approves and emails the local field trip approval form to **Todd Joki** tsjpgd@rit.edu in the Dean's office (CC's Deb Kingsbury and Michele Washburn on the email).
3. Dean approves and emails the local field trip approval form to the faculty member (CC's Deb Kingsbury and Michele Washburn on the email)

Step 3: Faculty Member Submits Required Information

Collect the following required information:

1. List of Student Names and University ID #'s – you can attach a class list or if not a class, include a word doc with this (including TAs or GAs going on trip). If class/group is attending in smaller sub-groups, please include this information with your submission (which students in which time slot)
2. Emergency contact forms, including TA/GA/Faculty member, should be together and alphabetical by last name.

Scan the emergency contact forms into one PDF document.

- Naming format must be:
instructor last name_first name_school_date of travel_location
Example: kingsbury_deb_22sept2020_MAG

Email the following documents to cadfieldtrips@rit.edu:

- This local field trip approval form, the class list, and the PDF of emergency contacts should be emailed together.
- Do not send these in separate emails if possible.
- Email subject line: **"Field Trip – instructors last name"** (ex: *Field Trip-Kingsbury*)

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Please complete the PDF form using Adobe Acrobat.

Course Information

Instructor: _____

Class Name: _____

Course ID _____ Class ID _____

Number of Students: _____

Field Trip Information

Destination Name _____

Address _____

Destination Contact _____

Purpose of Trip _____

Impact on Curriculum _____

Date(s) of Trip _____ *Dates cannot exceed the term*

Departure Time _____ Return Time _____

Instructor's Cell Phone Number _____

Approvals

Deb Kingsbury's
Signature _____

School Director's
Signature _____

Dean's Signature _____