

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

Destination: _____

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?: _____

Instructor or Field Trip Sponsor
Date

Academic Chair or Department Head
Date

AVP or VP _____ Date _____

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.

PART 2A Rev. 12-14-12