HGTC FIELD TRIP NOTIFICATION FORM AND FIELD TRIP ROSTER

Curriculum/Program Instructor and/or Field Trip Sponsor: ____________________________________________

Today’s Date: __________________ Date(s) of Field Trip: __________________________________________

Destination: ________________________________________________

Please attach a copy of the itinerary.

Field Trip Sponsor’s cell phone number: ________________________________

Other emergency contact information for Field Trip Sponsor: ___________________

Overnight accommodations, if any (Include name of hotel, address, and telephone number):

_________________________________________________________

Transportation by: ____________________________________________

Time of departure: __________________ Time of return: __________________

Instructional and/or Club Objective: __________________________________

_________________________________________________________

_________________________________________________________

Number of students: ___________________________________________

Has each student signed the Voluntary Assumption of Risk Agreement?: ____________

List of participants, including faculty and staff:

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<tr>
<th>Field Trip Participant Name</th>
<th>H Number</th>
<th>Will student miss any classes?</th>
<th>Student informed to notify professor.</th>
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REQUIRED SIGNATURES

Instructor or Field Trip Sponsor __________________________ Date ______________

By signing above, I affirm that Consent for Medical Treatment Forms and Voluntary Assumption of Risk, Waiver, and Release Forms for ALL STUDENTS are included in this packet.

Academic Chair or Department Head __________________________ Date ______________

AVP or VP __________________________ Date ______________

By signing above, I affirm that I have reviewed these materials and have ensured that Consent for Medical Treatment and Voluntary Assumption of Risk, Waiver, and Release Forms for ALL STUDENTS are included in this packet.

President or Designee __________________________ Date ______________

Form Submission: Advisors/trip sponsors should submit a copy of this completed form to the Office of Student Affairs and/or the Office of Academic Affairs and should keep an additional copy for their records. For Out-of-Area trips with HGTC Students or any Trip with Minor Participants, this completed form must be received at least ten working (10) days prior to departure. For In-Area trips for HGTC Students, this completed form must be received at least two working (2) days prior to departure.